

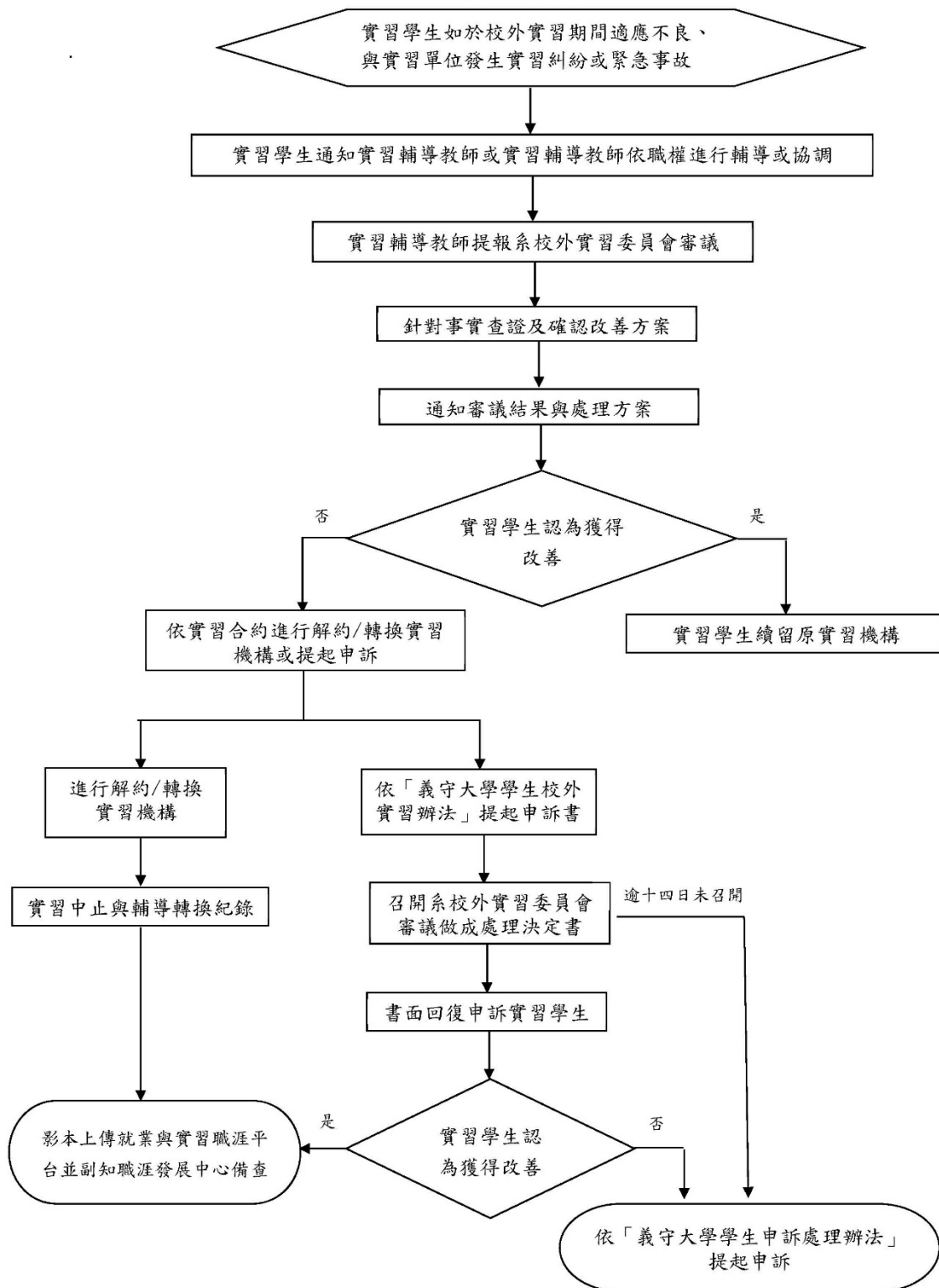
義守大學國際商務學系學生校外實習作業要點

108年10月23日系務會議修正通過，108年12月18日校長備查公告
113年1月17日系務會議修正通過(全文)，113年1月22日校長備查公告
114年1月6日系務會議修正通過(第8點)，114年1月13日校長備查公告

- 一、 義守大學國際商務學系(以下簡稱本系)為增廣學生實務知識與技能，提升學生職場適應力與競爭力，特依據「義守大學學生校外實習辦法」訂定本要點，以規範學生校外實習事項。
- 二、 參與實習學生應依本系公布之校外實習課程規劃與實習計畫規定，於公告申請時程內提出申請，錄取名單由本系公告。學生得自行提出實習機構，並應經本系審核通過。
- 三、 學生校外實習前，應由本校、實習單位及學生於實習起始日前完成三方實習合約書之簽訂，始可前往該單位實習。合約書內容應載明實習課程名稱、學分數、時數、內容、期程、津貼(獎助金)、膳宿及保險、學生輔導內容、考核項目、成果評量方式及其他相關事項，實習合約書由本校、實習單位及學生各留存一份，以確保三方權益。
- 四、 本系應於實習前召開行前會議，將實習相關規定以書面、電子檔等方式提供參與實習學生，並要求學生遵守相關規定。
- 五、 本系應安排實習課程輔導教師於實習期間視實際情況進行訪視或輔導實習學生，並協助實習學生與實習機構共同解決實習過程遭遇之問題，每訪視一次應填寫一份「義守大學校外實(見)習課程訪視學生督導紀錄表」。
- 六、 實習期間除學生平安保險外，本系應確認學生已投保相關意外傷害保險。
- 七、 實習學生因病或其他原因無法參加實習時，應依相關規定辦理請假手續並補足實習所缺時數。如實習學生因個人因素無法完成實習者，應依相關規定向本系提出申請終止該次實習，並經本系學生校外實習委員會同意。

