

**個別實習計畫**

**（Individual Internship Plan）**

系別（Department）: ＿＿＿＿＿＿＿＿＿＿＿＿＿＿

班級（Class）: ＿＿＿＿＿＿＿＿＿＿＿＿＿＿

姓名（Name）: ＿＿＿＿＿＿＿＿＿＿＿＿＿＿

學號（Student number）: ＿＿＿＿＿＿＿＿＿＿＿＿＿＿

實習機構（Internship agency）: ＿＿＿＿＿＿＿＿＿＿＿＿

實習類型（Internship type）:

□暑期實習（Summer internship）　□寒期實習 (Winter internship)

□學期實習（Semester internship）　□學年實習（Academic year internship）

□專案實習（Project internship）

實習期間(Internship period)：自(From) (mm/dd/yyyy)

至(to) (mm/dd/yyyy)

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| --- | --- | --- | --- |
| **個別實習計畫同意簽署處**  **（Individual Internship Plan Consent Signatures）** | | | |
| **實習學生**  **（Interning student）** | **家長**  **（Parents）** | **學校實習輔導老師**  **（School internship**  **guidance teacher）** | **實習機構**  **（Internship agency）** |
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**一、實習基本資料Internship Basic Information**

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| --- | --- | --- | --- | --- | --- |
| **系（所）**  **Department**  **(Institute)** |  | | **班級**  **Class** |  | |
| **學生姓名**  **Student name** |  | | **學生學號Student number** |  | |
| **學生電話**  **Student phone number** |  | | **學生**  **通訊地址**  **Student contact address** |  | |
| **實習課程名稱**  **Name of internship course** |  | | **實習類別**  **Internship type** | □暑期實習(Summer internship)  □寒期實習(Winter internship)  □學期實習(Semester internship)  □學年實習(Academic year internship)  □專案實習(Project internship) | |
| **學校輔導教師**  **School guidance teacher** | 姓名  Name |  | **業界**  **輔導教師Industry**  **guidance teacher** | 姓名/  職稱Name/  Job title |  |
| 電話  Telephone |  | 電話  Telephone |  |
| **實習機構**  **名稱/部門**  **Name/Department of internship agency** |  | | **實習機構**  **地址**  **Address of internship agency** |  | |
| **實習職稱Internship job title** |  | | **實習項目Internship Description** |  | |
| **實習期間**  **Internship period** | 自(From) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(mm/dd/yyyy)  至(to) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (mm/dd/yyyy)  （海上實習可填寫預估時間）(maritime internship can use estimated time)  每日(per day),＿＿＿＿小時(hours)，每週(per week)＿＿＿＿小時(hours) | | | | |
| **薪資或其他給付Salary or other payment** | □實習薪資 **每月** / **每時** 給付新台幣＿＿＿＿元。  Internship salary is NT$\_\_\_\_\_\_ per month/per hour.  □視學生表現提供學生獎助學金，每月給付新台幣\_\_\_\_\_\_\_\_\_\_\_\_\_元。  Depending on the student’s performance, a scholarship in the amount of  NT$ \_\_\_\_\_\_\_\_\_\_\_ shall be provided each month.  □無補助No subsidies。 | | | | |

