

建國科技大學學生校外實習辦法

民國99年6月9日校務會議審議通過

一、目的

為培育本校學生實務致用之觀念與能力，提早體驗職場以縮短學用落差，建立正確工作態度，增進職場適應力與就業競爭力，特訂定本要點。

二、實施對象

本校日間部四技各系學生，依各系開設之課程，赴企業參加下列之實習課程，實習期滿後由各系負責教師與企業評定實習成績，並繳交各系院指定文件後，方得取得實習相關課程學分。

(一) 暑期課程：學生於暑期赴企業連續實習八週，三百二十小時以上，可取得二學分以上之校外實習相關課程學分。課程名稱與學分數由各系自訂，或依教務會議之決議辦理。

(二) 學期課程：學生於某特定學期赴企業實習四個半月（含）以上，可取得九學分之企業實習相關課程，修讀實習課程期間，除依各系院訂定定期返校之座談會或研習活動等外，學生應全職於實習機構實習。課程名稱與學分數由各系自訂，或依教務會議之決議辦理。

(三) 學年課程：學生於某特定學期赴企業實習九個月（含）以上，可取得十八學分之企業實習相關課程。修讀實習課程期間，除依各系院訂定定期返校之座談會或研習活動等外，學生應全職於實習機構實習。課程名稱與學分數由各系自訂，或依教務會議之決議辦理。

三、實習機構遴選

(一) 本要點之實習機構係指經各系審核通過之公民營機構，或是由政府合法立案之公私立單位、企業及法人機構。各系應與實習機構協議簽訂「企業實習契約書」，明確規範雙方權利與義務。

(二) 自洽實習地點者需填寫「企業實習地點自洽申請書」及「企業實習合約書」、如自洽實習單位非公家機關或知名企業，需繳交營利事業登記證影本，交由各系負責實習業務之委員會開會核定，通過者始得開始實習。

(三) 實習機構評估及篩選針對既有實習機構之評估，各系實習輔導老師於實習期間，針

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對現有合作實習機構進行評估，評估結果「不佳」且公司無法調整實習工作者，將淘汰不適合之實習機構，且不再續約。

四、實習機會安排

(一) 各系應於學生實習前二個月前公布詳細之工作機會，包含企業名稱、地點、薪資、工作性質、膳宿狀況等，供學生選擇實習工作機會參考。

(二) 實習機構可遴選實習學生，必要時可與學生簽約提供獎學金作為幹部培訓管道，契約簽訂方式與規範內容由學生、學生家長、企業等共同商訂，

各系輔導老師視需要提供專業與輔導等協助。

(三) 學生於選擇實習機會期間，視實際需要赴實習機構瞭解實習工作環境及實習訓練計畫內容，與公司主管面談確認並與輔導老師溝通後選定實習機構，分配確定後由各系導師將實習名單傳送研究發展處彙整作業。

(四) 學生於申請實習分配前，應徵求家長或監護人同意，繳交「校外實習家長同意書」，保證督促實習學生遵守實習相關規定及注意乘車安全，以順利完成實習工作。

五、實習職前訓練

(一) 由各系主任、導師向全系（班）學生作行前輔導。

(二) 由輔導老師對所屬輔導學生作工作學習、專題訂定、報告寫作等指導。

(三) 由研究發展處實習輔導組召集全體實習學生，邀請專家講授「安全衛生」課程及宣導相關規定。

六、實習輔導

(一) 各系專業老師依其專長選定指導之實習機構，實習輔導老師之職責包括：與實習機構聯絡安排實習工作內容與人數、預備課程說明會、協調同學訓練事宜，於實習期間不定期赴同學實習場所探訪，並填寫「企業實習訪視紀錄表」、實習成績之評分、參加實習機構座談會。

