



明志科技大學

專業研究實習輔導手冊

Professional Research Internship Guidance Manual

2026

實習期間 Internship Period

115 學年 · 2026–2027 Academic Year

September 7, 2026 – September 3, 2027

研究發展處 彙編 Compiled by the Office of Research and Development
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明志科技大學115學年度日間學制各系上課及校外實習時間分配表

115.04.21 行政會議審議

周次	學制 日期	四技三年級	四技一、二、四年級 外國學生專班各年級 雙聯學士專班各年級	碩士班	博士班
(1) 0	06.01-06.05	開學日：6/1 ☆初選：5/11-5/15			
(2) 0	06.08-06.12				
(3) 0	06.15-06.19				
(4) 0	06.22-06.26				
(5) 0	06.29-07.03	★加退選：6/29-7/3			
(6) 0	07.06-07.10				
(7) 0	07.13-07.17				
(8) 0	07.20-07.24				
(9) 1	07.27-07.31	○			
(10) 2	08.03-08.07	遠距 I / II 階段課程面授及初選：8/3-8/10 ⊕註冊：8/6 期中停修申請：8/3-8/7			
(11) 3	08.10-08.14	教學評量：8/10-8/21			
(12) 4	08.17-08.21		☆初選 延修/大四：8/17-8/24 一二三年級：8/18-8/24	☆初選：8/17-8/24	
(13) 5	08.24-08.28	●	新生入住暨家長座談會：8/30		
(14) 6	08.31-09.04	三上學期成績繳交截止：9/3	新生定向輔導營：8/31-9/3 ⊕新生報到/註冊：8/31		
(1) 7	09.07-09.11	■ 遠距 I 開學：9/7★遠距 I 加退選：9/7-9/17 校外實習：115/9/7-116/9/3	開學日：9/7★加退選：9/7-9/17⊕舊生註冊9/10	新生報到⊕註冊 / 開學日：9/7★加退選：9/7-9/17	
(2) 8	09.14-09.18	■	★預研究生選課：9/14-9/17		
(3) 9	09.21-09.25	■			
(4) 10	09.28-10.02	■			
(5) 11	10.05-10.09	■			
(6) 12	10.12-10.16	■			
(7) 13	10.19-10.23	■			
(8) 14	10.26-10.30	■			
(9) 15	11.02-11.06	■ ○	○		
(10) 16	11.09-11.13	■ 期中停修申請：11/9-11/20	期中停修申請：11/9-11/20	期中停修申請：11/9-11/20	
(11) 17	11.16-11.20	■ 遠距 I 期中成績繳交截止日：11/20	上學期期中成績繳交截止日：11/20		
(12) 18	11.23-11.27	■			
(13) 19	11.30-12.04	■			
(14) 20	12.07-12.11	■			
(15) 21	12.14-12.18	■ 教學評量：115/12/14-116/1/1	教學評量：115/12/14-116/1/1	教學評量：115/12/14-116/1/1	
(16) 22	12.21-12.25	■	☆初選 延修/大四：12/21-12/28 一二三年級：12/22-12/28	☆初選：12/21-12/28	
(17) 23	12.28-116.01.01	■			
(18) 24	01.04-01.08	■ ●遠距 I 學期成績繳交截止日：1/14	● 上學期成績繳交截止日：1/14	● 上學期成績繳交截止日：1/14	
(1) 25	01.11-01.15	■ 遠距 II 開學：1/11	開學日：1/11 ★加退選：1/11-1/21	碩士班開學日：1/11 ★加退選：1/11-1/21	
(2) 26	01.18-01.22	■ ★遠距 II 加退選：1/11-1/21	★預研究生選課：1/18-1/21		
(3) 27	01.25-01.29	■			
28	02.01-02.05	■ △116/2/5除夕	△ 116/2/5 除夕	△ 116/2/5 除夕	
29	02.08-02.12	■ △	△	△	
(4) 30	02.15-02.19	■ ⊕註冊：2/18	⊕註冊：2/18	⊕碩士班註冊：2/18	博士班開學日：2/15
(5) 31	02.22-02.26	■			⊕博士班註冊：2/18
(6) 32	03.01-03.05	■			
(7) 33	03.08-03.12	■			
(8) 34	03.15-03.19	■			
(9) 35	03.22-03.26	■ ○	○		
(10) 36	03.29-04.02	■ 期中停修申請：3/29-4/9	期中停修申請：3/29-4/9	期中停修申請：3/29-4/9	
(11) 37	04.05-04.09	■ 遠距 II 期中成績繳交截止日：4/9	下學期期中成績繳交截止日：4/9		
(12) 38	04.12-04.16	■			
(13) 39	04.19-04.23	■			期中停修申請：4/19-4/30
(14) 40	04.26-04.30	■			
(15) 41	05.03-05.07	■ 教學評量：5/3-5/21	教學評量：5/3-5/21	教學評量：5/3-5/21	教學評量：5/3-5/21
(16) 42	05.10-05.14	■	☆116學年大三網路初選：5/10-5/14		
(17) 43	05.17-05.21	■	▲畢業典禮：5/22	▲畢業典禮：5/22	▲畢業典禮：5/22
(18) 44	05.24-05.28	■ ●	●	●	
45	05.31-06.04	■ 遠距 II 學期成績繳交截止日：6/3	下學期成績繳交截止日：6/3	成績繳交截止日：6/3	
46	06.07-06.11	■			
47	06.14-06.18	■			●
48	06.21-06.25	■			成績繳交截止日：6/24
49	06.28-07.02	■			
50	07.05-07.09	■			
51	07.12-07.16	■			
52	07.19-07.23	■			

附註：

1、符號說明：()四技三年級上學期上課周次 ■校外實習時間 |上課時間 ○期中 ●期末 △休假 ▲校內活動 ☆初選 ★加退選 ⊕註冊

2、國定例假日：△115/6/19(週五)端午節 △115/9/25(週五)中秋節 △115/9/28(週一)教師節 △115/10/10(週六)雙十節《10/9調整放假》
 △115/10/25(週日)光復節《10/26調整放假》△115/12/25(週五)行憲紀念日 △116/1/1(週五)元旦 △116/2/5(週五)除夕
 △116/2/28(週日)228紀念日《3/1調整放假》△116/4/4(週日)兒童節《4/6調整放假》△116/4/5(週一)民族掃墓節
 △116/5/1(週六)勞動節《4/30調整放假》

3、全校共同活動：▲115/9/21(週一)防災演練 ▲115/11/25(週三下午)第十八屆永慶盃校園路跑 ▲116/4/22(週四)校運會

4、畢業典禮：116/5/22(週六)

5、暑修：116/6/28-8/27；暑修網路選課116/6/9-6/15；暑修繳費期間116/6/17-6/23

Ming Chi University of Technology Academic Calendar Fall, 2026- Spring, 2027

Week	Days	For Undergraduate Student Grade 3	For Undergraduate Student, Grade 1,2& 4 For International Bachelor's Degree Program Students For International Dual Bachelor's Degree Program Students	For Master Students	For PhD Students
(1) 0	06.01-06.05	Classes Begin :6/1 ☆Course Pre-Registration :5/11-5/15			
(2) 0	06.08-06.12				
(3) 0	06.15-06.19				
(4) 0	06.22-06.26				
(5) 0	06.29-07.03	★Course Add/Drop : 6/29-7/3			
(6) 0	07.06-07.10				
(7) 0	07.13-07.17				
(8) 0	07.20-07.19				
(9) 1	07.27-07.31	○			
(10) 2	08.03-08.07	Distance Learning Course I /II First Classroom Instruction : 8/3-8/10 ⊕Registration:8/6 ,Midterm Course Withdrawal Period :8/3-8/7			
(11) 3	08.10-08.14	Evaluation of Teaching : 8/10-8/21			
(12) 4	08.17-08.21		☆Course Pre-Registration Grade 4,5& 6 :8/17-8/24 ; Grade 1,2&3 :8/18-8/24	☆Course Pre-Registration : 8/17-8/24	
(13) 5	08.24-08.28	●	Dormitory and Parent Conferences :8/30		
(14) 6	08.31-09.04	Deadline of Final Score Submission:9/3	Student Orientation Camp : 8/31-9/3 ⊕New Students Enrollment :8/31		
(1) 7	09.07-09.11	Distance Learning Course I Begin : 9/7 ★Distance Learning Course I Add/Drop :9/7-9/17 Internship :2026/9/7-2027/9/3	Classes Begin : 9/7 ★Course Add/Drop : 9/7-9/17 ⊕Registration Day for Current Students : 9/10	Classes Begin / New Students Enrollment:9/7 ⊕Registration Day for Current Students : 9/7 ★Course Add/Drop : 9/7-9/17	
(2) 8	09.14-09.18		★Pre-Master Students Course Add :9/14-9/17		
(3) 9	09.21-09.25				
(4) 10	09.28-10.02				
(5) 11	10.05-10.09				
(6) 12	10.12-10.16				
(7) 13	10.19-10.23				
(8) 14	10.26-10.30				
(9) 15	11.02-11.06	○	○		
(10) 16	11.09-11.13	Midterm Course Withdrawal Period :11/9-11/20	Midterm Course Withdrawal Period :11/9-11/20	Midterm Course Withdrawal Period :11/9-11/20	
(11) 17	11.16-11.20	Deadline of Distance Learning Course I Midterm Score Submission: 11/20	Deadline of Midterm Score Submission : 11/20		
(12) 18	11.23-11.27				
(13) 19	11.30-12.04				
(14) 20	12.07-12.11				
(15) 21	12.14-12.18	Evaluation of Teaching : 2026/12/14-2027/1/1	Evaluation of Teaching : 2026/12/14-2027/1/1	Evaluation of Teaching : 2026/12/14-2027/1/1	
(16) 22	12.21-12.25		☆Course Pre-Registration Grade 4,5& 6 :12/21-12/28 Grade 1,2&3 :12/22-12/28	☆Course Pre-Registration : 12/21-12/28	
(17) 23	12.28-116.01.01				
(18) 24	01.04-01.08	● Deadline of Distance Learning Course I Final Score Submission : 1/14	● Deadline of Final Score Submission :1/14	● Deadline of Final Score Submission :1/14	
(1) 25	01.11-01.15	Distance Learning Course II Begin :1/11 ★Distance Learning Course II Add/Drop : 1/11-1/21	Classes Begin :1/11 ★Course Add/Drop :1/11-1/21	Classes Begin :1/11 ★Course Add/Drop :1/11-1/21	
(2) 26	01.18-01.22		★Pre-Master Students Course Add :1/18-1/21		
(3) 27	01.25-01.29				
28	02.01-02.05	△2/5 Lunar New Year's Eve	△ 2/5 Lunar New Year's Eve	△ 2/5 Lunar New Year's Eve	
29	02.08-02.12	△	△	△	
(4) 30	02.15-02.19	⊕Registration Day : 2/18	⊕Registration Day : 2/18	⊕Registration Day of Master : 2/18	Classes Begin :2/15
(5) 31	02.22-02.26				⊕Registration Day : 2/18
(6) 32	03.01-03.05				
(7) 33	03.08-03.12				
(8) 34	03.15-03.19				
(9) 35	03.22-03.26	○	○		
(10) 36	03.29-04.02	Midterm Course Withdrawal Period :3/29-4/9	Midterm Course Withdrawal Period :3/29-4/9	Midterm Course Withdrawal Period :3/29-4/9	
(11) 37	04.05-04.09	Deadline of Distance Learning Course II Midterm Score Submission : 4/9	Deadline of Midterm Score Submission : 4/9		
(12) 38	04.12-04.16				
(13) 39	04.19-04.23				Midterm Course Withdrawal Period :4/19-4/30
(14) 40	04.26-04.30				
(15) 41	05.03-05.07	Evaluation of Teaching : 5/3-5/21	Evaluation of Teaching :5/3-5/21	Evaluation of Teaching :5/3-5/21	Evaluation of Teaching :5/3-5/21
(16) 42	05.10-05.14		☆Course Pre-Registration for 2027-2028 Academic Year Undergraduate Students, Grade 3 : 5/10-5/14		
(17) 43	05.17-05.21		▲ Graduation Ceremony : 5/22	▲ Graduation Ceremony : 5/22	▲ Graduation Ceremony : 5/22
(18) 44	05.24-05.28	●	●	●	
45	05.31-06.04	Deadline of Distance Learning Course II Final Score Submission:6/3	Deadline of Final Score Submission : 6/3	Deadline of Final Score Submission : 6/3	
46	06.07-06.11				
47	06.14-06.18				●
48	06.21-06.25				Deadline of Final Score Submission: 6/24
49	06.28-07.02				
50	07.05-07.09				
51	07.12-07.16				
52	07.19-07.23				

NOTES:

- Symbols: "()" week list for For Undergraduate Student Grade 3, "||" Internship period, "|" class period, "○" midterm exam, "●" final exam, "△" holiday, "▲" school activity, "☆" course pre-registration, "★" course add/drop, "⊕" registration
- Holidays : △June 19, 2026 (Friday) - Dragon Boat Festival △September 25, 2026 (Friday) - Mid-Autumn Festival △September 28, 2026 (Monday) - Teacher's Day
△October 10, 2026 (Saturday) - Double Tenth Day(Adjusted holiday on October 9, 2026)
△October 25, 2026 (Sunday) - Taiwan Retrocession Day (Adjusted holiday on October 26, 2026)
△December 25, 2026 (Friday) - Constitution Day △January 1, 2027 (Friday) - New Year's Day
△February 5, 2027 (Monday) - Lunar New Year's Eve △February 28, 2027 (Sunday) - 228 Memorial Day(Adjusted holiday on March 1, 2027)
△April 4, 2027 (Sunday) - Children's Day(Adjusted holiday on April 6, 2027) △April 5, 2027 (Monday) - Tomb Sweeping Day
△May 1, 2027 (Saturday) - Labor Day (Adjusted holiday on April 30, 2027)
- School Activities : ▲September 21, 2026(Monday)- Disaster Prevention Maneuver ▲November 25, 2026 (Wednesday)- The 18th Yung-Ching Campus Road Running
▲April 24, 2027 (Thursday) - University Sports Day
- Graduation Ceremony : 2027/5/22(Saturday)
- Summer Course :2027/6/28-8/27 ; Summer Course Pre-Registration:2027/6/9-6/15 ; Summer Course payment period:2027/6/17-6/23

明志科技大學 115學年度 學生專業研究實習 行事曆
Academic Year 2026 Project Research Internship Calendar

周次 Week	年 Y	起 Start		迄 End		重要行事計畫・Important Schedule of Events
		M	D	M	D	
7	2026	9	7	9	11	2026年9月7日：實習報到。 The internship orientation is held on September 7, 2026.
8		9	14	9	18	與指導老師訂定「專業研究實習學習計畫」。 Establish the "Project Research Internship Learning Plan" with the advisor.
9		9	21	9	25	
10		9	28	10	2	「學生實習每月聯繫表」每月30日繳給指導老師。 The internship contact form must be submitted to the advisor by the 30th of every month.
11		10	5	10	9	
12		10	12	10	16	
13		10	19	10	23	
14		10	26	10	30	
15		11	2	11	6	
16		11	9	11	13	
17		11	16	11	20	
18		11	23	11	27	
19		11	30	12	4	12月1日至12月3日：將考評表交至實習就業輔導組。 Submit the Evaluation Form to the Division of Internship and Career Services(DICS) between December 1 and December 3.
20		12	8	12	11	學生繳交「專業研究實習（一）」報告，並向指導老師口頭報告，成績評核。 Submission of the "Project Research Internship (1)" Report, Oral Presentation to the Advisor, and Grade Evaluation.
21		12	14	12	18	各系/學程將「專業研究實習（一）」報告成績送教務處註冊組。 Departments submit the "Project Research Internship (1)" report grades to the Office of Academic Affairs.
22		12	21	12	25	
23	2027	12	28	1	1	
24		1	4	1	8	
25		1	11	1	15	
26		1	18	1	22	
27		1	25	1	29	
28		2	1	2	5	
29		2	8	2	12	
30		2	15	2	19	
31		2	22	2	26	
32		3	1	3	5	3月2日至3月4日：將考評表交至實習就業輔導組。 Submit the Evaluation Form to the DICS between March 2 and March 4.
33		3	8	3	12	學生繳交「專業研究實習（二）」報告，並向指導老師口頭報告，成績評核。 Submission of the "Project Research Internship (2)" Report, Oral Presentation to the Advisor, and Grade Evaluation.
34		3	15	3	19	各系/學程將「專業研究實習（二）」報告成績送教務處註冊組。 Departments submit the "Project Research Internship (2)" report grades to the Office of Academic Affairs.

