**國立高雄科技大學學生職場實習轉換及終止紀錄表**

**Student Internship Change and Cessation Record for**

**National Kaohsiung University of Science and Technology**

|  |  |  |  |
| --- | --- | --- | --- |
| 實習生學制Intern’s program type |  | 實習生系（所）Department (Institute) |  |
| 實習生姓名Name of intern |  | 實習生學號Student number |  |
| 原實習機構Original internship organization |  | 離職日期Termination date |  |
| 新申請實習機構Newly applied internship organization |  | 擬報到日Intended on-board date |  |
| 事件紀錄Incident Record | 實習機構Internship organization |  |
| 實習生Intern |  |
| 系（所）暨學校實習輔導老師輔導紀錄Department (Institute) and internship advisor’s advising records | （若有召開相關會議，請檢附會議紀錄）(Please enclose the minutes if a meeting has been held.)  |
| 處理方式及結果Handling approach and result | 🞏與原實習機構終止合約，經系級學生職場實習委員會同意轉換至校外新實習機構。Terminate the contract with the original internship organization, and transfer to the new internship organization outside the University upon permission of the Department Internship Committee.　新實習機構 New internship organization：＿＿＿＿＿＿＿＿部門Department：＿＿＿＿＿＿＿＿ 職務Job title：＿＿＿＿＿＿。🞎與原實習機構終止合約但未能轉換至校外新實習機構，系所實習輔導老師自訂彈性修課措施，並經系級職場實習委員會通過，另填「教師自訂職場實習課程彈性修課措施規劃表」**。**If the internship contract with the original organization is terminated and the student is unable to transfer to a new off-campus internship organization, the department’s internship advisor shall devise flexible course-taking measures. These measures must be approved by the departmental Workplace Internship Committee, and the “Instructor-Designed Flexible Internship Course Adjustment Plan” must be completed accordingly.🞏終止實習。Termination of Internship🞎其他Other： **。** |
| 後續追蹤記事Follow-up record |  |
| 系所評核原實習機構是否繼續合作實習Department’s (Institute’s) evaluation of the original internship organization for continued cooperation or not | 🞎繼續合作實習 Continue cooperation 🞎不繼續合作實習，請勾選原因（可複選）Cease cooperation, please check the reason(s) (may choose multiple options)🞎實習待遇未符契約 Intern remunerations fail to meet the contract terms.🞎職務負荷過重 Workload is too heavy.🞎實際職務專業不符 Actual job duties do not match the profession.🞎環境衛生不佳 Poor environmental hygiene　　　　🞎環境安全堪慮 Environmental safety concern🞎職場輔導機制不佳 Poor guidance system at the workplace🞎其他 Other：＿＿＿＿＿＿＿＿＿＿＿＿＿。綜合評語 General comment：＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿\_\_\_\_\_\_\_\_\_\_。 |
| 填表人Completed by | 學校實習輔導老師Internship advisor | 系所單位主管Department (Institute) Chair | 各校區綜合業務處Campus General Administration Division at various campuses | 校友服務暨實習就業中心Alumni Service and Career Development Center |
|  |  |  |  |  |
| ※本紀錄表用印後，正本請於系（所）留存。This original Record should be kept at the Department (Institute) after the official seal is affixed. |