(二) 學生實習期間，每位學生均需由專業老師及實習機構主管擔任輔導老師，輔導學生實務實習。

(三) 實習機構應將學生視同大專新進人員安排專業實務工作，嚴格要求敬業精神與職業倫理。

七、實習機構之職責

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(一) 與本校簽訂校外實習契約。

(二) 視學生專業學習之需要，指派廠內具相關專長之幹部擔任實習生輔導老師，指導學生學習。

(三) 提供專業實務技術、實習工作項目、辦事細則、操作規範或相關學習資料。

(四) 給予實習學生所擔任職務之必要訓練。

(五) 專責指導實習學生工作，定期與學生面談，瞭解工作及學習狀況。

(六) 協助學校指導老師到廠輔導實習學生工作事宜。

(七) 實習報告寫作指導。

(八) 評核實習學生工作表現及實習心得報告成績。

(九) 參與實習相關之協調、報告、檢討座談。

八、學生實習成績評核

實習成績評量表由所屬系院之實習指導老師，會同實習機構指導人員共同進行，考核項目包括下列各項：

(一) 學生出勤與實習狀況。

(二) 「企業實習週誌」、「企業實習報告」及「企業實習評分表」，格式由各系院自訂。

(三) 實習指導老師及督導人員之其他規定事項。

九、學生實習之規定

(一) 參與實習之學生必須全程參與各系舉辦之「實習說明會」，未參與者不得修習課程。

(二) 配合實習機構之要求，學生可於寒暑假或學期中進行實習。

(三) 參與實習學生須撰寫實習日誌及實習心得報告（格式依各系院規定）。

(四) 寒暑假實習以全日為原則，學期中實習依企業規定於正常上班日為原則。

(六) 學生於實習期間，應遵守實習機構之指導。

(七) 實習為正式課程，實習期間曠職視同曠課，曠職逾三天（含）應由實習機構予以辭退。

(八) 在實習過程中學生對實習有任何問題，應立即向實習授課教師報告。

(九) 校外實習學生一律參加勞工保險或至少100萬元額度之意外保險。

十、學生違反規定之處理

(一) 學生於實習期間內，如有違反實習機構規定或未經核准中途離職或怠忽職責者，則該次實習時數不予採認。此外如有嚴重影響校譽，或違法事情發生，則依其情節報

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請學校依校規處分。

(二) 學生填報之實習相關表單文件，若有不實或任意更換實習機構，經查證屬實者，則該次實習時數不予採認。此外如有嚴重影響校譽，或違法事情發生，則依其情節報請學校依校規處分。

十一、轉換實習機構處理

(一) 學生因個人因素無法適應實習機構，於每學期加退選前填報「學生實習退出申請表」，由各系院實習輔導小組核准後，回學校上課。加退選期間結束，實習分配造冊完畢，編訂實習輔導手冊後不得再更換實習部門，否則實習成績不予核計。

(二) 實習學生若連續曠職、怠惰或其他嚴重違反實習機構規定，屢勸不聽或經輔導未改善者，實習機構得知會各系實習輔導組予以辭退，或因個人原因無法配合公司實習者，需填報「學生實習轉換實習機構申請表」核准後方可離職，並轉換至新實習機構繼續參加實習。學生自行離職未告知輔導老師者，該階段不予核計實習成績，待畢業前補修，學校得視情節依校規處分。

十二、學生實習成果展示

(一) 學生實習報告得存各系參考，實習結束時由各系彙集各系報告電子檔，製成光碟存查。

(二) 學生返校後安排心得報告與發表，各系擇優班級人數前20%參加實習成果觀摩展示會及評比，依「學生校外實習表現優異獎學金作業要點」發給獎學金及獎狀。

十三、實施與修訂

本要點經校務會議審議通過，陳請校長核定後公布實施，修訂時亦同。

Regulations for Students Off-campus Practical Training, Chien-kuo Technology University

Discussed and passed in School Meeting, June 9th, 2000

I. Purpose

In order to foster the notion and ability in which students apply what they have learned at school into pragmatic utility, pre-experience all situations at the workplace and minimize the gap between learning and doing, establish a sound working attitude, increase adaptive ability and competitiveness at workplace, we have established the Regulations.

II. Subject

All departments students who study at the 4-year day college, based on the courses opened by respective departments, go to the enterprises and attend the practical curriculum; at the end of the training session, the students are evaluated by the teacher in charge as well as the enterprise. The students obtain the associate curriculum credits for practical training on submitting required documents to the department.

