

國立中興大學台灣人文創新學士學位學程學生校外實習實施辦法  
National Chung Hsing University  
Bachelor Program in Taiwan Humanities and Creativity  
Implementation Guidelines for Off-Campus Internships for Students

1110902 課程委員會議通過

Approved by the Curriculum Committee on 2022.09.02

1120109 課程委員會議通過

Approved by the Curriculum Committee on 2023.01.09

1121003 課程暨事務委員會議通過

Approved by the Curriculum and Affairs Committee on 2023.10.03

一、為推動本學程專業課程實習制度，訂定本學程學生校外實習實施辦法（以下簡稱本辦法）。

In order to promote the internship system within the professional curriculum of this program, these Implementation Guidelines for Off-Campus Internships for Students (hereinafter referred to as "the Guidelines") are established.

二、實施目標：

- (一) 透過實習過程協助學生結合理論與實務知識，以對文學、影像與文化產業相關的專業活動有更深入見解。
- (二) 培養學生獨立自主、溝通協調及團隊合作精神，並建立良好人際關係，累積就業專業能力。

Objective of Implementation:

1. To assist students in integrating theoretical and practical knowledge through the internship process, gaining deeper insights into professional activities related to literature, media, and cultural industries.
2. To cultivate students' independence, communication, coordination, teamwork skills, and to build good interpersonal relationships while accumulating professional employment competencies.

三、本學程於課程委員會中納入校外實習委員會之功能機制，學程主任為召集人，本學程課程委員會委員為當然委員，其成員得包含合作機構代表一人，任期一年，得連任之。本委員會須有二分之一（含）以上委員出席，始得開議，以多數決方式決議。

This program incorporates the function of an Off-Campus Internship Committee within the Curriculum Committee. The program director shall serve as the convener, with members of the curriculum committee as ex-officio members. The committee may include one representative from a cooperating institution, serving a one-year term, which may be renewed. The committee may only convene if at least half (including) of the members are present, and decisions shall be made by majority vote.

四、本委員會之任務如下：

- (一) 整體規劃及推動校外實習課程。
- (二) 確認合作機構之評估結果、選定及簽署「國立中興大學學生校外實習合約書」。
- (三) 協調處理學生申訴、爭議及意外事件。
- (四) 處理學生實習期滿前之終止實習。
- (五) 追蹤處理及檢討學生實習輔導訪視結果。
- (六) 審議及追認「專業實習」修課學分

(七) 其他學生權益保障相關事項。

Responsibilities of the Committee :

1. Overall planning and promotion of the off-campus internship program.
2. Reviewing the evaluation results of cooperating institutions, selecting partners, and signing the "National Chung Hsing University Student Off-Campus Internship Agreement."
3. Coordinating and handling student complaints, disputes, and incidents.
4. Handling the termination of internships before the completion of the internship period.
5. Monitoring and reviewing the results of student internship guidance visits.
6. Reviewing and approving academic credits for the "Professional Internship" course.
7. Other matters related to the protection of student rights.

五、校外實習單位：

- (一) 實習單位包括各類型文化產業，如：出版機構、雜誌社、獨立書店、影視製作與發行公司、文化創意相關公司、各類型策展單位、各類型文史機構、博物館、藝術展演空間、人文藝術性質基金會、地方文史團體組織等。
- (二) 每學年第二學期學程均會公布可申請之實習單位與名額，以供大三以上學生向學程辦公室登記申請，有意申請之學生於規定期限前提送校外實習申請文件至課程委員會審查，審查通過後由學程辦公室辦理發文事宜。
- (三) 學生亦可自行接洽實習單位，須於規定期限前，填繳「學生自洽校外實習單位申請表暨實習單位同意書」，經本委員會審核後始可開始實習，惟開始實習前，本學程需與實習單位完成「國立中興大學學生校外實習合約書」之簽署。

Off-Campus Internship Units:

1. The internship units include various types of cultural industries, such as publishing organizations, magazines, independent bookstores, film and television production and distribution companies, cultural and creative companies, various types of curatorial units, cultural and historical organizations, museums, art exhibition spaces, humanities and arts foundations, local cultural and historical organizations, etc.
2. The available internship units and positions for each academic year's second semester will be announced by the program for students in their third year or above. Interested students must submit their off-campus internship application documents to the curriculum committee for review within the prescribed timeframe. Upon approval, the program office will handle the necessary paperwork.
3. Students may also independently contact an internship unit. They must submit the "Student Self-arranged Off-Campus Internship Application and Internship Unit Consent Form" by the prescribed deadline, and upon approval by the committee, they may begin the internship. However, before starting the internship, the program must sign the "National Chung Hsing University Student Off-Campus Internship Agreement" with the internship unit.

六、學程規劃之校外實習申請作業流程：

- (一) 相關作業流程如附件一，依作業流程辦理各項事務。

- (二) 有意申請之大三以上本學程學生，可先與學程主任或本學程教師討論欲適合實習之單位，經由申請與審核程序後完成。
- (三) 實習時間以暑假為原則。
- (四) 實習學生不支薪。
- (五) 學生實習期間由本學程辦理學生平安保險。

#### Internship Application Process in the Program:

1. The detailed process is outlined in Attachment 1, and all matters should be handled according to the outlined procedures.
2. Students in their third year or above who wish to apply must first consult with the program director or faculty members regarding suitable internship units. After applying and going through the review procedure, the internship will be finalized.
3. The internship period is typically during the summer vacation.
4. Internships are unpaid.
5. Students participating in internships will be covered by the program's student accident insurance during the internship period.

#### 七、實習學分及實習成績考核規範：

- (一) 本學程開設之「專業實習」為 2 學分之選修課程，欲修習該課程者，需於修課之前完成至少 72 小時之實習。
- (二) 學生實習期間需撰寫實習報告，於指定時間內繳交給實習老師並參加實習成果分享會。
- (三) 實習成績滿分為 100 分，包含學習態度、負責程度、合作態度、工作績效等 4 個項目，合計實習佔 80%，實習報告佔 20%。實習期間成績由實習單位填寫實習考核表（附件二）進行評分。
- (四) 實習須於本學程在學期間完成，於修業年限內選修「專業實習」課程並通過考核。若為學生自洽之實習，需再經課程委員會審議後，以追認修課學分。

#### Internship Credits and Evaluation Regulations:

1. The "Professional Internship" course offered by the program is a 2-credit elective. To register for this course, students must complete at least 72 hours of internship before taking the course.
2. Students must write an internship report and submit it to the internship supervisor by the designated deadline, as well as participate in the internship results sharing session.
3. The internship grade is out of 100 points, including four categories: learning attitude, responsibility, cooperation, and work performance. The internship grade constitutes 80%, while the internship report constitutes 20%. The internship unit will complete the internship evaluation form (Attachment 2) to assess the student's performance.
4. The internship must be completed during the student's enrollment in the program and within the expected duration of study. Students must register for and pass the "Professional Internship" course to earn credits. For self-arranged internships, the curriculum committee must review and approve the credits for the course.

#### 八、本辦法經學程課程委員會議通過後實施，修正時亦同。

These Guidelines shall be implemented after approval by the program's curriculum

committee, and any amendments shall follow the same process.

國立中興大學台灣人文創新學士學位學程學生申請實習標準作業流程

National Chung Hsing University

Bachelor Program in Taiwan Humanities and Creativity

Standard Operating Procedure for Student Internship Applications

負責人：任課教師 對象：大三以上本學程學生。基本實習時數：72 個小時以上。

實習內容：依學生及各實習單位的需求。

Responsible Party:Course Instructor

Eligible Applicants:Students in their third year or above in this program.

Minimum Internship Hours:72 hours or more.

Internship Content:Based on the needs of the students and the respective internship units.

