

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

115年6月10日系務會議修正通過(第2~6、8、9、11點)，115年8月8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、 教師或學生得推薦實習合作機構予本系，由本系依相關規定辦理評估、選定及審查作業。
本系校外實習規劃階段，應透過「教育部實習機構查詢系統」或其他適當工具，確認合作機構符合「專科以上學校產學合作實施辦法」第六條之二規定之法定條件。
本系應就實務學習內容專業性、學生實習權益及實習場所安全性，建立評估機制，並派員至實習機構現場評估後，作成紀錄。並提報本系學生校外實習委員會審查通過，始安排學生前往實習；相關紀錄應留存備查。
參與實習學生應依本系公告之實習計畫規定，於公告申請時程內提出申請；錄取名單由本系學生校外實習委員會審核後公告。
- 三、 學生校外實習前，應以本校名義與合作機構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、時數及「專科以上學校產學合作實施辦法」第六條之一規定之項目。完成簽訂之實習合約書影本，應由本系上傳至本校「就業與實習暨海外交流平台」備查；實習合約書由本校、合作機構及學生各留存一份，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之學生，並要求學生遵守相關規定。且確認學生皆完成勞動法規、職場安全、性別平等及防治職場霸凌等安

全講習。

合作機構應負責學生實習前之安全講習、實習場所安全防護設備之配置及相關安全措施之規劃。

- 五、 本系應安排實習課程輔導教師於實習期間視實際情況提供指導及協助實習學生，並協助實習學生與合作機構共同解決實習過程遭遇之問題。

本系應派員至實習場所訪視學生至少一次，並填寫「義守大學校外實(見)習課程訪視學生督導紀錄表」，相關紀錄應留存備查，並作為後續合作評估之參據。訪視費用依本校規定辦理。

- 六、 不論僱傭或非僱傭關係，實習期間除學生平安保險外，本系均應為實習學生投保校外實習團體傷害保險，並應負擔保險費用。

合作機構應為有從事學習訓練以外之勞務提供或工作事實之實習學生，依法辦理勞工保險、勞工職業災害保險、就業保險、全民健康保險及提繳勞工退休金等。

- 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」第十條規定提起申訴。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、 學生於校外實習期間遭受性騷擾時，本系將協助輔導學生向實習單位提出申訴，並依性別平等工作法或性別平等教育法之相關規定辦理。