明志科技大學 115學年度 學生專業研究實習 行事曆
Academic Year 2026 Project Research Internship Calendar

周次 Week	年 Y	起 Start		迄 End		重要行事計畫・Important Schedule of Events
		M	D	M	D	
35	2027	3	22	3	26	
36		3	29	4	2	
37		4	5	4	9	
38		4	12	4	16	
39		4	19	4	23	
40		4	26	4	30	
41		5	3	5	7	
42		5	10	5	14	
43		5	17	5	21	
44		5	24	5	28	
45		5	31	6	4	6月1日至6月3日：將考評表交至實習就業輔導組。 Submit the Evaluation Form to the DICS between June 1 and June 3.
46		6	7	6	11	學生繳交「專業研究實習（三）」報告，並向指導老師口頭報告，成績評核。 Submission of the "Project Research Internship (3)" Report, Oral Presentation to the Advisor, and Grade Evaluation.
47		6	14	6	18	各系/學程將「專業研究實習（三）」報告成績送教務處註冊組。 Departments submit the "Project Research Internship (3)" report grades to the Office of Academic Affairs.
48		6	21	6	25	
49		6	28	7	2	
50		7	5	7	9	
51		7	12	7	16	
52		7	19	7	23	
53		7	26	7	30	
54		8	2	8	6	
55		8	9	8	13	8月9日至8月10日：將考評表交至實習就業輔導組。 Submit the Evaluation Form to the DICS between August 9 and August 10.
56		8	16	8	20	學生繳交「專業研究實習（四）」報告，並向指導老師口頭報告，成績評核。 Submission of the "Project Research Internship (4)" Report, Oral Presentation to the Advisor, and Grade Evaluation.
						各系/學程將「專業研究實習（四）」報告成績送教務處註冊組。 Departments submit the "Project Research Internship (4)" report grades to the Office of Academic Affairs.
57		8	23	8	27	
58		8	30	9	3	學生於9月3日前，將全勤證明繳交至實習就業輔導組覆核。 Submit the Certificate of Perfect Attendance to the DICS by September 3.
						2027年9月3日學生實習結束。 The student internship concludes on September 3, 2027.

115學年度專業研究實習分配名冊
Project Research Intern Assignment List

序號	系所/專班/學程	班級	姓名	學號	性別	實習單位	輔導老師	
1	機械工程系	丙	蔡○婕	U13117239	女	鄭榮和老師	鄭榮和	3078
2	電機工程系	甲	駱○澤	U12127043	男	劉恩成老師	劉恩成	5204
3	電子工程系	甲	顏○明	U13157045	男	劉舜維老師	黎玉線	5312
4	電子工程系	乙	柳○丞	U13157119	男	陳明光老師	劉舜維	5317
5	電子工程系	乙	鄒○憲	U13157135	男	羅靛老師	劉舜維	5317
6	化學工程系	甲	李○賢	U13137011	男	黃錦鴻老師	黃錦鴻	6112
7	化學工程系	甲	林○伶	U13137013	女	陳順基老師	陳順基	6115
8	化學工程系	甲	蔡○瑾	U13137037	女	蘇家弘老師	盧奕廷	6119
9	化學工程系	乙	李○昇	U12137109	男	蔡榮進老師	蔡榮進	6118
10	化學工程系	乙	廖○杼	U13137130	女	傅俊中老師	傅俊中	6110
11	化學工程系	乙	蔡○庭	U13137133	女	吳永富老師	吳永富	6122
12	材料工程系	甲	李○均	U13187008	女	王琪芸老師	林孟芳	6323
13	材料工程系	甲	李○軒	U13187011	男	張麗君老師	張麗君	6302
14	材料工程系	甲	林○峰	U13187017	男	陳志平老師	陳志平	6318
15	材料工程系	甲	林○岑	U13187018	男	陳勝吉老師	陳勝吉	6307
16	材料工程系	甲	胡○喆	U13187022	男	林孟芳老師	林孟芳	6323
17	材料工程系	甲	梅○維	U13187025	男	黃裕清老師	黃裕清	6317
18	材料工程系	甲	許○愷	U13187026	男	李孟錡老師	黃裕清	6317
19	材料工程系	甲	黃○弦	U13187033	男	黃裕清老師	黃裕清	6317
20	材料工程系	甲	劉○彤	U13187041	女	劉定宇老師	劉定宇	6321
21	材料工程系	乙	余○驊	U13187104	男	林孟芳老師	林孟芳	6323
22	材料工程系	乙	劉○興	U13187141	男	張奇龍老師	張奇龍	6312
23	材料工程系	乙	潘○翰	U13187143	男	賴怡廷老師	賴怡廷	6322
24	材料工程系	乙	鄭○潔	U13187144	女	曾傳銘老師	曾傳銘	6320
25	半導體材料與製程學士學位學程	甲	王○宇	U13207004	男	壽雅史老師	游洋雁	6305
26	半導體材料與製程學士學位學程	甲	王○鋒	U13207005	男	蘇莉真老師	陳俊愷	6107
27	半導體材料與製程學士學位學程	甲	古○瑄	U13207006	女	鄭有為老師	鄭有為	6113
28	半導體材料與製程學士學位學程	甲	李○綸	U13207014	男	游洋雁老師與陳俊愷老師	陳俊愷	6107
29	半導體材料與製程學士學位學程	甲	林○澄	U13207017	男	黃文澤老師	黃文澤	7702
30	半導體材料與製程學士學位學程	甲	唐○翰	U13207019	男	劉昭麟老師	劉昭麟	6105
31	半導體材料與製程學士學位學程	甲	徐○翔	U13207020	男	簡文鎮老師	簡文鎮	6127
32	半導體材料與製程學士學位學程	甲	張○華	U13207023	男	游洋雁老師	游洋雁	6305
33	半導體材料與製程學士學位學程	甲	黃○翔	U13207034	男	童敬維老師	童敬維	6314
34	半導體材料與製程學士學位學程	甲	鄭○嘉	U13207042	男	張峻瑜老師	張峻瑜	6013
35	半導體材料與製程學士學位學程	甲	賴○丞	U13207043	男	黃宗鈺老師	黃宗鈺	6316
36	工業人工智慧學士學位學程	甲	王○珊	U13627001	女	劉弘一老師	劉弘一	3306
37	工業人工智慧學士學位學程	甲	楊○森	U13627037	男	陳昆皇老師	陳昆皇	3146

115學年度專業研究實習輔導通訊聯繫表

Academic Year 2026-2027 Project Research Internship Guidance Contact List

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智慧載具研發中心 Intelligent Vehicle Research and Development Center	技士	蔡佩伶	peiling@mail.mcut.edu.tw	3238

實習報到及實習期間注意事項 Guidelines for Internship Check-In and Internship Period

① 報到相關事項 Check-in Details & Guidelines

1. 實習前，請實習同學務必檢視所屬實習合作機構實習報到日期及時間，報到相關資訊請至「實習鏈媒合系統」查詢。

Please check the internship reporting date, time, and details on the "Internship Matching Platform" beforehand.

2. 報到時，切勿遲到以免影響職前訓練時間或讓主管、同學久等。

Please arrive on time for check-in to avoid disrupting training or keeping others waiting.

② 報到應攜帶文件 Documents Required for Check-In

1. 身分證（正本）核對後歸還。Original National ID (returned after verification)
2. 三個月內一般勞工體檢報告。Labor health examination report (issued within 3 months)
3. 健保轉出證明。（健保請先由原投保單位辦理轉出，並於報到時繳交，俾便投勞保、健保。）National Health Insurance Transfer-Out Certificate

③ 住宿相關提醒事項 Accommodation Reminders

1. 注意環境衛生及防火、防盜安全。

Maintain environmental cleanliness and pay attention to fire and theft safety.

2. 若在外租屋，實習第一個月時務必填寫居家消防自我診斷表，並將表單回傳輔導老師以利了解租屋狀況。

For those renting outside, please fill out the Home Fire Safety Checklist in your first month and return it to your mentor for accommodation tracking.

④ 實習全勤證明 Certificate of Perfect Attendance

實習全勤學生請於實習結束日當天將全勤證明親自繳交至實習就業輔導組，逾時恕不受理。

Students with perfect internship attendance are required to submit their attendance certificates in person to the Division of Internship and Career Services on the final day of the internship. Late submissions will not be accepted.

⑤ 聯絡資訊 Contact Information

研究發展處實習就業輔導組 Division of Internship and Career Services	電話 Tel	+886-2-2908-9899 #3002, #3003
	專線 Hotline	+886-2-2902-0296
	傳真 Fax	+886-2-2904-1346
人事室 電話 Personnel Office	+886-2-2908-9899 #2032	
學生安全中心 專線 Center of Student Safety	+886-2-2903-8713（全天候值勤 24 Hours）	

- 若有問題亦可於「115 專業研究實習」LINE 社群詢問

Feel free to reach out via the LINE OpenChat if you have any questions.

明志科技大學
大學部專業研究實習課程實施辦法
Ming Chi University of Technology
Regulations for Undergraduate Research Project Internship Courses

114.08.12 行政會議制訂

114.08.26 行政會議修訂

Established during University Administrative Meeting on August 12, 2025.

Amended by the University Administrative Meeting on August 26, 2025.

第一條 目的

為培育本校學生成為理論與實務兼具之專業人才，培養學生之專業知識與研究能力，並與產業發展趨勢接軌，訂定「大學部專業研究實習課程實施辦法」。

Article 1 Objective/Purpose

In order to train MCUT students to become professionals skilled in both theories and practices, enhance their professional knowledge and research abilities, and align with industrial development trends, we have established the “Regulations for Undergraduate Research Project Internship Courses.”

第二條 專業研究實習教育的目標

- 一、培養敬業樂群及勤勞樸實的習性。
- 二、專業知識深化，培養研究技能及實際應用。
- 三、訓練處世應對之道，培養團隊合作精神及研究倫理。
- 四、激發學習意願與可塑性。
- 五、訓練發掘問題及解決問題的能力。
- 六、培訓創新能力。
- 七、加強外語能力。

Article 2 Project Research Internship Education Goal

1. Train the students to be dedicated people who are always hardworking and honest.
2. Deepen professional knowledge and train research skills and practical applications.
3. Train the way of life, teamwork spirit and research ethics.
4. Arouse learning willingness and versatility.
5. Train the ability to discover and solve problems.
6. Train the creativity.
7. Improve foreign language proficiency.

第三條 實施對象

本校大學部四技日間部（含專班）三年級學生可選擇留校參與由老師主持的計畫，進行研究與開發之專業研究實習一年，每三個月為一評核階段，每階段實習成績及格始得畢業。老師提供之專業研究實習職缺須經聘任單位及行政會議，針對教師執行產學計畫申請聘任研究人力補助審核同意，且每位老師以聘用一位學生為原則。

Article 3 Applicability

Any day school junior student of MCUT's four-year colleges (including the part-time programs) may choose to stay in the school to participate the projects investigated by teachers and attend the relevant project research internship courses for one year. Each assessment stage consists of three months. The student is allowed to graduate only after passing each internship stage. The project research internship job vacancies provided by advisors shall be subject to the approval of the appointing unit and University Administrative Meeting with respect to the applications filed by advisors for the subsidies of appointment of research HR to execute any industry-academia projects.

Meanwhile, each advisor may appoint one student only, in principle.

第四條 實習職前訓練

- 一、各系/專班/學程須於學生實習前舉辦實習前說明會，由各系/專班/學程主任及導師向實習班級學生作行前輔導，使學生了解實習課程之安排、實習機會之內容、實習權益注意事項等。
- 二、由指導老師對所屬輔導學生進行實習前輔導並至系統填報，內容包含實務學習、專題訂定及報告寫作等相關指導。
- 三、學校指導老師與學生共同研訂「學生專業研究實習學習計畫」（表號：A2A2180101），作為實習學習內容之依據。
- 四、為加強學生實習前職場相關基礎知識訓練如學術倫理、勞動法令認識及性別平等主題，實習學生於實習前須參與「專業研究實習前職場素養」。

Article 4 Orientation Training for Internship

1. Various departments, in-service programs, and credit programs shall organize a pre-internship presentation conference before the internship. The chairs of various departments, in-service programs, and credit programs, along with class advisors, shall provide intern students with counseling services prior to the internship. This is to enable students to verify the arrangements for internship courses, the contents of internship opportunities, and important matters requiring attention related to their internship interests and rights.
2. The student advisors provide their students with counseling services before the internship and complete the report in the system. The report shall include the relevant instructions on practical learning, the determination of topics, and report writing.
3. The student advisors shall formulate the “Project Research Internship Learning Plan Form” (Form No.: A2A2180101) jointly during the internship as the basis for the internship learning.
4. In order to improve the students' basic knowledge about the workplace before the internship, such as topics on research ethics, labor laws, and gender equality, the intern students shall attend the related training programs, such as “Project Research Pre-internship Workplace Literacy Training,” before the internship.