- (1) Curriculum in Summer Session: Students fulfil the 8-week practical training, and no less than 320 hours; thus they obtain 2 credit hours (or above) of off-campus practical training related credits. The title of the course subject will either be named by the department respectively, or by Academic Affairs Meeting.
- (2) Curriculum in Semester: The students who fulfil practical training in enterprise for 4 and a half month (or above) within a certain semester, may acquire 9 credit hours of practical training in related curriculum. During the session, the students should be full-time practical trained in the training organization, except returning for participating the department's back-to-school meeting. The department or academic meeting is responsible for the course title and setting credit hours.

- (3) Curriculum in School Year: The students go to the enterprise for practical training for 9 months (or above), may acquire 18 credit hours of practical training in related curriculum. During the session, the students should be full-time practical trained in the training organization, except returning for participating the department's back-to-school meeting. The department or academic meeting is responsible for the course title and setting credit hours.

III. Selected by the Practical Training Organization

- (1) The so-called practical training organizations are those (public or private) who inspected by the department, or the government-approved and listed legal enterprises or legal person organization. The departments should sign contract with the practical training organization about "Contract of Enterprise Practical Training", and specify mutual rights and responsibilities.
- (2) The students who find the practical training location, should fill-out an "Application Form for Self-contact Practical Training Location" and "Contract for Enterprise Practical Training". If the self-contact business entity is not public nor well-known enterprise, a copy of Profiting Business Registration is required to be sent to the related committee for approval. Once approved, the practical training may start.
- (3) The Evaluation and Screening of the Existing Practical Training Organization. The counseling teacher in each department should evaluate the on-going practical training organization. The "poor" organization that is not able to adjust the practical training work is subject to be eliminated without further contract.

IV. The Arrangement of Practical Training

- (1) The department should announce details of work opportunity 2 months before the students go for practical training. It should include: name of the enterprise, location, salary, nature of work, accommodations, and so on, in order to supply the students with references when choosing them.
- (2) The practical training organization may choose the students, supplying the signed students with scholarship, if necessary, to be a potential cadre member. The way signing such a contract as well as the content of the contract are decided by the student, their parents, and the enterprise. The counselling teacher of the department should offer professional assistance in this case.
- (3) In the time when students choose the opportunity for practical training, may, if necessary, go to the organization for a better understanding of the

working environment, the content of the training program, and talk to the director and the counseling teacher for final selection of the organization. Once the selection is confirmed, the class advisor of the department should send a copy of the list of practical training student to the Office of Research and Development for compiling.

- (4) Before applying for allocation of the practical training, the students are supposed to get the approval of the parent(s) or the guardian(s), submit “Parent(s)’s Approval for off-campus Practical Training” which ensures keeping an eye on the student’s following the rules as well as paying attention to the traffic, and finish the work safely.

V. Training before the Practical Training

- (1) The chairperson and the class advisors should offer counsel to the whole students before leaving.
- (2) The counseling teacher should advise the students about work to learn, deciding project, and doing the reports.
- (3) The coordinators of the Office of Research and Development should gather all practical training students for a speech concerning “safety and sanity” and related courses and rules by an expert.

VI. Practical Training Counseling

- (1) The professional teachers in each department choose the organization for Practical Training based on their specialization. Their responsibility includes: contacting and arranging the Practical Training Organization for the content and numbers of people for practical training, preparing for the curriculum illustration meeting, coordinating the students for training affairs, casually visiting the locations for student’s practical training, and completing “The Form of Visiting Practical Training Enterprise”, evaluating practical training, and attending conferences for Practical Training Organization.
- (2) During student’s practical training, every student need both the professional teacher and the director of the practical training organization to be their counseling teachers, counseling the student’s practical training.
- (3) The Practical Training Organization should regard the students as new staff from the college and arrange professional real work, strictly requiring the student for devotion and morality with work.

VII. The Responsibility of the Practical Training Organization

- (1) Signing up the contract for off-campus practical training with the University.
- (2) Designating the cadre members in the company that have associated

specialty as the student's practical training counseling teacher and guiding the student's practical training according to the professional learning need of the student.