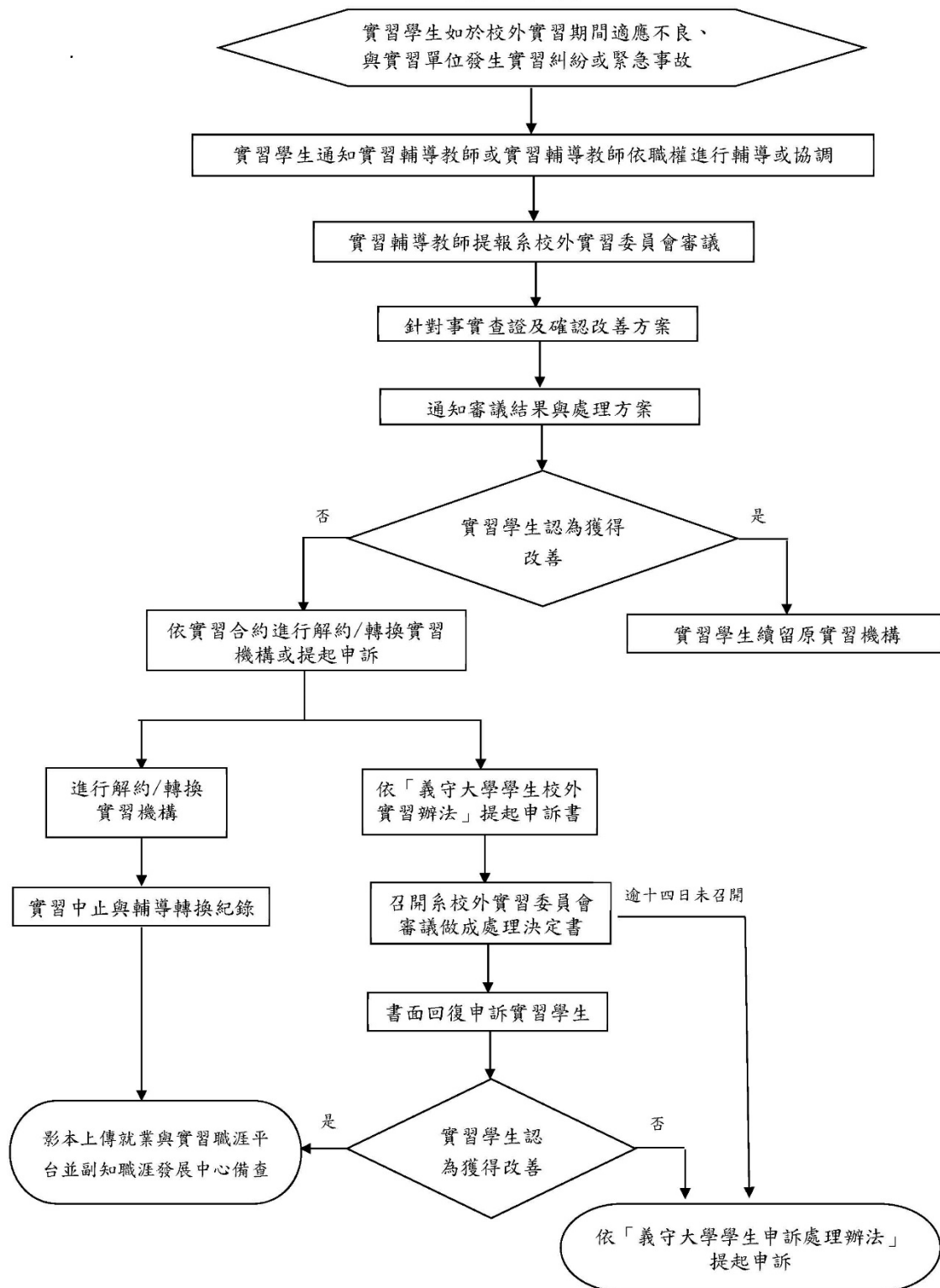
- 十、 實習評量標準如下：

(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，本系應辦理實習合作機構與課程內容之適切性評量，包含學生與機構之實習滿意度調查，並於本系學生校外實習委員會議檢討實施成效，以作為日後推動校外實習之改善參據，相關實習表單及紀錄應妥善保存，以利日後評鑑及查核。
- 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 of 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 of 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 of the President dated January 13, 2025

Amendments to Provisions II-VI, VIII, IX, and XI adopted by the Departmental Affairs Council on June 10, 2026, and promulgated with the consent of the President dated August 8, 2026

- 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”) pursuant to the Regulations for the Implementation of Off-campus Student Internships at I-Shou University with the aim of helping students broaden practical knowledge, polish skills, and improve adaptability and competitiveness in the workplace.
- II. Faculty members and students may recommend off-campus internship providers to the Department. The Department shall evaluate, select, and review such providers in accordance with applicable regulations and rules.

During the internship planning stage, the Department shall use the Internship Provider Inquiry System of the Ministry of Education or other appropriate tools to verify that prospective internship providers comply with Article 6-2 of the Implementation Regulations for Industry-Academia Collaboration of Institutions of Higher Education.

The Department shall establish an evaluation mechanism to assess the professional quality of the practical learning content, safeguard students’ rights and interests, and ensure the

safety of the internship environment. Designated personnel shall conduct on-site evaluations, and all findings shall be properly documented. Students may proceed with their internships only after the evaluation results have been submitted to and approved by the Off-campus Student Internship Committee (hereinafter referred to as “the Committee”); all relevant records shall be retained for reference.

Students who wish to undertake an off-campus internship shall apply by the deadline announced by the Department, and the acceptance list shall be announced by the Committee at a later date.

III. Before an off-campus internship starts, I-Shou University (hereinafter referred to as “the University”), the internship provider, and the student undertaking the internship (hereinafter referred to as “the student intern”) shall sign a trilateral agreement. The agreement shall specify the course title(s), number of credits, internship hours, and the items outlined in Article 6-1 of the Implementation Regulations for Industry-Academia Collaboration of Institutions of Higher Education. A copy of the duly signed agreement shall be uploaded by the Department to the Employment, Internship, and Overseas Exchange Platform (https://ci.isu.edu.tw/ci_login.asp) for reference. The agreement shall be made in triplicate, with one copy retained by the University, the internship provider, and the student intern, respectively, to ensure their respective rights and interests.

IV. The Department shall hold an orientation session before the commencement of the off-campus internship, providing student interns with internship rules in hard or soft copy, and shall require student interns to comply with applicable regulations and rules throughout the internship. The Department shall also verify that all student interns have completed required sessions or safety courses covering labor regulations, workplace safety, gender equality, and workplace bullying prevention.

Internship providers shall be responsible for conducting safety orientations prior to the commencement of the internship, providing safety equipment at the internship site, and implementing relevant safety measures.

V. The Department shall assign an internship advisor to make on-site visits and offer counseling services to the student intern. The internship advisor shall also assist both the student intern and the internship provider in solving problems they encounter during the

internship period.

During the internship period, the Department shall assign personnel to the internship site to visit the student intern at least once and complete an on-site visit form. Relevant records shall be kept for future reference and serve as the basis for ongoing collaboration. Allowances granted to personnel for visiting student interns shall be governed by the applicable regulations and rules of the University.

- VI. During the internship period, regardless of whether or not an employment relationship exists, the Department shall provide group accident insurance coverage for all student interns and shall bear the associated insurance premiums, in addition to the student group insurance.

Internship providers shall, in accordance with applicable laws and regulations, provide labor insurance, labor occupational accident Insurance, employment insurance, and National Health Insurance, and shall contribute to labor pensions for student interns who perform work or services beyond the scope of learning and training.

- VII. If a student intern is unable to perform their duties due to illness or other reasons during the internship period, they shall apply for a leave of absence in accordance with applicable rules and make up the missed internship hours later. If a student intern is unable to complete the internship for personal reasons, they shall apply to the Department to terminate the internship and obtain approval from the Committee.

- VIII. If a student intern is unable to 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 student intern to another internship provider. If the student intern disagrees with the aforementioned decision, they may submit an appeal in accordance with Article 10 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 a student intern experiences sexual harassment during the internship period, the Department shall assist and counsel them in filing a complaint with the internship provider,

and the matter shall be handled in accordance with the Gender Equality in Employment Act or the Gender Equity Education Act.

- X. Internship evaluation criteria:
 - 1. An evaluation by the internship provider: 50%
 - 2. An internship reflection report and assignments: 50%
- XI. After a student intern completes their internship, the Department shall evaluate the suitability of the internship provider and the appropriateness of the course content, including satisfaction surveys completed separately by the student intern and the internship provider. The implementation results shall be reviewed by the Committee to serve as a reference for future improvements to off-campus student internships. All relevant internship forms and records shall be properly retained for future evaluation and audit purposes.
- XII. Matters not mentioned herein, if any, shall be governed by 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 the Department of International Business at I-Shou University