第五條 實習報到

- 一、學生應與學校完成相關報到簽約手續。
- 二、學生實習期間考勤規範由人事單位依本校相關規定辦理。
- 三、報到當天即由學校投保勞保、健保及勞動相關法令規範之保險，並依規定提撥勞退基金，學校另為實習學生投保實習意外保險。
- 四、學生進行專業研究實習不得申請免刷卡，以掌握學生實習考勤狀況。

Article 5 Internship Registration

1. Students shall complete the relevant registration and execution the contract with MCUT.
2. The attendance requirements applicable to students during the internship shall be set forth by the personnel unit according to the relevant regulations of MCUT.
3. On the same day when the students complete the registration, MCUT shall maintain the labor insurance and health insurance, and the insurance programs required by related labor laws for the students, and also contribute the labor pension fund as required. MCUT will maintain the accidental insurance for the students separately during the internship.
4. The students who attend the project research internship are not allowed to apply for exemption from clock in/out, so that their attendance in the internship can be controlled.

第六條 專業研究實習指導

- 一、老師擔任大三多元學習模組(工讀實務實習、專業研究實習及海外交換學習)之輔導(指導)老師，每位老師所輔導(指導)學生人數上限總計為九名，超過仍以九名核計鐘點費。
- 二、老師指導一名學生，每週支付 1/6 小時鐘點費。
- 三、老師指導學生方式及次數比照擔任工讀實務實習輔導老師，訪視後至系統填寫「輔導(指導)老師訪視實習學生記錄表」送班級導師、各系/專班/學程主任及研究發展處實習就業輔導組，俾便聯繫處理反應之問題。

Article 6. Project research internship advice

1. The advisor shall serve as the internship (student) advisor for the junior students' learning diversity module (internship, project research internship and overseas exchange learning). Each advisor may provide advice (instruction) to no more than 9 students. The hourly pay for advice (instruction) on more than 9 students shall still be counted as that for 9 students.
2. The teacher will be paid 1/6 hourly fee for instruction per student per week.
3. The teacher's instructional methods and frequency shall align with those of the internship advisor. After paying the visit, they shall complete the "Record Form for Internship (Student) Advisor's Visit to Intern Students" and submit it to the class advisors, department chairs, in-service program chairs, credit program chairs, and the Division of Internship and Career Services to communicate and respond to the identified issues.

第七條 學生實習成績評核

- 一、學生於實習期間，每三個月須舉行口頭報告，該階段實習成績以「學生專業研究實習成績考評表」(表號：A2A2180201) 中之流程評定。
- 二、學生應依計畫每三個月完成一篇「專業研究實習報告」(表號：A2A2180301)，內容與寫作方式依規定辦理。
- 三、專業研究實習各階段成績合格授予學分，除口頭、書面報告外，實習期間之學習計畫表、平常聯繫、學習等各項報告列入重要評核，實習同學應以每月聯繫表(表號：A2A2180401) 與指導老師保持聯繫，並請指導老師上傳至訪視輔導紀錄系統。
- 四、實習期間請事、病假或缺勤累計逾 12 天者，該階段起實習成績不得超過 80 分，特殊因素經核准者個案處理。
- 五、學生進行專業研究實習期間不得在校外兼職，期間考勤以校內約聘人員考勤及獎懲規範管理，每階段實習缺勤達 1/3 者(即四週)，則該階段之實習成績核計零分。
- 六、指導老師將實習報告評核計算成績後，送班導師彙整全班實習成績並送教務處註冊組，實習報告置各系辦公室存查。

Article 7 Evaluation of Internship Performance

1. During the internship, students shall prepare the oral report per three months. The students' internship performance shall be evaluated through the procedure referred to in the "Project Research Internship Performance Evaluation Form" (Form No.: A2A2180201).
2. Students shall complete one "Project Research Internship Report" (Form No. A2A2180301) per three months. The contents and writing thereof shall follow the relevant requirements.
3. Credits will be awarded to students only if they pass the test at each stage of the project research internship. In addition to oral and written reports, learning plans, daily contacts, and learning reports produced during the internship will be included as important evaluation indicators. Intern students should keep in touch with their student advisors by using the monthly contact form (Form No.: A2A2180401) on a regular basis and request that the student advisors upload the form to the Visit & Advice Record System.

4. If any student applies for personal leave or sickness leave, or is absent from work, for more than 12 days during the internship, his/her internship performance shall be no more than 80 scores as of the relevant stage. Any special factors may be resolved on a case-by-case basis upon approval.
5. Students shall not hold any position concurrently outside the school during the project research internship. The same attendance and reward & punishment regulations applicable to the workers by contract of MCUT shall apply to them during their internship. If any student is absent from work for the period equivalent to one-third of the internship (namely, four weeks), during the internship, his/her internship performance will be considered zero score.
6. The student advisors evaluate the internship report performance and then submit the results to the class advisors for the compilation of the entire class's internship performance. Then, the compiled information shall be submitted to the Registry Division of the Office of Academic Affairs. The internship report will be recorded by the relevant department's office.

第八條 學生實習操行評核

- 一、實習結束前一個月，由指導老師依學生實習及生活表現評核成績後，送班導師彙整全班學生操行成績。
- 二、實習結束前一週由班導師將「大學部學生實習操行表」送學生事務處生活輔導組登錄操行成績。

Article 8 Evaluation of Internship Conduct Performance

1. Within one month prior to the end of the internship, the student advisors shall evaluate the students' internship and life performance and then inform the class advisors of the results for assessment of the entire class's conduct performance.
2. Within one week prior to the end of the internship, the class advisors shall submit the "Undergraduate Internship Conduct Performance Form" to the Student Assistance Division, Office of Student Affairs, for registration of the conduct performance result.

第九條 實習單位轉換

學生因個人因素而需申請實習單位轉換，依本校「大學部工讀實務實習課程實施辦法」轉換實習單位程序辦理。

Article 9. Transfer between Internship Units

Students who need to apply for a transfer to another internship unit due to personal factors shall follow the internship unit transfer procedure outlined in the "Regulations for Undergraduate Internship Courses" of MCUT.

第十條 附則

本辦法若有未盡完善之處，均參照本校「大學部工讀實務實習課程實施辦法」辦理。

Article 10 Supplementary Provisions

Any matters not covered herein shall be governed by the MCUT "Regulations for Undergraduate Internship Courses."

第十一條 實施與修訂

本辦法經行政會議審議通過，陳校長核定後公布實施，修訂時亦同。

Article 11 Implementation and Revision

These Guidelines shall be promulgated and implemented after the passage of the university administrative meeting and the approval of the president. The same shall apply to the amendments hereto.

明志科技大學 學生專業研究實習學習計畫()

一、基本資料

聘任單位	實習學生		指導師資	實習期間 (西元)
單位名稱	姓名	系/專班/學程	學校指導老師	
		班級	☐ 甲 ☐ 乙 ☐ 丙	年 月 日至 年 月 日

二、專業研究實習學習內容

實習課程目標	(依系/專班/學程課程發展結果及系科專業領域性質，撰寫開設專業研究實習課程之目標) 透過在專業研究實習之學習，培育下列產業專業人才的實務能力： ☐ 一般機械工程師 ☐ 精密機械工程師 ☐ 生產管理師 ☐ 機電控制工程師 ☐ 汽車修護工程師 ☐ 汽車機電工程師 ☐ 電子技術工程師 ☐ 資通訊系統工程師 ☐ 積體電路設計與應用工程師 ☐ 智慧型控制工程師 ☐ 電力與電能轉換工程師 ☐ 通訊系統工程師 ☐ 化學工程師 ☐ 材料製程工程師 ☐ 應用化學工程師 ☐ 生化工程師 ☐ 薄膜/電漿及表面工程師 ☐ 生醫能源資訊工程師 ☐ 光電半導體工程師 ☐ 環境工程師 ☐ 環境規劃檢測工程師 ☐ 資源回收再利用工程師 ☐ 工業安全衛生工程師 ☐ 工業工程師 ☐ 品質管理工程師 ☐ 生產技術製程工程師 ☐ 生產管理工程師 ☐ 行政管理師 ☐ 行銷/業務/企劃國貿人員 ☐ 會計/財金人員 ☐ 行政人員 ☐ 人力資源/人事人員 ☐ 工業設計人員 ☐ 設計服務人員 ☐ 繪圖及網頁製作人員 ☐ 多媒體設計製作人員 ☐ 設計企劃管理人員 ☐ 藝術行政人員 ☐ 設計呈現與創作人員 ☐ 資料分析師 ☐ 資料工程師 ☐ 機器學習工程師 ☐ AI 應用工程師 ☐ 數位內容設計師 ☐ 社群經營師 ☐ 數位廣告優化師 ☐ 電子商務行銷人員 ☐ 流量數據分析師 ☐ 其他：_____			
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實習課程內容規劃	階段	期間 (西元)	專業研究實習課程內涵 (主題)	專業研究實習具體項目 (請規劃四個階段)
	一	年 月 日至 年 月 日		
	二	年 月 日至 年 月 日		
	三	年 月 日至 年 月 日		
	四	年 月 日至 年 月 日		

實習資源投入及輔導	提供學生實習指導與資源說明	(請老師說明專業研究實習提供學生的相關資源與設備投入情形) ●專業研究實習提供實習學生的整體培訓規劃 ◎研究基礎訓練： ☐ 專業研究實習訓練 ☐ 學術倫理 ☐ 安全講習 ☐ 其他：_____ ◎研究主題訓練： ☐ 研究知識探討 ☐ 學習內容溝通 ☐ 研究技術問題釐清 ☐ 知識管理 ☐ 實務技術問題排除 ☐ 研究技術支援 ☐ 研究案例分享 ☐ 實務問題分析 ☐ 產品除錯 ☐ 製程改善 ☐ 庶務管理 ☐ 技術指導 ☐ 其他：_____ ●專業研究實習提供資源與設備投入情形 ☐ 實驗設備 ☐ 儀器機台 ☐ 專人指導 ☐ 教育培訓 ☐ 資訊設備 ☐ 測試耗材 ☐ 車輛裝備 ☐ 服裝配件 ☐ 其他：_____
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實習資源投入及輔導	實習指導形式及規劃	(說明學校指導老師提供實習學生的指導與輔導方式) ●指導老師提供的指導內容： ☐ 程式設計 ☐ 機台操作 ☐ 實驗程序 ☐ 機械模具 ☐ 文件撰寫 ☐ 檢測操作 ☐ 實驗測試 ☐ 材料鍍膜 ☐ 除錯操作 ☐ 資訊管理 ☐ 採購備料 ☐ 製程管理 ☐ 設計溝通 ☐ 藝術創造 ☐ 財經規劃 ☐ 創新管理 ☐ 設計模擬 ☐ 軟體操作 ☐ 經營管理 ☐ 社群經營 ☐ 電子商務 ☐ 行銷企劃 ☐ 其他_____ ●指導老師提供的輔導方式： ☐ 口述解說 ☐ 操作示範 ☐ 案例研討 ☐ 其他：_____
	輔導及訪視之具體規劃	(說明學校指導老師進行輔導工作或訪視作業之方式) ●學校指導老師提供輔導內容： ☐ 產業趨勢 ☐ 專業知識指導 ☐ 實驗指導 ☐ 人際溝通 ☐ 學習表現 ☐ 不適應輔導 ☐ 其他：_____ ●學校指導老師訪視作業： ☒ 實習前輔導 ☒ 第一個月訪視 ☒ 每階段(三個月)訪視 ☒ 實習異常輔導訪視 ☒ 每月聯繫表 ☐ 電話聯繫 ☐ 視訊聯繫 ☐ 網路社群軟體 ☐ 電子郵件聯繫 ☐ 其他：_____

三、專業研究實習成效考核與回饋

實習成效考核指標 (項目)	(說明學生專業研究實習成果的展現方式與其評核項目與權重) ●學生專業研究實習成果其評核項目 ☒ 每階段實習報告： ◎指導老師評核： ☒ 實習表現評核 (50%)：研究態度與效益 (20%)、研究成果及發表 (20%)、 學習熱忱 (5%)、研究平時聯繫與互動 (5%) ☒ 實習報告評核 (50%)：研究報告結構與編排 (10%)、研究內容專業與深度 (20%)、研究學習心得與建議 (10%)、口頭報告及繳交報告 (10%) ☒ 階段考勤 (請假扣分)
實習成效評核期程	(說明學生專業研究實習成果的評核期程以及評核人員與評核方式等) ●學生實習成果的評核期程： ☒ 第一階段 (10 月至 12 月) ☒ 第二階段 (1 月至 3 月) ☒ 第三階段 (4 月至 6 月) ☒ 第四階段 (7 月至 9 月) ●評核人員： ☒ 學校指導老師 (評核 100%)
實習回饋方式及規劃	(說明實習課程結束後相關成效的回饋及檢討方式) ☒ 實習成效檢討會議 ☒ 實習課程檢討會議 ☒ 實習問卷調查 ☒ 實習成果競賽 ☒ 輔導經驗交流 ☒ 學生心得分享 ☒ 實習職缺篩選檢討 ☒ 實習機構合作檢討 ☒ 實習轉換單位檢討 ☐ 衍生產業實務專題 ☐ 老師實務深耕 ☐ 老師實務研習 ☐ 業界產學合作 ☐ 專業課程諮詢調整 ☒ 校務研究分析 ☒ 校務研究追蹤

學校指導老師	請簽核	實習學生	請簽核
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表號：A2A2180101

Ming Chi University of Technology Project Research Internship Learning Plan Form ()

1. Basic data

Appointment Unit	Intern Student			Student advisors	Internship period (AD)
Name of unit	Name	Department/In-service Program/Credit Program	MCUT Student Advisor		
		Class ☐ Class A ☐ Class B ☐ Class C		From MM/DD/YYYY to MM/DD/YYYY	

Project Research Internship Learning Contents

Internship Course Goals	(Please specify the goals for organization of the project research internship courses, subject to the development results of the Department's/In-service Program's/Credit Program's curriculum and the nature of the Department's major.) To train the following industry talents' practical abilities through the project research internship in the industry: ☐ General mechanical engineer ☐ Precision mechanical engineer ☐ Production management specialist ☐ Electromechanical control engineer ☐ Automotive service engineer ☐ Automotive electromechanical engineer ☐ Electronic technology engineer ☐ Information & communication system engineer ☐ Integrated circuit design and application engineer ☐ Smart control engineer ☐ Power and energy conversion engineer ☐ Communication system engineer ☐ Chemical engineer ☐ Materials process engineer ☐ Applied chemical engineer ☐ Biochemical engineer ☐ Thin film/plasma and surface engineer ☐ Biomedical energy information engineer ☐ Optoelectronic semiconductor engineer ☐ Environmental engineer ☐ Environmental planning and testing engineer ☐ Recycling engineer ☐ Industrial safety and health engineer ☐ Industrial engineer ☐ Quality management engineer ☐ Production technology process engineer ☐ Production management engineer ☐ Administrative specialist ☐ Marketing/business/planning international trade officer ☐ Accounting/financial officer ☐ Administrative personnel ☐ HR/personnel officer ☐ Industrial designer ☐ Design service personnel ☐ Drawing and web page producer ☐ Multimedia designer and producer ☐ Design planning manager ☐ Art administrative officer ☐ Design presenter and creator ☐ Data Analyst ☐ Data Engineer ☐ Machine Learning Engineer ☐ AI Application Engineer ☐ Digital Content Designer ☐ Social Media Manager ☐ Digital Advertising Optimizer ☐ E-commerce Marketer ☐ Traffic Data Analyst ☐ Others: _____			
	Internship course planning	Stage	Period (AD)	Project Research Internship Learning Contents (Topic)
	1.	From MM/DD/YYYY to MM/DD/YYYY		
	2.	From MM/DD/YYYY to MM/DD/YYYY		
	3.	From MM/DD/YYYY to MM/DD/YYYY		
	4.	From MM/DD/YYYY to MM/DD/YYYY		