**二、實習學習內容（可自行修訂）Internship Learning Content (can be revised)**

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| **實習課程目標Internship course objective** | 針對學生未來就業、職涯發展所需技能予以規劃，透過實習協助學生將理論與實務結合，並培育良好職場倫理及工作態度，以提升學生就業競爭力，其內涵如下：  To support students' future employment and career development, the program is designed to help them acquire the necessary skills through internships that integrate theoretical knowledge with practical experience. It also aims to cultivate strong workplace ethics and positive work attitudes to enhance students' competitiveness in the job market. The details are as follows:   1. 培養＿＿＿＿＿ 專業能力（依系所目標）。   Cultivate \_\_\_\_\_\_\_\_\_\_ professional competencies (based on departmental goals).   1. 強化＿＿＿＿＿ 實作能力。   Strengthen \_\_\_\_\_\_\_\_\_\_ practical skills.   1. 構築下列職場軟實力：   Develop the following workplace soft skills: □溝通協調能力Communication and coordination skills □跨部門協作能力Cross-departmental collaboration □問題解決與靈活應變能力Problem-solving and adaptability □抗壓與情緒管理能力Stress resistance and emotional management □自我學習與適應能力Self-learning and adaptability □專業倫理與責任感Professional ethics and sense of responsibility □時間管理與任務執行能力Time management and task execution □觀察與學習能力Observation and learning ability □跨文化理解與國際視野Cross-cultural understanding and global perspective □正向職場態度與職業倫理Positive work attitude and professional ethics □認識產業趨勢與就業市場需求Understanding of industry trends and job  market demands □職涯規劃與發展目標Career planning and development goals □累積職場經驗與人脈Accumulation of workplace experience and networking  (可自行增列其他內涵) (Other content may be added as needed) | | |
| **各階段實習內容具體規劃及時程分配：**  Specific planning and time allocation of internship content during different stages   1. **寒暑期實習至少規劃二階段**   The winter and summer internships should be planned in at least two phases.   1. **學期實習至少規劃四階段**   The semester internship should be planned in at least four phases.   1. **學年實習至少規劃八階段**   The academic year internship should be planned in at least eight phases.   1. **專案實習至少二階段**   The project-based internship should be planned in at least two phases. | 實習階段Internship stage | 期間  Time | 實習主題  Internship theme |
| 階段一  Phase 1 | 第 週Week  至to  第 週Week | 職場適應與專業訓練Workplace Adaptation and Professional Training  1.介紹公司文化、規章制度及工作流程Introduction to company culture, regulations, and workflow  2.指派實習導師並建立學習目標Assign an internship mentor and establish learning objectives  3.帶領實習生熟悉工作環境和團隊成員Guide interns to become familiar with the work environment and team members  4.實習安全規範與職場禮儀 Internship safety regulations and workplace etiquette  5.指派實習導師並建立學習目標 Assign an internship mentor and establish learning objectives (duplicate item) |
| 階段二  Phase 2 | 第 週Week  至to  第 週Week | 觀察與技術學習Observation and Technical Learning 1.培養專業觀察能力Develop professional observation skills  2.初步理解部門工作邏輯與流程Gain a preliminary understanding of departmental work logic and processes |
| 階段三  Phase 3 | 第 週Week  至to  第 週Week | 基礎任務實作Basic Task Implementation   1. 基礎技能訓練與專業知識講座Basic skills training and professional knowledge seminars 2. 專業基礎工作技能養成Development of fundamental professional work skills |
| 階段四  Phase 4 | 第 週Week  至to  第 週Week | 跨部門簡易合作Basic Cross-Departmental Collaboration   1. 建立橫向協調能力，體會組織運作的整體性Develop horizontal coordination skills and understand the overall operation of the organization 2. 學習標準作業流程Learn standard operating procedures 3. 參與跨部門專案互動任務Participate in cross-departmental project interaction tasks |
| 階段五  Phase 5 | 第 週Week  至to  第 週Week | 進階任務參與Advanced Task Participation   1. 學習標準作業流程Learn standard operating procedures 2. 參與實際專案或工作任務Participate in real projects or work assignments 3. 給予實習生具體的工作目標與任務Provide interns with specific work objectives and tasks 4. 提供實作機會，讓實習生將理論應用於實際工作中 Offer hands-on opportunities for interns to apply theory to practical work |