辦理時程 Timeframe	項目 Task	參與人員 Participants
每年 3、4 月 March - April	<div style="border: 1px solid black; border-radius: 15px; padding: 5px; text-align: center;">開發實習機會 Development Internship Opportunities</div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; text-align: center;">填寫申請表 Fill out the application form</div>	學生 Students
每年 4、5 月 April - May	<div style="border: 1px solid black; padding: 5px; text-align: center;">依學生需求推薦實習單位 Student-Requested Internship Placement</div>	任課教師 Course Instructor
每年 4、5 月 April - May	<div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; text-align: center;">與可能實習單位接洽 Contact potential internship organizations</div> <div style="text-align: right; color: blue;">不成功</div>	任課教師 Course Instructor
每年 7、8 月 July - August	<div style="text-align: center;">↓</div> <div style="text-align: center; color: blue;">成功</div> <div style="border: 1px solid black; padding: 5px; text-align: center;">正式實習 Formal Internship</div>	學生 Students
每年 9 月 September	<div style="border: 1px solid black; padding: 5px; text-align: center;">實習成績評核 Internship Performance Evaluation</div>	實習單位 Internship Unit
每年 9、10 月 September - October	<div style="border: 1px solid black; padding: 5px; text-align: center;">實習報告及成果分享 Internship Report and Results Presentation</div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; border-radius: 15px; padding: 5px; text-align: center;">結案 Case Closure</div>	學生、任課教師 Students, Course Instructor

國立中興大學台灣人文創新學士學位學程學生實習考核表  
National Chung Hsing University  
Bachelor Program in Taiwan Humanities and Creativity  
Internship Assessment Form

附件二

實習學生 Internship Participant		實習期間 Internship Duration	
實習單位 Internship Unit		實習時數 Internship Duration in Hours	
工作項目 Job Details			

出席情形 Attendance Status (請註明時數) (Please indicate the number of hours)	出席 小時  Hours of Attendance	事假 小時  Personal Leave of Absence	病假 小時  Medical Leave	曠職 小時  Unauthorized Absence	
考核項目 Evaluation Criteria	學習態度 Attitude toward Learning (0-25分)	負責程度 Degree of Responsibility (0-25分)	合作態度 Cooperative Attitude (0-25分)	工作績效 Work Performance (0-25分)	總成績 Final Grade (0-100分)
分 數 Grade					
學生工作表現之 綜合評語 Comprehensive Assessment of Student's Work					
實習建議事項 Recommendations					
實習輔導人員 (簽章): _____ 日期: _____ Internship Mentor (Signature) _____ Date _____ 實習單位主管 (簽章): _____ 日期: _____ Internship Organization Supervisor (Signature) _____					

<p>備註 Additional Notes</p>	<p>1. 實習考核表屬保密文件，學生本人不會得知考評結果，為切實瞭解學生在實習期間的問題，懇請實習單位惠予意見與指正。</p> <p>The Internship Evaluation Form is a confidential document, and the student will not be informed of the evaluation results. In order to accurately assess the student's performance during the internship period, we respectfully request the internship provider to provide feedback and constructive comments.</p> <p>2. 敬請實習單位於同學實習結束後，將本考核表寄至：</p> <p>402 台中市南區興大路 145 號(人文大樓 3 樓) 國立中興大學台灣人文創新學士學位學程。或是 Email: <a href="mailto:creativity@dragon.nchu.edu.tw">creativity@dragon.nchu.edu.tw</a></p> <p>Kindly request the internship provider to send this evaluation form to the following address after the student's internship is completed :</p> <p>145 Xingda Rd., South Dist., Taichung City 402202, Taiwan (R.O.C.)</p> <p>Email: <a href="mailto:creativity@dragon.nchu.edu.tw">creativity@dragon.nchu.edu.tw</a></p> <p>2. 如有任何疑問，請電：04-22840930 轉 315。</p> <p>Should you have any questions, please contact: 04-22840930 轉 315</p>
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**【英文翻譯僅供參考，若文義與中文版不同，概以中文版為準】**

**The English translation is for reference only. In case of any discrepancies between the English and Chinese versions, the Chinese version shall prevail.**