Internship resource investment and advice	Descriptions of internship instruction and resources provided to students	(The advisor is required to describe the related resources and equipment investment provided by the project research internship to students.) ● Overall training planning provided by the project research internship to intern students ○ Basic Research Training: ☐ Project Research Internship Training ☐ Academic Ethics ☐ Safety Training Lecture Others: _____ ○ Research Theme Training: ☐ Discussion on Research Knowledge ☐ Communication for Learning Contents ☐ Clarification of Research Technical Issues ☐ Knowledge Management ☐ Practical Technical Trouble Shooting ☐ Research Technical Support ☐ Research Case Sharing ☐ Practical Problem Analysis ☐ Product Debug ☐ Process improvement ☐ General affairs management ☐ Technical advice ☐ Others: _____ ● Resources and equipment investment provided by the project research internship ☐ Experimental equipment ☐ Instrument & machine ☐ Advice by dedicated personnel ☐ Education and training ☐ Information equipment ☐ Testing consumables ☐ Vehicle equipment ☐ Dress accessories ☐ Others: _____
	Form and planning of internship instruction	(Please describe how student advisors provide intern students with advice and instruction.) ● The instructions given by student advisors: ☐ Program Design ☐ Machine Operation ☐ Experimental Procedures ☐ Mechanical Molds ☐ Document Writing ☐ Inspection Operation ☐ Experimental Testing ☐ Material Coating ☐ Debug Operation ☐ Information Management ☐ Procurement and Preparation of Materials ☐ Process Management ☐ Design Communication ☐ Art Creation ☐ Financial Planning ☐ Innovation Management ☐ Design Simulation ☐ Software Operation ☐ Business Management ☐ Social Media Management ☐ E-commerce ☐ Marketing Planning ☐ Other: _____ ● The advice given by student advisors in the following forms: ☐ Dictation ☐ Operation demonstration ☐ Case study ☐ Others: _____
Internship resource investment and advice	Specific planning to provide advice and visit	(Please describe how the student advisors provide advice or conduct the visit.) ● The contents of the advice provided by the student advisors: ☐ Industrial Trends ☐ Professional Knowledge Guidance ☐ Experimental Guidance ☐ Interpersonal Communication ☐ Learning Performance ☐ Advice on Unadaptability ☐ Others: _____ ● Visit conducted by the student advisors: ☒ Pre-internship advice ☒ Visit in the first month ☒ Visit per stage (per three months) ☒ Advice and visit for abnormality in internship ☒ Monthly contact form ☐ ☐ Contact via phone ☐ Contact via video ☐ Online social software ☐ Contact via email ☐ Others: _____

3. Project Research Internship Performance Appraisal and Feedback

Internship Performance Appraisal Indicators (Items)	(Please describe how the students' project research internship results are demonstrated, and the assessment items and weight thereof.) ● Assessment items of students' project research internship results ☒ Internship report per stage: ○ Assessment by the student advisor: ☒ Internship performance evaluation (50%): research attitude and effectiveness (20%), research results and presentation (20%), enthusiasm for learning (5%), routine communication and interaction for the research (5%) ☒ Assessment on internship report (50%): Structure and layout of the research report (10%), professionalism and depth of the research contents (20%), research learning experience and suggestions (10%), oral report and submission of report (10%) ☒ Attendance at each stage (points deducted for the application for leave)		
Internship Result Assessment Period	(Please describe the assessment schedule for students' project research internship results, and the assessor and assessment method.) ● Assessment schedule for students' internship results: ☒ 1st stage (October~December) ☒ 2nd stage (January~March) ☒ 3rd stage (April~June) ☒ 4th stage (July~September) ● Assessor: ☒ MCUT Student Advisor (assessment 100%)		
Internship feedback method and planning	(Please describe how the related results are fed back and reviewed at the end of the internship.) ☒ Internship Result Review Meeting ☒ Internship Course Review Meeting ☒ Internship Questionnaire ☒ Internship result contests ☒ Exchange of experience in advice ☒ Students' sharing of experience ☒ Selection of and review on internship job vacancies ☒ Review on cooperation with internship provider ☒ Review on transfer between internship providers ☐ Derivative special topics on industrial practices ☐ Teachers' practice sprout project ☐ Teachers' practical research for teachers ☐ Industry-academia cooperation ☐ Professional course consultation and adjustment ☒ School affairs research and analysis ☒ School affairs research and followup		
MCUT Student Advisor	Approved by:	Intern Student	Approved by:

Form No.: A2A2180101

明志科技大學學生專業研究實習成績考評表

系/專班/學程							實習階段	☐ 一 ☐ 二 ☐ 三 ☐ 四	
班級	☐ 甲 ☐ 乙 ☐ 丙	姓名					學號		
研究主題									
實習評核期間	自西元 年 月 日至西元 年 月 日止 (每三個月為一階段)								
(一) 考勤獎懲評核 (基本分數為 20 分, 人事單位提供資料由實輔組彙整)									
結算期間	西元 年 月 日至西元 年 月 日								
出缺勤	事假	病假	遲到	早退	曠職	小計 (1)	說明 1.事假 1 日扣 1 分, 不滿半日不扣分; 滿半日不滿 1 日扣 0.5 分。 2.病假 1 日扣 0.5 分, 不滿 1 日不扣分。 3.遲到、早退 1 次扣 0.5 分。 4.曠職 1 日扣 3 分, 不滿 1 日扣 1.5 分。		
日/次數									
計分									
獎懲/增減分	嘉獎/+1	小功/+3	大功/+9	警告/-0.5	申誡/-1	小過/-3	大過/-9	小計 (2)	
次數									
計分									
考評表繳交準時性 (研發處實輔組每階段會通知學生繳交考評表, 不含例假日每遲交一天扣 1 分)								增減分	小計 (3)
收件日期	西元 年 月 日					☐ 準時繳交 ☐ 遲交			
(一) 考勤獎懲總分: 20+(1)+(2)+(3)且上限 20 分									
(二) 實習表現及報告評核 (總分為 80 分, 由指導老師評核)									
實習表現			配分	得分	實習報告			配分	得分
1.研究態度與效益			15		1.研究報告結構與編排			10	
2.研究成果及發表			15		2.研究內容專業與深度			10	
3.學習熱忱			5		3.研究學習心得與建議			10	
4.研究平時聯繫與互動			5		4.口頭報告及繳交報告			10	
小計 (4)			40		小計 (5)			40	
(二) 指導老師評核得分: (4) + (5)				指導老師加總實習成績得分: (一) + (二)					
評語與建議:									
說明	一、雙線以上欄位先由實習學生詳細填寫, 雙線內表格交由指導老師及相關單位評核, 並檢附於報告內。 二、考評表核簽遞送順序: 學生→研發處實輔組→學生口頭報告後→指導老師→班導師→各系/專班/學程存查。								
評分流程									
班級導師③				指導老師②				研發處實輔組	

表號: A2A2180201

Ming Chi University of Technology Project Research Internship Performance Evaluation Form

Department/In-service Program/Credit Program					Internship stage		☐ Freshman ☐ Sophomore ☐ Junior ☐ Senior	
Class		☐ Class A ☐ Class B ☐ Class C		Name		Student ID No.		
Research Topic								
Internship Assessment Period		MM/DD/YYYY-MM/DD/YYYY (each stage consisting of three months)						
(1) Attendance and Reward & Punishment Assessment (20 points as the basic score; the HR unit provides the data to the Division of Internship and Career Services for compilation)								
Settlement Period		From MM/DD/YYYY to MM/DD/YYYY						
Attendance/absence	Personal leave	Sick leave	Tardiness	Early dismissal	Absence from work	Subtotal (1)	Description 1. 1 point will be deducted for each day of personal leave. No points shall be deducted if the interval is less than a half of day. 0.5 points will be deducted for the interval more than a half of day but less than one day. 2. 0.5 points will be deducted for each day of sick leave. No points shall be deducted if the interval is less than one day. 3. 0.5 points will be deducted for each late arrival and early departure. 4. 3 points will be deducted for each day of absence from work. 1.5 points shall be deducted for an absence of less than one day.	
Day/time								
Scoring								
Reward & punishment/increase or decrease in score	Commendation/+1		Minor merit/+3		Major merit/+9		Warning/-0.5	Reprimand/-1
								Minor demerit/-3
								Major demerit/-9
Subtotal (2)								
Time								
Scoring								
Timeliness of submission of the evaluation forms								
(The Division of Internship and Career Services, Office of Research and Development will notify the students to submit the evaluation forms at each stage. 1 point will be deducted for each overdue day, exclusive of holidays.)								
Date received	MM/DD/YYYY						☐ Submitted on time ☐ Submitted late	Subtotal (3)
(1) Total score of attendance and reward & punishment: 20+(1)+(2)+(3), and no more than 20 points								
(2) Internship performance and report assessment (80 as the total score, assessed by the Student advisor)								
Internship performance		Distributed scores		Scores won		Internship Report		Distributed scores
1. Research attitude and effectiveness		15				1. Structure and layout of the research report		10
2. Research results and presentation		15				2. Professionalism and depth of the research contents		10
3. Learning enthusiasm		5				3. Research learning experience and suggestions		10
4. Routine communication and interaction for the research		5				4. Oral report and submission of report		10
Subtotal (4)		40				Subtotal (5)		40
(2) Scores won upon assessment by the student advisor: (4)+(5)				Internship performance scores aggregated by the student advisor: (1)+(2)				
Comment and suggestion:								
Description 1. The fields above the double line shall be completed in detail by the intern student, while the forms below the double line are assessed by the student advisor and the related unit, and attached to the report. 2. Submission order of the evaluation form: Student→ Division of Internship and Career Services, Office of Research and Development→ after the student's oral report→ student advisor→ class advisor→ department/ in-service program/credit program for record.								
Scoring process								
Class Advisor③		Student Advisor②		Office of Research and Development Division of Internship and Career Services①				

Form No.: A2A2180201

明志科技大學學生專業研究實習報告寫作及評核說明

一、專業研究實習報告綱要

- 封面
- 專業研究實習學習計畫表
- 目錄
- 前言
- 本文（自行依實習學習計畫訂定題綱，如：第一階段報告可作研究主題簡介、研究設備及功能等。題綱應先送指導老師確認核示，依報告綱要繕寫。）
- 建議與心得
- 參考文獻
- 專業研究成績考評表（指導老師用）--封底

二、專業研究實習報告寫作

- 封面：依規定格式，勿另行設計或任加圖案。
- A4 規格由左而右以電腦繕打，以隨身碟存取。
- 字體大小：章標題 18 號字、節標題 16 號字、本文 13 號字。
- 自前言起編列頁碼。
- 列印：以楷書列印，雙面印刷。
- 裝訂：用訂書機裝訂左側，勿用塑膠夾或鐵夾，以利四階段報告之彙整。
- 勿影印現成資料充數，**涉及研究技術機密資料得不列於報告。**

三、專業研究實習報告評核

- 學生將專業研究實習報告繳交給主管時間：
 - 第一次： 年 月 日繳交**專業研究實習（一）**。
 - 第二次： 年 月 日繳交**專業研究實習（二）**。
 - 第三次： 年 月 日繳交**專業研究實習（三）**。
 - 第四次： 年 月 日繳交**專業研究實習（四）**。
- 請務必準時繳交，逾時將依規定核扣實習成績，「學生實習每月聯繫表」每月月底前送交指導老師列入實習成績評核。
- 專業研究實習報告內容不符實際或未用心寫作者，請指導老師給予輔導後退回學生修訂後再予以評核。
- 專業研究實習報告修訂定案後，依序陳核，指導老師留存一本，學生自存一本。
- 學生專業研究實習報告由各系/專班/學程存查，實習結束學生應將實習報告繳交導師彙集後送各系/專班/學程保存。

四、專業研究實習成績不及格或中途停止實習者，將依規定補修學分。

表號：A2A2180301

Ming Chi University of Technology Project Research Internship Report Writing and
Evaluation Remarks

- I. Project research internship report outline
1. Cover
 2. Project Research Internship Learning Plan Form
 3. Table of Contents
 4. Foreword
 5. Body (Please decide your own topic outline based on the internship learning plan. For example, the 1st-stage report can describe the introduction to the research topic, research equipment and functions, etc.) The topic outline shall be submitted to the student advisor for verification, and written based on the report outline.
 6. Suggestion and Experience
 7. Reference
 8. Project Research Performance Evaluation Form (Exclusive for Student Advisor) --- Back Cover
- II. Project Research Internship Report Writing
1. Cover: To follow the prescribed format and never add designs or pictures separately.
 2. In A4 size, printed from left to right on a computer, and accessed via USB.
 3. Font size: 18 font size for chapter titles, 16 font size for section titles, and 13 font size for the body.
 4. The page number is assigned starting from the preface.
 5. Printing: Printed letters and double-sided printing.
 6. Binding: Bind the left side with a stapler, and never use plastic clips or iron clips to help compilation of the reports of the four stages.
 7. Never copy the existing data as a stop-gap. **Any confidential information involving the research technology shall not be included in the report.**
- III. Assessment on Project Research Internship Report
1. When the student should submit the project research internship report to the supervisor:
1st time: Submit the **project research internship (1)** on MM/DD/YYYY.
2nd time: Submit the **project research internship (2)** on MM/DD/YYYY.
3rd time: Submit the **project research internship (3)** on MM/DD/YYYY.
4th time: Submit the **project research internship (4)** on MM/DD/YYYY.
 2. Please do submit the report on time; otherwise, the internship performance scores will be deducted as required. The "Student Internship Monthly Contact Form" shall be sent to the student advisor before the end of each month and included into the internship performance evaluation.
 3. If the contents of the project research internship report are impractical or poorly written, the student advisor shall provide feedback to the student and return the report for revision before re-assessing it.
 4. Upon finalization of the revision to the research project internship report, it will be submitted for approval. One copy shall be recorded by the student advisor, and the other copy shall be retained by the student.
 5. The student's research project internship report shall be kept by the relevant department, in-service program, or credit program. At the end of the internship, the student shall submit the disk containing the internship report to the class advisor for compilation and then to the department, in-service program, or credit program.
- IV. Those who fail the project research internship or suspend the internship shall make up the relevant credits as required.