| 階段六  Phase 6 | 第 週Week  至to  第 週Week | 交流與學習Communication and Learning  1.安排團隊合作或交流活動Organize team collaboration or networking activities  2.組織分享會或工作坊，邀請同仁分享經驗Host sharing sessions or workshops and invite colleagues to share their experiences  3.促進實習生對公司整體運作的了解Enhance interns’ understanding of the company’s overall operations |
| 階段七  Phase 7 | 第 週Week  至to  第 週Week | 專題企劃與獨立任務Project Planning and Independent Tasks   1. 自主規劃小型專題Independently plan small-scale projects 2. 技術優化方向Explore directions for technical optimization |
| 階段八  Phase 8 | 第 週Week  至to  第 週Week | 實習成果Internship Outcomes   1. 實習發表Internship presentation 2. 完成實習作業Completion of internship assignments |
| **實習機構提供實習課程指導及**  **資源說明**  **Course guidance and resources provided by the internship agency** | **實習機構提供培訓內容Training provided by the internship agency：**  ◎實務基礎訓練**Practical base training**：  □職業安全與教育訓練Occupational safety and training  □企業知識培訓Corporate knowledge training  □企業文化訓練Corporate culture training  □其他Other: ＿＿＿＿＿＿＿＿＿＿＿＿＿＿  ◎實務主題訓練**Practical theme training：**  □知識管理Knowledge management  □學習內容溝通Communication of learning content  □專業知識探討Exploration of professional knowledge  □實務問題釐清Clarification of practical problems  □實務問題排除Elimination of practical problems  □實務問題支援Support for practical problems  □實務問題分析Practical problem analysis  □實務案例分享Example sharing  □產品除錯Product error elimination  □製程改善Process improvement  □庶務管理General affairs management  □技術指導Technical guidance  □其他Other: ＿＿＿＿＿＿＿＿＿＿＿＿＿＿  **實習機構提供資源與設備投入情形Resources and equipment provided by the internship agency：**  □實驗設備Laboratory equipment  □儀器機台Instruments  □專人指導Professional guidance  □教育培訓Education and training  □資訊設備Information equipment  □測試耗材Testing supplies  □車輛裝備Vehicle equipment  □服裝配件Clothing and accessories  □其他Other: ＿＿＿＿＿＿＿＿＿＿＿＿＿＿ | | |
| **教師輔導訪視**  **實習課程進行**  **之規劃**  **Plan for internship progress guidance visit by teachers** | **學校輔導老師提供輔導項目Guidance provided by school guidance teachers：**  □產業趨勢Industry trend  □專業知識指導Professional knowledge guidance  □實驗指導Experiment guidance  □人際溝通Interpersonal communication  □實習表現Internship performance  □不適應輔導Guidance on inability to adapt  □其他Other: ＿＿＿＿＿＿＿＿＿＿＿＿＿＿  **學校輔導教師訪視作業School guidance teacher visitation：**  □**學年實習Academic year internship：**  每學期總訪視紀錄至少二次，其中實地訪視不得低於一次at least two visitation records per semester, of which, at least one should be a site visit.  □**學期實習Semester internship：**  每學期總訪視紀錄至少二次，其中實地訪視不得低於一次at least two visitation records per semester, of which, at least one should be a site visit.  □**暑(寒)期實習、專案實習Summer/winter internship, project internship：**  總訪視紀錄至少二次，其中每機構實地訪視至少一次(At least two visitation records, of which, site visitation should be conducted for each agency at least once.)  ※海上實習及境外實習實地訪視則視經費考量辦理。  Maritime internship and overseas internship site visitation is based on funding consideration. | | |
| **業界專家輔導實習課程規劃**  **Plan for industry experts to guide the internship course** | **業界輔導老師提供的指導內容**  **Guidance provided by industry guidance teachers：**   |  |  | | --- | --- | | □程式設計Program design | □機台操作Machine operations | | □實驗程序Experiment procedures | □機械模具Machine mold | | □文件撰寫Document writing | □製程管理Process management | | □檢測操作Testing operations | □藝術創造Art creation | | □實驗測試Experiment testing | □財經規劃Financial planning | | □材料鍍膜Material plating | □創新管理Innovation management | | □除錯操作Troubleshooting operations | □設計模擬Design simulation | | □資訊管理Information management | □軟體操作Software operation | | □採購備料Purchasing preparation | □經營管理Business management | | □設計溝通Design communication | □其他Other：**\_\_\_\_\_** | | | |
| **業界輔導老師提供的輔導方式**  **Guidance method used by industry guidance teachers：**   |  |  | | --- | --- | | □口述解說Verbal description | □操作示範Operation demonstration | | □案例研討Example discussion | □其他Other：**\_\_\_\_\_** | | | |