- (3) Providing the student with professional pragmatic technics, working items of practical training, detailed rules for work, rules for manipulation or related learning data.
- (4) Providing the practical training student with necessary training for their position.
- (5) Offering working guide for the practical training student, interviewing with the student periodically and understanding the student's working and learning status.
- (6) Assisting the counselling teacher of University coming to the company for counselling the student's practical training.
- (7) Advising the student's practical training report.
- (8) Evaluating the performance and report for practical training review of the student.
- (9) Attending practical training related coordination, report, and conference of review.

VIII. Evaluation of the Student's Practical Training

The evaluation form of practical training is build up by both the practical training teacher of the department and the director of the practical training organization. The form includes what follow:

- (1) The attendance and practical training of the student.
- (2) "Weekly of Practical Training in the Enterprise", "Report of Practical Training in the Enterprise", and "Evaluation form of Practical Training in the Enterprise". The format of the forms is designed by the departments respectively.
- (3) Other items of rules for the practical training teacher and the supervisor.

IX. Regulations for Student's Practical Training

- (1) The practical training students are required to participate the whole course of "Illustration Meeting" held by the department. Failing to participate is subject to be banned from the course.
- (2) For complying with the practical training organization, the student may engage in the practical training in summer vacation, winter vacation, or during the semester.
- (3) The practical training student must keep the practical training diary and the practical training review. (The format is designed by the departments respectively.)

- (4) The practical training is basically a full day practice in summer or winter vacation. In the semester, the practical training duration will follow the enterprise's regulation.
- (5) During the practical training session, the student should follow the guidance of the practical training enterprise.
- (6) Practical training is a formal course in the curriculum, any absence from work will be considered skipping the school. Absent from work without a justifiable reason for three days or more is subject to lay-off from the organization.
- (7) The students who encounter any problem, should report to the practical training teacher immediately.
- (8) All the off-campus practical training students need to be involve in labor insurance or insurance for accident of a coverage for no less than one million NT dollars.

X. Consequence of the Student's Violating the Regulation.

- (1) If the student violate the rules of the practical training organization in the process of the practical training, or leave from work without the approval, or fail to complete the duty, the practical training will not be approved. Moreover, if the act of the student badly damage the reputation of the University or involves illegality, The University will punish the student according to the University's Regulations.
- (2) If the completed form associating with the practical training fail to be honest, or the student changes the organization without approval, the practical training credit hours will be denied. Moreover, if the act of the student badly damage the reputation of the University or involves illegality, The University will punish the student according to the University's Regulations.

XI. Consequence of Changing the Organization

- (1) If the students fail to adapt themselves in the practical training organization, they should complete the "Application Form of Student's Withdrawing from Practical Training" before the session of drop/add courses. With the approval of the team of practical training of the department, the student may go back to school. After the drop/add courses session as the list of practical training is built up and the brochure of practical training counselling is made, the student will not be able to change the organization. Otherwise, the practical training credit will be denied.
- (2) If the practical training student leave the work without approval or be lazy

for work or badly violate the rules of the organization for practical training, and does not improve the situation after counseling, the organization inform the team of counseling in each department and lay off the student. The student who, for any personal reason, fail to conform with the practical training company, need to complete the “Application Form for Students Changing Practical Training Organization” and resign after being approved. Then the student may change the organization for a new one for going on for practical training. Those who leave the work without informing the counseling teacher will not be able to get the credit for practical training, and need to take the make-up course. In this case, the University may punish the student according to the regulations.

XII. Exhibition of the Result of Practical Training

- (1) The department may keep a copy of the report made by practical training student for references, and collect the electronic file into a CD for further reference.
- (2) After the students go back to school and report and exhibit the practical training review, each department select the top 20% student in a class to participate the exhibition and contest of the result of practical training, giving the prize and certificate of award to the students.

XIII. Carrying out and Revising

The regulations are discussed and approved by the School Meeting, and ratified and announced to carry out by the president, same as revised.