明志科技大學學生專業研究實習 YYYY 年 MM 月份聯繫表

各位參與專業研究實習同學好：

為使同學與指導老師保持密切的互動聯繫，請同學就實習生活、實習內容及學習狀況，於每月底以前以電子郵件方式給指導老師，俾便提供及時的協助，期能提昇實習效益。請同學務必繳交每月聯繫表，指導老師將繳交記錄列入實習成績考核。

研究發展處 謹啟

一、實習生活方面

1.住宿狀況：☐是 ☐否有異動，目前是：

☐住家裡 ☐住親友家 ☐住學校宿舍 ☐租屋 ☐其他_____

2.租屋環境安全：☐是 ☐否有異動（無租屋則免勾選），目前是：

☐傳統公寓 ☐大廈（設有管理員） ☐與他人合租

☐瓦斯熱水器裝在室外 ☐瓦斯熱水器裝在室內（不安全，避免租此類房子）

3.上班交通：☐走路 ☐自行車 ☐機車 ☐大眾運輸（公車、火車、捷運）☐交通車 ☐其他_____

4.上班路程時間：

☐30 分鐘以內 ☐30 分鐘至 1 小時 ☐1 小時至 2 小時 ☐其他_____

二、實習內容及學習狀況方面

1.本月是否加班？

☐是，平日_____小時/月、假日_____小時/月 ☐否

2.本月出勤狀況？

☐全勤 ☐遲到：_____時 ☐缺曠：_____時 ☐事假：_____時 ☐病假：_____時 ☐喪假：_____時

☐其他：_____假_____時

3.本月平均上班之時間為：_____時_____分，平均下班回到住所之時間為：_____時_____分。

4.本月主要研究主題及內容：

5.本月研究內容是否有收獲？☐是 ☐否

6.本月研究實習心得：

7.需協助事項或建議：

8.指導老師答覆或聯繫事項：(由指導老師填寫)

指導老師：

班級：

姓名：

聘人單位：

西元

年

月

日

本表流程：實習學生電子郵件→指導老師

→系/專班/學程主任→追蹤改善及歸檔。

→上傳至本校 Notes 系統→追蹤改善及歸檔。

表號：A2A2180401

Ming Chi University of Technology Project Research Internship Contact Form dated MM/YYYY

Dear classmates of the project research internship:

In order to enable students to maintain close contact and interact with their advisors, students are required to provide information about their internship experiences, internship details, and learning progress to their advisors via e-mail by the end of each month, so that the internship advisors can offer timely assistance to improve their learning outcomes. Each classmate shall submit the monthly contact form so that the student advisors may include the record in the internship performance evaluation.

From the Office of Research and Development

I. For the internship life

1. Housing status: ☐ Yes ☐ Updated? Current status: ☐ Living at home ☐ Living with relatives and friends ☐ Living in the school dormitory ☐ Renting a house ☐ Others _____
2. The rented housing environmental safety: ☐ Yes ☐ Updated? (Not required to be specified, if no housing is rented) Current Status: ☐ Traditional apartment ☐ Building (with security guard) ☐ Shared with the other tenants ☐ Gas water heater installed outdoors ☐ Gas water heater installed indoors (unsafe, and please avoid renting such housing)
3. Transportation means: ☐ Walking ☐ Bicycle ☐ Motorcycle ☐ Mass transportation means (bus, train, MRT) ☐ Shuttle bus ☐ Others _____
4. Travel time to work: ☐ Within 30 minutes ☐ 30 minutes~1 hour ☐ 1 hour~2 hours ☐ Others _____

II. Internship contents and learning status

1. Overtime work required in the current month? ☐ Yes, _____ hours/month for weekdays, _____ hours/month for holidays ☐ No
2. Attendance in the current month? ☐ Perfect attendance ☐ Late arrival: _____ hour(s) ☐ Absence from work: _____ hour(s) Personal leave: _____ hour(s) ☐ Sick leave: _____ hour(s) ☐ Bereavement leave: _____ hour(s) ☐ Others: _____ leave for _____ hour(s)
3. The average time spent in leaving for work in the current month: _____ hour(s) _____ minute(s); the average time spent in returning home from work: _____ hour(s) _____ minute(s)
4. Main research topics and contents of the current month:
5. Anything learned from the research contents in the current month? ☐ Yes ☐ No
6. Experience learned from the internship in the current month:
7. Needed assistance, or suggestions:
8. Response or communication by the student advisor: (To be specified by the student advisor)
Student Advisor:

Class/Year:

Name:

Employment Unit:

Date: _____ (YYYY.MM.DD)

Procedure:

Intern Student e-mail → Student Advisor → Department/In-service Program/Credit Program Chair → Follow-up, Improvement and Archiving

→ Upload to the Note System of MCUT → Followup, Improvement and Archiving

Form No.: A2A2180401

明志科技大學
大學部工讀實務實習課程實施辦法
Ming Chi University of Technology
Regulations for Undergraduate Internship Courses

94.11.22 行政會議制訂
115.03.10 行政會議修訂
Established by the University Administrative Meeting on November 22, 2005
Amended by the University Administrative Meeting on March 10, 2026

第一篇 總則

Title 1 General Provisions

第一條 目的

為培育本校學生成為理論與實務兼具之專業人才，提昇教師之企業服務與技術改善之能力，落實產學合作之技職教育方針，訂定「大學部工讀實務實習課程實施辦法」。

Article 1 Objective/Purpose

In order to train MCUT students to become professional talents good at theories and practices concurrently, enhance teachers' abilities to provide corporate service and improve technologies, implement the technical and vocational education policy for industry-academia cooperation, we establish the "Regulations for Undergraduate Internship Courses."

第二條 工讀實務實習教育的目標

- 一、培養敬業樂群及勤勞樸實的習性。
- 二、在「工作中學習」，培養專業技能及實務經驗。
- 三、訓練處世應對之道，培養團隊合作精神及職業倫理。
- 四、激發學習意願與可塑性。
- 五、訓練發掘問題及解決問題的能力。
- 六、培訓創新能力。
- 七、加強外語能力。

Article 2 Internship Education Goal

1. Train the students to be dedicated people who are always hardworking and honest.
2. Train professional skills and practical experience through "learning by doing."
3. Train the way of life, teamwork spirit and professional ethics.
4. Arouse learning willingness and versatility.
5. Train the ability to discover and solve problems.
6. Train the creativity.
7. Improve foreign language proficiency.

第三條 實施對象

凡本校大學部四技日間部(含各系/學程/專班，簡稱各系)學生，於大三下學期修讀多元學習課程模組之工讀實務實習課程。

Article 3 Applicability

All day-division students enrolled in MCUT's four-year undergraduate programs (including all departments, programs, and special classes, hereinafter collectively referred to as departments) are required to take the Work-Study Internship Course within the Diverse Learning Curriculum Module during the second semester of their junior year.

第二篇 實習機會開發與分發

Title 2 Development and Distribution of Internship Opportunities

第四條 實習機會調查與審核

一、各系可依下列方式進行實習機會開發：

- (一)將專長需求送研究發展處實習就業輔導組函各合作機構徵求實習機會。
- (二)由各系教師開發實習機會後通報研究發展處實習就業輔導組彙整，學生不得自行開發實習機會，且實習之合作機構不得為自家或親友所開設的公司(負責人三等親以內)，如發現將不計實習成績。
- (三)各合作機構主動向本校研究發展處實習就業輔導組提出實習合作申請。
- (四)使用表單：「大學部實習合作機構基本資料表」(表號：A0A2100117)及「學生工讀實務實習機會調查表」(表號：A0A2100217)。

二、各系應針對新開發實習機會，安排專業教師實地至合作機構進行初步瞭解，填寫「學生工讀實務實習開發工作機會權益評估表」(表號：A0A2100317)，審查合適之實習機會。

三、各系每年應針對所有實習機會，填寫「學生工讀實務實習機會專業性評估表」(表號：A0A2101317)篩選合適之實習機會，並經各系校外實習委員會議審核通過後始得安排學生前往實習。

四、徵求實習名額總數應多於學生總數。

Article 4 Investigation and Review of Internship Opportunities

1. Various departments may develop internship opportunities in the following manners:

- (1) Submit the need for expertise to the Division of Internship and Career Services, Office of Research and Development to inquire with various partner institutions for the internship opportunities.
- (2) After various departments' teachers develop the internship opportunities, the results shall be reported to the Division of Internship and Career Services, Office of Research and

Development for compilation. Students are not allowed to develop the internship opportunities independently. Meanwhile, none of the partner institutions shall be a company organized by the students' own family or relative (any relative within 3rd degree of kinship as the responsible person); otherwise, the internship performance will not be recognized.

- (3) Various partner institutions offer the internship to the Division of Internship and Career Services, Office of Research and Development voluntarily.
- (4) Form: "Profile of Undergraduate Partner Institution" (Form No.: A0A2100117) and "Internship Opportunity Survey Form" (Form No.: A0A2100217)
2. Various departments shall arrange professional teachers to conduct an on-site preliminary visit to the partner institutions with respect to new internship opportunities and to complete the "Internship Development Opportunities Interest and Right Evaluation Form" (Form No.: A0A2100317), in order to review adequate internship opportunities.
3. Various departments shall complete the "Student's Internship Opportunity and Professionalism Survey Form" (Form No.: A0A2101317 with respect to all internship opportunities, in order to select adequate internship opportunities. Students may be sent to the internship premises only upon review and approval of various departments' off-campus internship committees.
4. The total quota of internship as required shall be more than the total number of students.

第五條 實習機會安排

- 一、各系應於學生實習三個月前公布詳細之實習機會，包含合作機構名稱、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、合作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本校與合作機構共同商訂，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，視實際需要赴合作機構瞭解實習工作環境及實習學習計畫內容，與合作機構主管面談確認並與輔導老師溝通後選定合作機構，分配確定後由各系導師將實習名單傳送研究發展處實習就業輔導組彙整作業。
- 四、學生至合作機構實習面試視同出席重要集會活動，學生若無故不到得依「學生獎懲規定」議處。

Article 5 Arrangement of Internship

1. Various departments shall publish the detailed internship opportunities within three months before the internship, including the name of the partner institution, location, salary, job nature and accommodation status, for students' reference to help them choose the internship opportunities.
2. The partner institutions are allowed to select the students to attend the internship. If necessary, they may execute some contract with the students to provide them with scholarship as a channel for training their management trainees. The execution and contents of the contract shall be

subject to the agreement between MCUT and the partner institutions. Internship advisors from various departments shall provide their expertise and advice services, if necessary.

3. During selection of the internship opportunities, students are allowed to verify the internship workplace at the partner institutions' premises physically and also the internship learning plan, if necessary, and decide the partner institutions they desire after interviewing with the partner institutions' supervisors and communicating with the internship advisors. After the assignment is decided, various departments' class advisors shall send the name list of intern students to the Division of Internship and Career Services, Office of Research and Development for compilation.
4. Students' interviews with the partner institutions shall constitute the attendance at important conventions. Any students who are absent from the interview without justified reasons shall be disciplined in accordance with the "Regulations of Reward and Discipline for Students."

第六條 實習職前訓練

- 一、各系須於學生實習前舉辦實習前說明會，由各系主任及導師向實習班級學生作行前輔導，使學生了解實習課程之安排、實習機會之內容、實習權益注意事項等。
- 二、由輔導老師對所屬輔導學生進行實習前輔導並至系統填報，內容包含實務學習、專題訂定及報告寫作等相關指導。
- 三、為加強學生實習前職場相關基礎知識訓練如職場倫理、勞動法令認識及職業安全衛生訓練等主題，實習學生於實習前須參與「工讀實務實習前素養訓練」等相關課程之訓練。

Article 6 Orientation Training for Internship

1. Various departments shall organize the pre-internship presentation conference before the internship. Various department chairs and class advisors shall provide the intern students with counseling services before the internship, in order to enable the students to verify the arrangement for internship courses, contents of the internship opportunities, and matters needing attention for the internship interest and right.
2. The internship advisors provide their students with counseling services before the internship and complete the report in the system. The report shall include the relevant instructions on practical learning, determination of topics and report writing.
3. In order to improve the students' basic knowledge training about the workplace before the internship, such as the topics on professional ethics, labor laws and occupational safety and health training, the intern students shall attend the related training programs, such as "Pre-Internship Competency Training for Work-Study Program," before the internship.

第七條 實習報到

- 一、研究發展處實習就業輔導組將「學生實習輔導手冊」等相關資料以電子郵件方式提供合作機構管理（人資）部門作業。
- 二、學生報到前研究發展處應與合作機構完成實習合作簽約手續。

三、學生應配合合作機構規定攜帶相關文件及個人物品。

四、實習報到時間由研究發展處統一規定，合作機構如需要通知學生提早報到交接，須經行政會議由各系同意且不可影響大三上學期課程之進行，同時合作機構應依勞動相關法令辦理學生報到。

五、報到當天即由合作機構投保勞保、健保及勞動相關法令規範之保險，並依規定提撥勞退基金，學校另為實習學生投保實習意外保險。

Article 7 Internship Registration

1. The Research and Development Office's Internship and Employment Guidance Group will provide relevant materials, such as the "Student Internship Guidance Manual," to the management (human resources) departments of partner institutions via email.
2. Before the students' registration for internship, the Division of Internship and Career Services, Office of Research and Development shall complete execution of the internship cooperation contract with the partner institutions.
3. Students should comply with the regulations of the cooperating institutions and bring relevant documents and personal belongings.
4. The internship registration time is uniformly stipulated by the Office of Research and Development. If the cooperating institution needs to notify students to register and hand over earlier, it must be approved by the administrative meeting and the relevant departments, and it must not affect the course of the first semester of the third year. Meanwhile, the internship partners shall handle the students' registration pursuant to the relevant labor laws.
5. On the same day when the students complete the registration, the partner institution shall maintain the labor insurance and health insurance, and the insurance programs required by related labor laws for the students, and also contribute the labor pension fund as required. MCUT will maintain the accidental insurance for the students separately during the internship.