**三、實習作業：依各系（所）實習規範辦理。**

**Internship Work: Based on Each Department’s (Graduate Institute’s) Internship Rules**

**四、實習成效考核與回饋**

**Internship Performance Evaluation and Feedback:**

|  |  |
| --- | --- |
| **實習成效考核指標及評核方式Internship performance evaluation index and evaluation method** | 1. 系（所）實習輔導老師評定實習生之實習成果(60%)   Departmental (graduate institutional) guidance teacher’s evaluation of the intern’s internship results (60%)   1. 實習機構評定實習生之實習成果(40%)   Industry guidance teachers’ evaluation of the intern’s internship results (40%)   1. 學生於不同實習機構實習，各實習機構評定之成績按實習時數比例分別核算後加總。   When students do internships at different internship agencies, the evaluation scores (calculated separately according to the proportion of internship hours) from each internship agency are added up.   1. 實習輔導老師得依學生曠職及請假（公假、喪假及產假除外）情形考量扣除實習課程成績。   The guidance teacher may deduct points from a student’s internship score based on attendance and leaves taken (excluding official leave, funeral leave and maternity leave). |
| **實習回饋方式及規劃**  **Internship feedback and planning** | 應完成事項Surveys to be completed： 實習機構滿意度調查Internship agency satisfaction survey、實習生滿意度調查Intern satisfaction survey  其他回饋方式Other ways to receive feedback：  □實習成效檢討會議Internship effectiveness review meeting  □實習課程檢討會議Internship course review meeting  □實習機構合作檢討Internship agency cooperation review  □實習成果座談會Internship result forum  □校務研究分析School affairs research analysis  □校務研究追蹤School affairs research tracking  □衍生產業實務專題Derived industry practical topics  □實習成果競賽Internship result competition  □輔導經驗交流Guidance experience exchange  □教師實務深耕Improving teachers’ practice  □教師實務研習Teachers’ practical learning  □業界產學合作Industry-academic collaboration  □專業課程諮詢調整Adjustment to professional course inquiry  □其他Other: ＿＿＿＿＿＿＿＿＿＿＿＿＿＿ |

**五、實習權益及規範相關事項**

**Internship Rights and Standards**

（一）實習前準備事項Pre-internship preparation：

1. 為保障同學學習權益及安全，請同學先行確認實習前已辦理實習保險。

To assure the learning rights and safety of students, please make sure that they have internship insurance prior to entering the internship.

1. 同學應參加實習前說明會，並可自行蒐尋性別平等、安全衛生、勞動權益、職場倫理或實習經驗等資訊，以保護自身權益。

Students should participate in the pre-internship seminar. They can also voluntarily collect information on gender equality, safety and health, labor rights, work ethics, or internship experience to protect their own rights.

1. 實習前應簽訂職場實習合約書，若實習機構另與實習學生簽訂職場實習合約書以外之契約，於簽署前可先徵詢實習輔導老師意見。

Students shall sign the internship contract before the internship. If the internship agency plans to sign any other contract with a student, the student can ask the guidance teacher for advice before signing it.

1. 役男出境申報程序Application for draftees to leave the country:
2. 4個月內短期出國，請自行至內政部移民署網頁登錄申請

For short leave of less than four months, please apply on the National Immigration Agency webpage.

1. 4個月以上需依役男出境處理辦法第4條第1項第3款規定：「在學役男因奉派或推薦出國研究、進修、…、受訓或實習等原因申請出境者，最長不得逾一年，且返國期限截止日，不得逾國內在學緩徵年限。…」在學役男因上述原因申請出境，需由學校以公文書方式提出相關證明文件向戶籍地直轄、縣市政府提出申請。

If the leave is longer than four months, the application must follow Article 4-1-3 of the Regulations for Exit of Draftees: “period approved for the exit of a draftee shall not be longer than one (1) year if the draftee is a student who has applied for the exit on the grounds of taking a research project, foreign studies, performance, visit, competition event, training or field practice… In addition, the return deadline shall not exceed the deadline of deferred conscription….” Draftees who are applying for leave based on the aforementioned reasons need to have the school submit official application and provide relevant proof/documentation to their household registry jurisdiction government.