- 八、 實習學生如於校外實習期間適應不良、與實習單位發生實習糾紛或緊急事故時，由實習課程輔導教師先行處理，並提送本系學生校外實習委員會研議後，始得辦理終止或轉換實習。實習學生如不服前述處理者，得依「義守大學學生校外實習辦法」第九條規定提起申訴。本系學生校外實習不適應輔導及申訴處理標準作業流程圖，如附件。
- 九、 學生如遭遇性別平等事件時，本系將協助輔導學生向實習單位提出申訴，並通報本校性別平等教育委員會協助處理。
- 十、 實習評量標準如下：
 - (一) 實習單位主管成績考核占50%
 - (二) 實習心得報告及作業占50%
- 十一、 學生參與校外實習後，本系應進行實習機構與課程內容之適切性評量，包括學生及機構實習滿意度問卷調查，以提供日後推行校外實習時能更加完備。
- 十二、 本要點如有未盡事宜，悉依教育部及本校相關規定辦理。
- 十三、 本要點經系務會議審議通過，送交管理學院核備，陳請校長備查後自公告日實施。

義守大學國際商務學系學生校外實習不適應輔導及申訴處理標準作業流程圖



Guidelines on the Implementation of Off-campus Student Internships at Department of International Business at I-Shou University

Amendments adopted by the Departmental Affairs Council
on October 23, 2019, and promulgated with the consent from
the President dated December 18, 2019

Amendments to the Guidelines adopted by the Departmental
Affairs Council on January 17, 2024, and promulgated with
the consent from the President dated January 22, 2024

Amendments to Provision VIII adopted by the Departmental
Affairs Council on January 6, 2025, and promulgated with
the consent from the President dated January 13, 2025

- I. The Guidelines on the Implementation of Off-campus Student Internships at Department of International Business at I-Shou University (hereinafter referred to as “the Guidelines”) are made by the Department of International Business (hereinafter referred to as “the Department”) with the aim of helping students broaden practical knowledge, polish skills, and improve adaptability and competitiveness in the workplace.
- II. Students who intend to do an internship shall apply following the planning of off-campus internships and the internship rules before the deadline announced by the Department, and the acceptance list will be announced by the Department at a later date. Students may seek an internship provider on their own, but such an internship provider shall be reviewed and approved by the Department.
- III. Before an internship starts, I-Shou University (hereinafter referred to as “the University”), the internship provider, and the student shall sign a trilateral contract. The agreement shall specify the course title(s) and credits, internship hours, internship content, internship period, allowances (subsidies), accommodation and meals, insurance, intern counseling services, evaluation items, evaluation methods, and other related matters. The University, the internship provider, and the intern shall all keep one copy of the agreement to ensure their rights.
- IV. The Department shall hold an orientation session before the internship starts, provide the student with internship rules in hard or soft copy, and request the student to abide by the applicable rules during the internship.

- V. The Department shall assign an internship advisor to make on-site visits and offer counseling services to the intern. The internship advisor shall also help the intern and the internship provider solve problems they have encountered during the internship; the internship advisor shall also complete an internship on-site visit record every time they visit the intern.
- VI. During the internship, in addition to the student group insurance, the Department shall ensure that the intern student has taken out another personal accident insurance policy.
- VII. If the intern is unable to perform their duties due to illness or for other reasons during the internship, they shall apply for a leave of absence in accordance with the applicable rules and make up the missed internship hours later. If the intern is unable to complete the internship for personal reasons, they shall apply to terminate the internship to the Department and obtain approval from the Off-campus Student Internship Committee of the Department (hereinafter referred to as “the Committee”).
- VIII. If the intern cannot accommodate themselves to the internship or has a dispute with the internship provider, or if an emergency arises, the internship advisor shall handle the situation first and refer the situation to the Committee for deliberation in order to terminate the internship or transfer the intern to another internship provider. If the intern disagrees with the aforementioned decision, they may put forward an appeal in accordance with Article 9 of the Regulations for the Implementation of Off-campus Student Internships at I-Shou University. The flow chart for the standard operating procedure for off-campus internship maladaptation counseling and appeal handling for students of the Department is provided in the Appendix.
- IX. If the intern is involved in an incident related to gender equality, the Department shall assist the intern in filing a complaint addressed to the internship provider and report to the Committee of Gender Equity Education of the University for further processing.
- X. Internship evaluation criteria:
 - 1. An evaluation by the internship provider: 50%
 - 2. An internship reflection report and assignments: 50%.
- XI. After the intern completes the internship, the Department shall evaluate the quality of the internship provider and the appropriateness of the course content, including a satisfaction survey completed by the intern and the internship provider, respectively, in order to improve future off-campus student internships.
- XII. Matters not mentioned herein, if any, shall be subject to the applicable laws of the Ministry of Education and the applicable regulations and rules of the University.

- XIII. The Guidelines become effective on the third day of promulgation after being adopted by the Departmental Affairs Council, approved by the College of Management, and ratified by the President.

Note: In case of any disputes or misunderstandings regarding the interpretation of the language or terms of the Guidelines, the Chinese language version shall prevail.

Flow Chart for Standard Operating Procedure for Off-campus Internship Maladaptation Counseling and Appeal Handling for Students of Department of International Business