第三篇 實習訪視輔導與評估

Title 3 Internship Visit, Advice and Evaluation

第八條 工讀實務實習輔導

- 一、老師擔任大三多元學習模組(工讀實務實習、專業研究實習及海外交換學習)之輔導(指導)老師，每位老師所輔導(指導)學生人數上限總計為九名，超過仍以九名核計鐘點費。
- 二、老師輔導一名學生，每週支付 1/6 小時鐘點費。
- 三、學生實習期間，每位學生均需由專業老師及合作機構主管擔任輔導老師，輔導學生實務實習。
- 四、合作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，適時灌輸「管理實務知識」，提升行政管理能力。

五、學校輔導老師、合作機構主管、學生於實習期間，應共同研訂「學生工讀實務實習學習計畫」(表號：A0A2100417)，作為實習學習內容之依據。

六、輔導老師依排定時間赴合作機構拜訪主管及了解學生工作與學習狀況，以落實工讀實務實習之專精要求。訪視後至系統填寫「輔導老師訪視實習學生記錄表」(表號：A0A2100817)送班級導師、各系主任及研究發展處實習與就業輔導組，俾便聯繫處理反應之問題。

七、為加強了解學生工作與學習之狀況，各院系得於實習期間安排實習學生於假日返校座談，亦可透過各形式網路媒介視訊平台為之。

Article 8 Internship Advice

1. Teachers serve as mentors for the third-year multi-study modules (work-study internship, professional research internship, and overseas exchange study). Each teacher can mentor a maximum of nine students; if more than nine students are mentored, the hourly rate will still be calculated based on nine students.
2. The teacher will be paid 1/6 the hourly fee for advice per student per week.
3. During the internship, each student's internship advisors shall be served by the professional teacher and partner institution's supervisor to provide advice on the internship.
4. The partner institution shall treat the students as its new employees, arrange practical tasks for them, and strictly request professionalism and professional ethics from them, teach them "practical management skills" appropriately, and improve their administration capacity.
5. The internship advisors, partner institutions' supervisors and students shall formulate the "Internship Learning Plan" (Form No.: A0A2100417) jointly during the internship as the basis for the internship learning.
6. The internship advisors shall visit the partner institutions' supervisors at the scheduled time to verify the students' work and learning status and to practice the requirements for specialization of internship. After paying the visit, they shall complete the "Record Form for Internship Advisor's Visit to Intern Students" (Form No.: A0A2100817) and submit the same to the class advisors, department chairs and the Division of Internship and Career Services for communicating and responding to the reflected problems.
7. In order to better understand students' work and learning status, various colleges/departments may arrange intern students to attend seminars at school on holidays or via various online media platforms, during the internship.

第九條 工讀實務實習輔導老師之職責

- 一、對實習學生實施職前教育。
- 二、輔導老師於學生實習第一個月赴合作機構確認「學生工讀實務實習學習計畫」，爾後每三個月赴各合作機構輔導學生乙次，對每位學生「工讀實務實習」實施輔導及指導

評核學生口頭報告。境外工讀實習學生訪視輔導得透過網路、電子郵件及學生返台休假時進行，及配合內外部預算彈性選派輔導教師親赴境外合作機構訪視輔導。

三、瞭解實習學生實務學習內容及工作規範等，給予學生學習指導，解決實習學生工作或學習之困難。

四、與主管聯繫溝通，交換輔導心得。

五、指導學生寫作實習報告。

六、評核實習報告成績，使用「學生工讀實務實習成績考評表（輔導老師用）」（表號：A0A2100617）。

七、參與實習相關之協調、報告、檢討座談。

Article 9 Responsibility of Internship Advisor

1. Offer pre-service education to the students for their internship.
2. The internship advisors shall confirm the “Internship Learning Plan” at the partner institutions’ premises in the first month of the internship, and then provide the advice service to the students at the partner institutions’ premises for once per three months, in order to provide advice to each student on the “internship” and instruct and assess each student’s oral report. The visit and advice to offshore intern students may be provided via internet or email and when students return to Taiwan for vacation. Meanwhile, in response to the internal/external budget resilience, internship advisors may also be sent to provide the visit and advice to students at the offshore partner institutions’ premises in person.
3. Verify the intern students’ learning contents and work rules, instruct the students on learning, and solve the difficulty in work or learning for the students.
4. Contact and communicate with supervisors and exchange experience in advice with them.
5. Give advice to students on preparation of the internship report.
6. In order to evaluate the internship report performance, please use the “Internship Performance Evaluation Form” (Exclusive for Internship Advisor) (Form No.: A0A2100617).
7. Participate in coordination, reporting, review meetings, etc., related to the internship.

第十條 合作機構之職責

- 一、合作機構應與本校簽訂實習合作契約，實習前未能配合完成簽約將停止安排學生前往實習。
- 二、視學生專業學習之需要，指派合作機構內具相關專長之主管數名，擔任實習生業界輔導老師，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，每週安排面談乙次，瞭解工作及學習狀況。

六、協助學校指導老師到合作機構輔導實習學生工作事宜。

七、實習報告寫作指導。

八、評核實習學生學習表現及實習心得報告成績，使用「學生工讀實務實習成績考評表（業界輔導老師用）」（表號：A0A2100517）。

九、參與實習相關之協調、報告、檢討座談。

Article 10 Responsibility of Partner Institutions

1. The partner institutions shall execute the internship cooperation contract with MCUT. If the contract is not executed prior to the internship, MCUT will stop arranging for students to attend the internship.
2. Depending on the needs of the students in professional learning, assign a number of supervisors with related specialties as the students’ mentors to give advice for their learning.
3. Provide professional practical techniques, internship tasks, rules of implementation, operation instructions, or related learning data.
4. Provide intern students with required training for their duties.
5. Be dedicated to supporting the work of the intern students and arrange a meeting every week to understand their work and learning status.
6. Assist student advisors in giving students advice on their work at the partner institutions’ premises.
7. Provide advice on preparation of the internship report.
8. In order to evaluate the intern student’s internship performance and experience report performance, please use the “Internship Performance Evaluation Form (Exclusive for Mentor)” (Form No.: A0A2100517).
9. Participate in coordination, reporting, review meetings, etc., related to the internship.

第四篇 實習成績評核方式

Title 4 Internship Performance Evaluation Method

第十一條 實習期間考勤

- 一、工讀實務實習為正式課程，實習期間曠職視同曠課，曠職逾三天（含）應由合作機構予以辭退。
- 二、實習期間請假應事先辦理手續，並經主管核准。上下班應依規定親自刷卡，不得代刷卡或忘刷卡。
- 三、請假及考勤依合作機構規定辦理。
- 四、出勤記錄列入實習成績評核項目。
- 五、學生於工讀實務實習期間分娩，其產假與薪資標準依合作機構規定辦理。

Article 11 Attendance during Internship

1. The internship refers to an official course. Absence from work without justified reasons during the internship period shall be considered as absence from school without justified reasons. Absence from work without justified reasons for more than three days (inclusive) shall result in the dismissal by the partner institutions.
2. Any student who wishes to take leave during the internship shall file an application with his/her supervisor for approval before the leave. Students shall clock in/out in person as required. None of them shall allow anyone to do so on behalf of him/her, or forget to do so.
3. The application for leave and attendance shall be handled pursuant to the partner institutions' relevant requirements.
4. The attendance record is included into the internship performance evaluation indicators.
5. The maternity leave and payroll of any student who is in labor during the internship shall be handled pursuant to the relevant partner institution's requirements.

第十二條 學生實習成績評核

- 一、課程每三個月為一個評核階段共四個階段，每階段實習成績及格取得學分，實施流程如附表所示(表號：A2A2101117) 學生應依計畫每三個月完成一篇「工讀實務實習報告」，內容與寫作方式依規定辦理(如表號 A0A2100917 所示)，細節由各系輔導老師及合作機構主管指導之。
- 二、學生於實習期間，每三個月應舉行口頭報告，邀請業界輔導老師與學校指導老師共同參與並評定成績，使用「學生工讀實務實習成績考評表」(表號：A0A2100517、表號：A0A2100617)。
- 三、工讀實務實習為必修課程，各階段成績合格授予學分，除口頭、書面報告外，實習期間之學習計畫表、平常聯繫、學習等各項報告列入重要評核，實習同學應以每月聯繫表(表號：A0A2101017)與輔導老師保持聯繫，並請輔導老師上傳至訪視輔導紀錄系統。
- 四、實習期間請事、病假或缺勤累計逾 12 天者，該階段起實習成績不得超過 80 分，特殊因素經核准者個案處理。
- 五、實習期間個人因素離職或一階段實習時間缺勤達 1/3 者(即四週)，該階段之實習成績核計零分。
- 六、輔導老師將實習報告評核計算成績後，送班導師彙整全班實習成績並送教務處註冊組，實習報告置各系辦公室存查。
- 七、學生工讀實務實習如遇不可抗拒狀況，請假超過一個月以上，無法在短時間內參加工讀實務實習，該階段擬以個案呈校長核示，准由輔導老師指定學生以「專題報告寫作」評核實習成績，以一階段為限，成績不得超過 80 分。

Article 12 Evaluation of Internship Performance

1. The course consists of four assessment phases, each lasting three months. Credits are awarded upon passing each phase's internship. The implementation process is shown in the attached table. (Table No.: A2A2101117) Students shall complete one "Internship Report" per three months. The contents and writing thereof shall meet the relevant requirements (e.g. Form No. A0A2100917). For details, please refer to the instructions given by the internship advisors from various departments and the partner institutions.
2. During the internship, students shall prepare the oral report every three months. Mentors and student advisors shall be invited to participate in and evaluate the report using the "Internship Performance Evaluation Form" (Form No.: A0A2100517 or Form No.: A0A2100617).
3. The internship is a required course. Credits will be awarded to students only if the students pass the test at each stage of internship. In addition to oral and written reports, learning plans, daily contacts and learning reports produced during the internship shall be included into the important evaluation indicators. Intern students should keep in touch with internship advisors using the monthly contact form (Form No.: A0A2101017) on a monthly basis, and ask the internship advisors to upload the form to the visit & advice record system.
4. If any student applies for personal leave or sickness leave, or is absent from work, for more than 12 days during the internship, his/her internship performance shall be no more than 80 scores as of the relevant stage. Any special factors may be resolved on a case-by-case basis upon approval.
5. If any student resigns due to personal factors or is absent from work for the period equivalent to one-third of the internship (namely, four weeks), during the internship, his/her internship performance will be considered zero score.
6. The internship advisors evaluate the internship report performance, and then submit the result to the class advisors for compilation of the whole class internship performance. Then, the compiled information shall be submitted to the Registry Division, Office of Academic Affairs. The internship report will be recorded by the relevant department office.
7. If any student suffering from any force majeure applies for leave for more than one month during the internship and it is impossible for the student to attend the internship again shortly, the student's case may be treated as a special case upon the president's approval, and the internship advisor is allowed to designate the student to provide the "special report" for performance evaluation. The special case will be granted at no more than one stage, and the performance awarded shall be no more than 80 scores.

第十三條 學生實習操行評核

- 一、實習結束前一個月，由輔導老師依學生實習及生活表現評核成績後，送班導師彙總全班學生操行成績。
- 二、實習結束前一週由班導師將「大學部學生實習操行表」送學務處生活輔導組登錄操行成績。

Article 13 Evaluation of Internship Conduct Performance

1. Within one month prior to the end of the internship, the internship advisors shall evaluate the students' internship and life performance, and then inform the class advisors of the results for assessment on the whole class students' conduct performance.
2. Within one week prior to the end of the internship, the class advisors shall submit the "Undergraduate Internship Conduct Performance Form" to Student Assistance Division, Office of Student Affairs for registration of the conduct performance result.

第五篇 實習遭辭退或轉換單位

Title 5 Dismissal or Transfer during Internship

第十四條 學生實習被合作機構辭退

下列異常行為屢勸不聽或經輔導未改善者，合作機構得知會研究發展處實習就業輔導組予以辭退，同時將其異常行為具體事實，以書面資料傳真學校，以便通知輔導老師予以輔導，並視情節依「學生獎懲規定」給予適當懲處。

- 一、實習期間連續或累計三天(含)曠職者。
- 二、帶火種及香煙進工作場所者。
- 三、怠工、睡覺、工作欠積極屢勸不聽者。
- 四、個性任性、學習態度不佳或不服教導者。
- 五、未遵守安全衛生規定，擅自操作機具造成財物重大損失者。
- 六、擅自在外兼差或從事傳銷工作者。
- 七、其他嚴重違反學校或合作機構規定者。

Article 14 Students Dismissed by Partner Institutions during Internship

Where any of the following abnormal behaviors occurs and no improvement is made in spite of repeated advice or guidance, the partner institution may inform the Division of Internship and Career Services, Office of Research and Development and dismiss the student concerned, and shall give a fax to the school detailing concrete facts of abnormal behavior so that the internship advisor can be informed to give guidance. Appropriate discipline may be applied in accordance with the "Regulations of Reward and Discipline for Students" depending on the actual situation.

1. Unexcused absence for three (included) accumulated or consecutive days during the internship.
2. Carrying kindling and cigarettes to the workplace.
3. Going slow-down, sleeping, working without motivation in spite of repeated advice.
4. Willfulness, bad learning attitude or disobedience to teaching.
5. Acting in violation of safety and health regulations, operating machines without permission and causing material loss of assets as a result.
6. Having another part-time job or engaging in multi-level marketing business without permission.
7. Other material violations of the regulations of the school or the partner institution.

第十五條 個人因素申請轉換實習合作機構之處理

- 一、個人因素：第十四條所列原因被辭退、家庭因素、健康因素、個人興趣、處事理念、適應不佳、不告而別、擅自辭職、無法配合作業機構作息、學生專業能力不足，合作機構給予調整適當工作而學生不願從事者。
- 二、學生欲離職須事先告知輔導老師，並經輔導老師及系主任審核通過後，填報「學生轉換工讀實務實習合作機構、終止實習申請表」（表號：A0A2100717）陳准後才可離職並轉換至新合作機構繼續參加實習。學生自行離職未告知輔導老師者，該階段實習成績核計零分，待畢業前補修，學校視情節依「學生獎懲規定」給予適當懲處。
- 三、學生因個人因素離職且符合轉換合作機構手續，該階段實習成績不得超過 65 分(含)，並視情節得依「學生獎懲規定」給予適當懲處，此外，一階段缺勤時間達 1/3 者（即四週），該階段實習成績核計零分，並視情節依「學生獎懲規定」給予適當懲處。
- 四、實習分配造冊完畢，編訂實習輔導手冊後不得再更換合作機構，否則第一階段成績核計零分，若特殊個案經呈准則不在此限。
- 五、學生因個人因素轉換合作機構須經輔導老師及系主任確認同意後學生始可進行轉換作業，可先確認尚有空缺之合作機構是否有意願，並安排面試，面試機構以兩家為限，轉換程序如附表所示。(表號：A0A2101217)。
- 六、學生因個人因素轉換合作機構若屬第三階段工讀實習開始，且經前述方式仍無法完成轉換合作機構，得依其意願陳准以無薪方式安排於校內實務專題之替代方案，若遇學生具特教身分或有特殊狀況者，則不受第三階段才能開始申請校內無薪實習之限制。
- 七、實習學生於離職前一週須提出「學生轉換工讀實務實習合作機構、終止實習申請表」（表號：A0A2100717），並經陳准後方可離職並轉換至新合作機構繼續參加實習。若實習學生離職後兩週內經前述方式仍無法轉換至新合作機構(若因體檢及面試作業得再順延一週)，則該階段實習成績核計零分，並依規定重修。
- 八、學生於工讀實習期間辦理休退學仍須填寫「學生轉換工讀實務實習合作機構、終止實習申請表」（表號：A0A2100717）並於兩週內完成休退學程序，實習就業輔導組與班級導師將提供協助，未完成者將召開實習異常相關會議審議。
- 九、實習合作機構若與實習學生發生相關爭議問題時，其爭議協商處理機制如附表所示辦理。(表號：A0A2101417)