（二）實習中注意事項Notice on internship:

1. 學校實習輔導教師會透過實地訪視、電話訪談、通訊軟體等方式了解同學實習情形。

School internship guidance teachers will use site visitation, phone interview, and communication software to understand students’ internship situation.

1. 職場實習異常處理機制Workplace internship abnormality handling mechanism

常見的實習異常事件如下，敬請依處理機制辦理並填寫「職場實習異常事件處理紀錄表」，詳細記錄異常事件事由，及後續輔導處理經過及結果，以利後續追蹤確認。

Common internship abnormal incidents are as follows. Please handle them according to the processing mechanism and fill out the Record Form of the Handling of Workplace Internship Abnormalities, detailing the reasons for the abnormal incidents and the subsequent counseling process and outcomes, to facilitate follow-up tracking and verification.

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| --- | --- | --- | --- | --- |
| **類型**  **Type** | **性別平等事件**  **Gender equality incidents** | **實習勞動權益爭議**  **Labor right disputes** | **實習適應不良**  **workplace maladjustment** | **職安/意外事故 (含海外)**  **Occupational safety/accidents (including overseas)** |
| **型態**  **Form** | 性騷擾、性侵害、性霸凌  Sexual harassment; sexual assault; sexual bullying | 薪資、獎助學金、膳宿問題、輪班情形及休假等不符實習合約、實際工作地點及工作內容有落差、工作環境危險、遭遇不合理要求及對待等  Salaries, scholarships, food & accommodation, shift work, and leaves are not provided in compliance with internship contracts; the actual location and content of work differ from what was previously agreed upon; having to work in unsafe working conditions; having to face unreasonable treatment and requirements. | 企業文化和自我期待有落差，無法適應工作狀態融入企業團隊等  Disparity between corporate culture and personal expectations makes it challenging to adapt to the work environment and integrate into the corporate team. | 因職務而受傷、上下班發生交通等意外、於海外遭遇緊急事故  Being injured during the performance of work, having traffic accidents or other accidents during commuting, encountering emergencies during overseas internship. |
| **處理**  **機制**  **Handling Mechanism** | **A.明確拒絕**  Refuse decisively  遇到性平事件，應該要明確的告知自己的感受，要求對方停止該行為  In the face of gender equality disputes, students should clearly tell how they feel and ask the other party to stop the behavior.  **B.紀錄蒐證**  Record & collect evidence  a.詳盡記下事情發生經過及當時感受，並保留相關或對話紀錄  Students should record what happened and how they felt as detailed as possible and keep relevant chat logs.  b.請目擊者或有類似事件的受害者一同站出  Students should ask witnesses or victims of similar situations to stand up to the perpetrator.  c.填寫本校職場實習課程異常事件紀錄表  Students should fill out the record form of internship abnormalities.  **C.通報所屬主管及學校實習輔導老師**  Students should notify their supervisors at work and internship counseling teachers at school.  a.將事發經過告訴學校實習輔導老師及所屬主管並提供相關紀錄證據  Students should tell their supervisors and counselors what happened and provide relevant records and evidence  b.學校老師於獲知24小時內立即向所屬校區校安中心完成通報  Teachers should notify the campus security report center in their school district within 24 hours upon receiving the notification from students.  **D.必要時可選擇終止實習**  Students can choose to terminate their internship when necessary.  **E.拒絕成為加害者**  應尊重他人身體自主權及決定權，否則將可能承擔刑事責任或民事賠償  One should respect others’ rights to, and decisions regarding, their bodily autonomy. Any offenses against the rights or decisions may be liable for criminal responsibilities or civil compensations. | **A.與主管溝通**  Communicate with supervisors  工作若發生異常或疑慮時，可向主管報告或請益，掌握處理時機  Students should notify or ask for assistance from their supervisors immediately when there are any abnormalities or if they have any concerns at work.  **B.