Article 15 Transfer between Partner Institutions for Personal Reasons

1. Personal reason: Dismissal resulting from causes referred to in Article 14, family factors, health factors, personal interest, views on handling of matters, bad adaptability, French leave, resignation without permission, inability to work as scheduled by the partner institution, inadequate professional competency of the student, for which the partner institution makes adjustment with an appropriate task but the student does not have unwillingness to accept it.
2. Any student who wishes to resign shall send a prior notice to the internship advisor. Subject to the review and approval of the internship advisor and department chair, the student shall complete the "Application Form for Transfer Between Partner Institutions and Termination of Internship" (Form No. A0A2100717), and may resign and transfer to the new partner institution to continue the internship upon approval. Any student who resigns without notice to the internship advisor shall be awarded a 0 score for his/her internship performance at the relevant stage, and need to make up the course before graduation. Meanwhile, the student will be disciplined by the school in accordance with the "Regulations of Reward and Discipline for Students," if necessary.
3. Any student who resigns for personal reasons and satisfies the procedure for transfer between partner institutions shall be awarded no more than 65 scores (inclusive) for his/her internship performance at the relevant stage, and will be disciplined in accordance with the "Regulations of Reward and Discipline for Students," if necessary. Meanwhile, if the student is absent from work for the period equivalent to one-third of some stage (namely, four weeks), his/her internship performance shall be awarded a 0 score at the relevant stage, and the student will be disciplined in accordance with the "Regulations of Reward and Discipline for Students," if necessary.
4. No transfer between partner institutions will be permitted upon completion of preparation of the intern students' roster and internship guidance; otherwise, the performance at the first stage will be awarded a 0 score, unless it is a special case already approved.
5. Any student's transfer between partner institutions for personal factors shall be subject to prior approval of the internship advisor and department chair. The student may verify in advance whether there is any partner institution willing to offer any job vacancy and arrange for interview. The number of interviewing agencies should be limited to two. For the transfer procedure, please refer to the attachment. (Form No.: A0A2101217)
6. If a student changes their partner institution due to personal reasons and this occurs at the start of the third phase of their work-study internship, and the aforementioned methods are still insufficient to complete the change, they may, at their discretion, be offered an alternative arrangement of unpaid on-campus practical training. However, students with special education status or other special circumstances are not subject to the restriction that they can only apply for unpaid on-campus internships starting in the third phase.
7. Any student who wishes to resign shall submit the "Application Form for Transfer Between Partner Institutions and Termination of Internship" (Form No. A0A2100717) within one week prior to resignation, and may resign and transfer to the new partner institution to continue the internship upon approval. The internship performance shall be awarded a 0 score at the relevant stage if it is impossible for the student to transfer to the new partner institution in said manner within two

weeks after resignation, and the student shall re-take the internship as required. (If the process is postponed by another week due to medical examinations and interviews)

8. Any student who applies for gap/withdrawal during the internship shall still complete the "Application Form for Transfer Between Partner Institutions and Termination of Internship" (Form No. A0A2100717) and complete the gap/withdrawal procedure within two weeks. The Division of Internship and Career Services and class advisor will provide assistance. If the student fails to do so, a meeting will be convened to review the abnormal internship issue.
9. The dispute between the partner institution and intern student, if any, shall be settled via the mechanism shown in the attachment. (Form No.: A0A2101417)

第十六條 合作機構因素申請轉換實習合作機構之處理

- 一、合作機構因素：業務緊縮人力精減、工作環境或工作內容危險性高、工作層次過低不適合學生實習又無法改善、工作時間不合理之超時又不給加班費影響健康、學生專業能力不足而合作機構又無法調整適當工作、薪資低於勞基法基本薪資、拒為學生投保勞健保及提撥勞退基金、拒簽實習合約…等（後三項應避免進行合作）。
- 二、輔導老師於學生離職後兩週內協助開發實習機會，學生須於離職前一週提出申請，經系主任及輔導老師審核通過後，填報「學生轉換工讀實務實習合作機構、終止實習申請表」（表號：A0A2100717）陳准後繼續參加實習，實習機會以校外合作機構為主，亦可比照第十五條第六款所列方式辦理。
- 三、各系應事先慎重審查實習機會，避免因合作機構因素造成學生實習中斷，增加困擾。

Article 16 Transfer between Partner Institutions for Reasons Attributed to Partner Institutions

1. Partner institution's factors: Shrinkage of business and streamlining of manpower, work environment or duty of high risk, work at a level too low to be suitable for internship and no possibility for improvement, unreasonable working hours affecting the health with overtime but without extra pay, inadequate professional competency of the student, for which the partner institution cannot make adjustment with an appropriate task, lower wage than what required by the Labor Standards Act, refusal to take out labor and health insurance or contribute labor pension for the student, refusal to enter into an internship agreement, etc. (Internship collaboration shall be avoided in the last three cases.)
2. The internship advisor shall help the student develop internship opportunities within two weeks after the student's resignation. The student shall file an application within one week prior to resignation. Subject to the review and approval of the internship advisor and department chair, the student shall complete the "Application Form for Transfer Between Partner Institutions and Termination of Internship" (Form No. A0A2100717), and may continue the internship upon approval. The internship opportunities primarily focus on partner institutions outside the school and the manner referred to in the subparagraph 6 of Article 15 hereof may apply too.

3. Various departments shall check the internship opportunity carefully to avoid discontinuation of the internship due to the factor of the partner institution and making the internship more troublesome.

第六篇 工讀實務實習課程之替代方案

Title 6 Internship Course Credit Alternative

第十七條 替代方案

學生因故無法進行工讀實務實習課程，經陳准得以實務專題之替代方案無薪留校進行實務研習。

Article 17 Alternative

If a student is unable to participate in a work-study internship course due to unforeseen circumstances, they may, with the approval of the principal, remain on campus without pay to conduct practical research through an alternative practical project.

第七篇 實習期間注意事項

Title 7 Matters Needing Attention During Internship

第十八條 工作中注意事項

- 一、遵守職業安全衛生有關規定，穿戴個人安全防護具。
- 二、多問、多觀察、多思考、虛心學習並服從主管、同仁的指導。
- 三、工作發生異常或缺失應即具實向主管報告，以掌握處理時機。
- 四、工作要認真，因事離開工作崗位時應徵得主管同意。
- 五、工作時注意安全與紀律，不操作與本身工作無關的機具。擅自操作造成傷害者應負賠償責任。
- 六、上班應穿著整齊，不得奇裝異服。
- 七、嚴禁攜帶火種或有照相功能的手機進入管制區域，並禁止拍照。
- 八、不擅入他人工作、辦公場所。
- 九、不擅自翻閱他人文件或公文。
- 十、不得帶與工作無關的人到工作場所，並謹守商業機密的責任。
- 十一、不擅取公物或侵占公物，如筆、便條紙…等。
- 十二、尊重工作同仁，言談舉止不輕浮，上班不聊天。
- 十三、嚴禁擅自使用合作機構電腦處理私務或上網。
- 十四、因應實務學習活動需要加班或輪班時，學生基於勤學精神與敬業態度配合之，但仍應符合勞動基準法之規範，以保障學生權益。
- 十五、性騷擾防治法諮詢專線 113，亦可至內政部網站查詢。
- 十六、實習薪資若給付異常應與輔導老師和學校反應處理，以免影響自身權益。

Article 18 Matters Needing Attention during the Work

1. Comply with the relevant occupational safety and health regulations and wear personal safety protective gears.
2. Ask more, observe more, think more, learn modestly, and follow the instruction given by supervisors and colleagues.
3. Report any abnormalities or deficiencies in work to supervisors honestly and immediately, in order to seize the opportunity to deal with the situation.
4. Work seriously, and leave the worksite with causes only upon the supervisor's prior approval.
5. Pay attention to safety and discipline when working, and never operate machine and equipment that are not related to personal job duties. Those who cause injuries due to operation of the machine and equipment with authorization shall bear the relevant damages.
6. Dressed neatly during work, and avoid being oddly dressed.
7. Strictly prohibited from bringing tinder or mobile phones with camera functions into any controlled zones, and taking pictures.
8. Never enter another person's worksite or office without permission.
9. Never read another person's documents or files without permission.
10. Never bring anyone who is unrelated to the work to the workplace, and keep your responsibility of confidentiality.
11. Never take or misappropriate any public property, such as pens and notepaper.
12. Respect colleagues at work, never speak or behave disrespectfully or gossip during work.
13. Strictly prohibited from processing personal affairs or surfing the Internet via the partner institution's computer without permission.
14. When overtime work or work shift is required in response to the practical learning activities, students should follow the requirement diligently and professionally, but still should comply with the Labor Standards Act to protect their interests and rights.
15. The Sexual Harassment Prevention Act consultation hotline is 113, which may be accessed via the website of the Ministry of the Interior.
16. Any abnormality in the internship salary payment shall be fed back to the internship advisors and school lest the students' personal interests and rights should be affected adversely.

第十九條 生活中注意事項

- 一、注意應對禮節，保持學生身分應有之言行，同學間要相互規過勉勵，發揮團隊精神。
- 二、工作場所外之活動首重安全，不可落單以便相互照顧。
- 三、不吸煙、不賭博、不沾染不良習慣。
- 四、學生工讀實務實習期間以不騎乘機車為原則，若有必要須家長及學校同意，並避

免夜間騎機車閒蕩，注意交通安全。

五、寢室用電不可超過負荷，注意用電安全。

六、在外租屋者，瓦斯熱水器不可裝在室內，睡前應確實檢視瓦斯、水電以確保住宿安全。

七、寢室、內務保持整潔，並應定期大掃除。

八、要愛惜公物，移交、歸還要清楚，如有遺失應照價賠償。

九、養成節儉習慣，應量入為出，避免彼此借貸。

十、提高警覺，與家人保持密切聯繫，防止詐騙集團。

十一、隨時整理服裝儀容。

十二、實習期間嚴禁擅自兼差打工或從事傳銷工作。

十三、注意工作之餘活動安全，不到無人看管地方戲水，從事登山活動應注意天候及安全。

Article 19 Matters Needing Attention during the Life

1. Pay attention to etiquette, keep behaving and speaking as students should do, encourage other students, and exercise team spirit.
2. Safety is the first priority in any activities organized outside the workplace, avoid staying alone and take care of each other mutually in the activities.
3. No smoking, no gambling and no bad habits.
4. Students shall never ride motorcycles during the internship in principle. If necessary, they shall do so only subject to prior approval of their parents and the school. They should also avoid riding motorcycles for fooling around at night and should pay attention to traffic safety.
5. The power consumption by the dormitory room should not exceed the load, and pay attention to electrical safety.
6. For students who rent a house outside the school, never install any gas water heater indoors, and do check the gas, water and electricity before going to bed to ensure safety.
7. Please keep the dormitory room and housekeeping neat and tidy, and do housecleaning regularly.
8. Cherish public property, complete the handover and surrender specifically, and pay the compensation at the same price in the case of loss of the property.
9. Cultivate the habit of frugality, live within your means, and avoid borrowing from/lending to each other.
10. Be alerted, keep in close contact with family members and avoid scam gangs.
11. Organize dress and appearance from time to time.
12. Strictly prohibited from doing any part-time job concurrently or engaging in pyramid schemes without permission during the internship.

13. Pay attention to the safety of activities after work, do not play with water in any unattended places, and watch the weather and safety when engaging in mountaineering activities.

第八篇 實習重修及結束

Title 8 End of Internship and Retake

第二十條 學生實習重修

- 一、實習成績不及格者或該階段未繳交實習報告者。
- 二、階段（三個月）實習期間請假（缺勤）逾實習總天數三分之一者。
- 三、因病或意外事故，申請延後實習者。
- 四、申請抵免學生若途中斷抵免資格、未能完成申請抵免事蹟或抵免審核未獲通過者。

Article 20 Internship Retake

1. For those who fail the internship or fail to submit the internship report for the relevant stage.
2. For those who apply for leave (are absent from work for the period) equivalent to more than one-third of any stage of internship (3 months).
3. For those who apply for postponing the internship due to sickness or any accident.
4. For those who become disqualified for the credit transfer, fail to complete the application for credit transfer or fail to pass the credit transfer review.

第二十一條 學生實習結束

- 一、實習期滿或實習期間因故離職者，應依規定辦理離職手續。
- 二、歸還借用之工具、書籍、資料。
- 三、繳回識別證，遺失者應依規定賠償。
- 四、向管理部門領取「健保轉出申請單」，返家後轉入加保單位。
- 五、未辦妥離職手續者，薪資不予轉帳。

Article 21 End of Internship

1. Those who complete the internship or resign with causes during the internship shall complete the resignation procedure as required.
2. Return any borrowed tools, books and materials.
3. Surrender the identification card, and pay compensation for the loss of the identification card, if any, as required.
4. Claim the "Application for Re-enrollment from the National Health Insurance" from the Management Department, for re-enrollment to another insurance unit after returning home.
5. No salary will be transferred to those who fail to complete the resignation procedure.

第二十二條 學生實習成果展示

- 一、學生實習報告存各系參考，實習結束時，由班代彙集全班報告電子檔，製成光碟送各系存查。
- 二、學生返校後安排報告發表，各系擇優班級人數前 12%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。

Article 22 Demonstration of Students' Internship Results

1. Students' internship reports are kept by various departments for reference. At the end of the internship, class representatives shall compile the electronic files of the whole class report into a DVD to be distributed to various departments for record.
2. Arrange the report and presentation after students going back to the school to have each department select top 12% of the class to attend the internship result demonstration exhibit and evaluation and award the scholarship and certificate of merit in accordance with the "Operation Directions for Students' Off-Campus Internship Performance Scholarship."

第九篇 校外實習委員會**Title 9 Off-Campus Internship Committee****第二十三條 委員會組織**

為實施實習課程規劃與實習成效檢討，依據教育部「專科以上學校產學合作實施辦法」第六條設置各級校外實習委員會，其設置辦法另訂之。

Article 23 Organization of the Committee

In order to implement the internship course planning and review the internship results, the Off-Campus Internship Committee is established in accordance with Article 6 of the Ministry of Education "Guidelines for Implementation of Industry-Academia Collaboration by Junior Colleges and Institutions of Higher Education." The articles of association thereof shall be established separately.

第二十四條 委員會職掌及會議召開

- 一、校外實習委員會職掌主要包含實習課程的規劃、運作機制的監督與實習成效的檢討。
- 二、每年配合實習課程至少召開一次會議，必要時得加開臨時會議。

Article 24 Functions and Operations of the Committee, and organization of the Committee Meetings

1. The Off-Campus Internship Committee primarily takes charge of the internship course planning, supervision of operating mechanisms and review of internship results.
2. It is necessary to convene at least one meeting in response to the internship courses each year. Any special meeting may be convened separately whenever it is necessary.

第十篇 附則**Title 10 Supplementary Provisions****第二十五條 實施與修訂**

本辦法經行政會議審議通過，陳校長核定後公布實施，修訂時亦同。

Article 25 Implementation and Amendment

These Guidelines shall be promulgated and implemented after the passage of the university administrative meeting and the approval of the president. The same shall apply to the amendments hereto.