通報學校實習輔導老師**  Notify internship counseling teachers  請將發生事由妥善記錄，並通報學校及業界實習輔導老師  Students should properly record what happened and notify internship counseling teachers both at school and at work.  **C.查證及提出改善措施**  Investigate and propose improvement measures.  實習輔導老師需協助查證並與實習機構共同商議改善方案，並提出輔導改善措施  Internship counseling teachers should help with the investigation and discuss with internship agencies to provide consultation and propose improvement measures.  **D.爭議/不適應未獲改善**  Unsettled disputes/ maladjustment  a.若未獲改善，則需召開系級實習委員會，必要時提送校級實習委員會審議  If a dispute remains unsettled, it should be submitted to a department-level internship committee or even to a school-level internship committee if necessary.  b.若學生及實習機構同意相關會議決議，則學生續留原實習機構  If students and internship agencies agree to the resolution of the meeting, the students can stay with the internship agencies.  c.若未能同意，則依實習合約進行解約  If an agreement is not reached, the internship should be terminated in accordance with the contract. | | **A.請立即就醫治療並配合相關緊急應變措施**  Please seek medical attention immediately and comply with corresponding emergency response measures.  **B.通報學校實習輔導老師**  Notify counseling teachers at school  本人或其他同學請立即通報家長、學校及業界實習輔導老師、校安中心，了解意外或職災狀況並協助處理  Students should notify their parents, counseling teachers at school and at work, and campus security report center in person or through the help of other students, so that those who are notified know what happened and can provide assistance accordingly.  **C.保留相關單據申請理賠**  Keep relevant documents for the application of insurance claims  請檢附診斷證明書、收據等資料，向實習機構及學校申請保險理賠  Please submit certificates of diagnosis, receipts, and relevant documents to internship agencies and the school for the application of insurance claims.  **【海外實習緊急事故】**  **Overseas internship emergency**  A.學生就近向當地聯絡人或實習機構通報，並聯繫系（所）、實習輔導老師及家長  The student shall report to the local contact or internship agency as well as the department (graduate institute), the internship guidance teacher, and parents.  B.必要時可向警察局或駐外單位求助，「外交部緊急聯絡中心」全年無休、24小時輪值，聯繫處理旅外國人急難救助事件（「旅外國人緊急服務專線」電話0800-085-095【諧音「您幫我、您救我」】，海外付費請撥+886-800-085-095【當地國國際碼】）  When necessary, seek assistance from the police or Taiwan’s overseas stations. The Ministry of Foreign Affairs’ emergency contact center is open 24 hours a day all year round, and specializes in helping Taiwan nationals with overseas emergencies [overseas national emergency service hotline – Tel: 0800- 085-095; for overseas calls, please dial +886-800-085-095 (local international code)]. |

1. 職場實習轉換及終止機制Workplace internship transfer and termination mechanism:
2. 若欲轉換實習機構，離職前應告知實習輔導老師，並申請轉換至新實習機構，經系級學生職場實習委員會同意且完成實習前作業流程，始可前往實習。

If an intern wishes to change his/her internship agency, he/she shall notify the internship guidance teacher before leaving the job and applying to transfer to a new internship agency. After the department-level student workplace internship committee agrees and completes the pre-internship process, the student can enter the new internship.

1. 學生因無法完成實習而發生終止實習事件，系（所）應與實習機構進行解約並了解終止事由，作為後續辦理實習機制之參考。

If a student cannot complete the internship and needs to terminate the internship, the department (institute) shall nullify the contract with the internship agency and understand the reason for the termination as a reference for setting future internship mechanisms.

（三）實習注意事項說明Internship notice explanation：<https://ascdc.nkust.edu.tw/p/412-1022-9442.php>。

（四）本校校安中心、實習專責單位緊急聯絡管道The school’s campus security phone number and emergency contact information for the internship responsible unit：<https://ascdc.nkust.edu.tw/p/404-1022-24276.php>