明志科技大學大學部實習合作機構基本資料表()

編號		合作機構名稱		實習期間	
合作機構基本資料					
負責人		年營業額		統一編號	
員工人數		公司網址			
合約地址					
合作機構簡介					
合作機構服務內容					
合作機構聯絡資訊					
聯絡人		職稱			
聯絡電話	()	分機	電子郵件		
福利及權益保障					
薪資條件 (依照勞基法標準計薪)	月薪_____	保險 (無法提供勞保、健保與勞退，將無法合作)	☐ 勞保 ☐ 健保 ☐ 提撥勞退 ☐ 勞工職業災害保險 ☐ 就業保險		
	加班計薪: ☐ 補休 ☐ 給薪		☐ 團體/個人意外傷害醫療保險		
住宿提供	☐ 提供，(需扣費用：_____元/月)	膳食提供	☐ 提供	☐ 早餐 ☐ 午餐 ☐ 晚餐： 每餐/月需扣費用：_____元	
	☐ 不提供		☐ 不提供		
交通車	☐ 無 ☐ 免費提供 ☐ 付費提供，每月_____元	交通津貼	☐ 無 ☐ 有，每月_____元		
福利制度	例：享福委會之員工福利、活動參與，若無請填寫「無」				
可提供實習機會總名額					
☐ 機械____名(含境外生____名)	☐ 電機____名(含境外生____名)	☐ 電子____名(含境外生____名)			
☐ 化工____名(含境外生____名)	☐ 材料____名(含境外生____名)	☐ 環安衛____名(含境外生____名)			
☐ 工管____名(含境外生____名)	☐ 經管____名(含境外生____名)	☐ 工設____名(含境外生____名)			
☐ 視傳____名(含境外生____名)	☐ ____專班____名(含境外生____名)				
合作機會開發來源					
☐ 合作機構申請		☐ 其他_____			
☐ ____老師推薦		☐ ____校友申請(____系)____屆			

表號：A0A2100117

Profile of Undergraduate Partner Institution of Ming Chi University of Technology ()

No.		Name of partner institutions		Internship period	
Profile of Partner Institution					
Responsible Person		Annual turnover		Business unified no.	
Number of employees		Company's website URL			
Contractual address					
Introduction to the partner institution					
Contents of service provided by the partner institution					
Contact No. of the partner institution					
Contact person		Job Title			
Phone	Extension ()	Email			
Welfare and right protection					
Salary requirements (Paid pursuant to the Labor Standards Act)	Monthly salary_____	Insurance (No labor insurance, national health insurance or labor pension, no cooperation.)	☐ Labor insurance ☐ National health insurance ☐ Contribution of labor pension ☐ Labor occupational accident insurance ☐ Employment insurance ☐ Group/personal accident medical insurance		
	Overtime pay: ☐ Compensatory leave ☐ Payment				
Housing	☐ Provided (To debit _____NT\$/month) ☐ Not provided	Meals	☐ Provided	☐ Breakfast ☐ Lunch ☐ Dinner: To debit: _____NT\$ per meal/month.	
	☐ Not provided		☐ Not provided		
Shuttle bus	☐ None ☐ Provided for free ☐ Provided with pay, NT\$____ per month.	Transportation allowance	☐ No	☐ Yes, NT\$_____ per month	
Welfare system	e.g. employee benefits provided by the employee welfare committee and participation in activities; specify "No," if not available.				
Total quota offered by the internship opportunities					
☐ ____ persons for Mechanical Engineering (including _____ international students)		☐ ____ persons for Electrical Engineering (including _____ international students)		☐ ____ persons for Electronic Engineering (including _____ international students)	
☐ ____ persons for Chemical Engineering (including _____ international students)		☐ ____ persons for Materials Engineering (including _____ international students)		☐ ____ persons for EHS (including _____ international students)	
☐ ____ persons for Industrial Engineering and Management (including _____ international students)		☐ ____ persons for Business and Management (including _____ international students)		☐ ____ persons for Industrial Design (including _____ international students)	
☐ ____ persons for Visual Communication Design (including _____ international students)		☐ ____ persons for _____Part-Time Program (including _____ international students)			
Cooperation opportunity development sources					
☐ Requested by the partner institution		☐ Others_____			
☐ Recommended by Teacher _____		☐ Requested by Alumni (_____ Department of the year of _____).			

Form No.: A0A2100117

明志科技大學 學生工讀實務實習機會調查表()

實習部門名稱		實習地區		實習期間	
實習人力需求盤點					
目前是否已有實習生	☐ 有	姓名：	部門實習機會需求	是否提供境外生實習機會(外加名額)	是否
	☐ 無(係新申請)				
實習時間					
上班時間	AM : ~ PM :	加班需求	☐ 是，預估每月平均需加班____時 ☐ 否	輪班需求	☐ 是，輪班方式：____ ☐ 否
工作內容					
一般例行事務性工作	請安排佔全部工作比例之__%：(請勿高於 30%)敬請務必填寫				
專業相關實務工作	請安排佔全部工作比例之__%：敬請務必填寫				
實習課程內容規劃					
階段	實習課程內涵(主題)敬請務必填寫		預期培養能力敬請務必填寫		
一			☐ 培養職務名稱：____人員(/工程師/助理)		
二			☐ 程式設計 ☐ 機台操作 ☐ 實驗程序 ☐ 機械模具		
三			☐ 文件撰寫 ☐ 檢測操作 ☐ 實驗測試 ☐ 材料鍍膜		
四			☐ 除錯操作 ☐ 資訊管理 ☐ 採購備料 ☐ 製程管理		
			☐ 設計溝通 ☐ 藝術創造 ☐ 財經規劃 ☐ 創新管理		
			☐ 設計模擬 ☐ 軟體操作 ☐ 經營管理		
			☐ 其他_____		
部門連絡資訊					
經辦人員			聯絡電話		
部門主管			聯絡電話		
高階主管			聯絡電話		

說明：

- 1.同一部門同一工作項目，填列一表。
- 2.本表流程：明志科大→各合作機構人資管理部門→各合作機構實習用人部門→各合作機構人資管理部門彙整→明志科大研發處(於 年 月 日前)
- 3.明志科大研發處實習就業輔導組 電話：02-2902-0296 傳真：02-2904-1346
- 4.為提升學生實習培訓效益，請配合工作內容設計「學習主題」並兼顧「事務性」與「專業相關實務」之工作比例，一般例行事務性工作比例請勿高於 30%。

表號：A0A2100217

Ming Chi University of Technology Internship Opportunity Survey Form ()

Name of Internship Department		Internship location		Internship period	
Inventory of human resource needed by the internship					
Whether there are intern students currently	☐ Yes	Name:	☐ __ persons for Department of Mechanical Engineering ☐ __ persons for Vehicle Engineering Group ☐ __ persons for Department of Electrical Engineering ☐ __ persons for Department of Electronic Engineering ☐ __ persons for Department of Chemical Engineering ☐ __ persons for Department of Materials Engineering ☐ __ persons for Department of Safety, Health and Environmental Engineering ☐ __ persons for Department of Business and Management ☐ __ persons for Department of Industrial Engineering and Management ☐ __ persons for Department of Visual Communication Design ☐ __ persons for Department of Industrial Design ☐ __ persons for ____ Part-Time Program		☐ Yes International students: ____ persons ☐ No
	☐ No (the new application)	Need for department internship opportunity	Whether internship opportunities are provided to international students (Additional quota)		☐ No
Internship hours					
Working hours	AM : ~ PM :	Overtime requirements	☐ Yes, overtime work estimated to be ____ hour(s) averagely per month ☐ No		Work shift requirements ☐ Yes, work shift: ____ ☐ No
Job contents					
Routine transactional jobs		Please make arrangement to have it account for __% of the whole work: (please no more than 30%) Please do specify it.			
Professional practices		Please make arrangement to have it account for __% of the whole work: Please do specify it.			
Internship course planning					
Stage	Internship course contents (topic) Please do specify it.		Abilities expected to be developed Please do specify it.		
1.			☐ Job title to be trained: ____(/Engineer/Assistant) ☐ Program Design ☐ Machine Operation ☐ Experimental Procedures ☐ Mechanical Molds ☐ Document Writing ☐ Inspection Operation ☐ Experimental Testing ☐ Material Coating ☐ Debug Operation ☐ Information Management ☐ Procurement and Preparation of Materials ☐ Process Management ☐ Design Communication ☐ Art Creation ☐ Financial Planning ☐ Innovation Management ☐ Design Simulation ☐ Software Operation ☐ Business and Management ☐ Others _____		
2.					
3.					
4.					
Contact No. of Department					
Case handler			Phone		
Department Supervisor			Phone		
Senior Management			Phone		

Notes:

1. The same department and job contents, if any, shall be specified in the same form.
2. Process: MCUT→ Partner Institution's HR Management Dept.→ Partner Institution's Dept. Requesting Interns→ Compilation by Partner Institution's HR Management Dept.→ Office of Research and Development of MCUT (on MM/DD/YY)
3. Division of Internship and Career Services, Office of Research and Development, MCUT
Tel. No.: (02)29020296 Fax No.: (02)2904-1346
4. In order to improve the students' internship effectiveness, please set the "learning topics" in response to the job contents and also take into account the proportions of "transactional" and "professional" job contents. The proportion of routine transactional jobs shall be no more than 30%.

Form No.: A0A2100217

明志科技大學 學生工讀實務實習開發工作機會權益評估表 ()

系/專班/學程： 評估時間： 年 月 日

一、實習工作概況			
合作機構			
工作內容			
需求條件或專長			
輪班情形	☐ 是 ☐ 否 工作____時，做____休____	實習工作環境	☐ 辦公室 ☐ 門市 ☐ 廠房 ☐ 無塵室 ☐ 其他：
實習時間	每日____時，每週____時	住宿	☐ 供宿 ☐ 自理 ☐ 其他：
加班時間	每日____時 每週____時	提供薪資額度	月薪：____（須符合政府最低工資） 備註：
加班薪資	☐ 有 ☐ 無 ☐ 補休	輪班條件	☐ 大夜班 ☐ 排班：____ ☐ 其他：____
勞健保及職災就業保險	☐ 有（依規定投保勞健保、職災險及就業保險，境外地區有投保意外及醫療險） ☐ 無，無法合作	膳食	☐ 供餐，每餐扣____元/月 ☐ 自理
提撥勞退基金	☐ 有（依規定額外提撥勞退） ☐ 無，無法合作	配合簽約	☐ 是 ☐ 否：無法合作
二、實習工作評估（極佳：5、佳：4、可：3、不佳：2、極不佳：1）			
工作負荷	☐ 5（無加班，每日工時不超過 8 小時） ☐ 4（有加班，每日加班平均 1 小時(含)以內） ☐ 3（有加班，每日加班平均超過 1 至 2 小時） ☐ 2（有加班，每日加班平均超過 2 至 4 小時） ☐ 1（每日加班平均 4 小時以上且每月加班總工時低於 40 小時） 註：每月加班總工時高於 40 小時不得實習合作		
工作安全性	（低 風 險） ☐ 5 ☐ 4 ☐ 3 ☐ 2 ☐ 1 （高 風 險）		
職業安全衛生措施	（措施完善） ☐ 5 ☐ 4 ☐ 3 ☐ 2 ☐ 1 （措施欠缺）		
培訓計畫	（培訓完整） ☐ 5 ☐ 4 ☐ 3 ☐ 2 ☐ 1 （無法培訓）		
合作理念	（理念相符） ☐ 5 ☐ 4 ☐ 3 ☐ 2 ☐ 1 （無法配合）		
實務學習內容專業性	（符合專業性） ☐ 5 ☐ 4 ☐ 3 ☐ 2 ☐ 1 （不符合專業） 註：專業性評估包含實習內容與系科專業性之符合度、實習內容與系科培育代表性職能之符合程度、實習場域提供實務操作的機會、實習內容可發揮空間及實習輔導軟硬體的支援程度，評分若為 2 分(含)以下，不得實習合作。		

工作場所實習環境安全設施與管理措施評估	1. 工作場所環境安全性 (照明+噪音+通風條件佳) ☐ 5 ☐ 4 ☐ 3 ☐ 2 ☐ 1 (工作環境差)
	2. 職前教育訓練與危害告知 (3 小時教育訓練或以上) ☐ 5 ☐ 4 ☐ 3 ☐ 2 ☐ 1 (未實施) 註：若未實施職前教育訓練不得為實習合作單位
	3. 機具設備操作許可 (提供專業訓練與操作說明) ☐ 5 ☐ 4 ☐ 3 ☐ 2 ☐ 1 (欠缺訓練指導)
	4. 設施設備安全防護狀態 (捲夾/感電/噴濺等防護) ☐ 5 ☐ 4 ☐ 3 ☐ 2 ☐ 1 (未有完善防護)
	5. 提供個人安全防護裝備 (安全帽/鞋/手套/耳塞/口罩等) ☐ 5 ☐ 4 ☐ 3 ☐ 2 ☐ 1 (未提供)
評估總分 (滿分 55 分)	____分
三、補充說明：（請與實習機構確認務依實習合作契約期間提供實習機會，勿因合作機構營運因素而期中解約造成學生中斷實習之困擾。）	
四、評估結論： ☐ 推薦實習 ☐ 不推薦實習	

說明：

1. 新的實習機構請系/專班/學程主任安排專業老師拜訪實習機構主管，表達謝意及評估工作之適合性，避免學生報到後因工作不適應而產生困擾。
2. 實習機構無法提供勞健保及職災就業保險、提撥勞退基金、異常超時工作且無法給加班費、無法簽訂實習合約者、境外地區無法供宿且交通不便，請勿進行實習合作。
3. 本表評估總分須達**44分以上**方可推薦實習合作機構。

◎系主任：請簽署(含日期)

◎評估老師：請簽署(含日期)

表號：A0A2100317

Ming Chi University of Technology Internship Development Work Opportunity and Interests and Rights Evaluation Form ()

Department/Specialized Program/Course:

Date of Evaluation: MM/DD

1. Overview of Internship							
Partner institution							
Job contents							
Required conditions or expertise							
Shift	☐ Yes ☐ No _____ working hours, work on _____ and rest on _____		Working environment	☐ Office ☐ Store ☐ Factory Premises ☐ Clean room ☐ Others: _____			
Working hours	_____ hours per week		Housing	☐ Provided ☐ Self-care			
Overtime hours	_____ hours per day _____ hours per week		Pay	Monthly salary: _____ (to attain the base pay)			
Overtime pay	☐ Yes ☐ No ☐ Compensatory Leave		Work shift conditions	☐ Night shift ☐ Shift Schedule: _____ ☐ Others: _____			
Labor insurance, health insurance, occupational injury insurance and employment insurance	☐ Yes (In accordance with regulations, I have purchased labor insurance, health insurance, occupational injury insurance, and employment insurance. In overseas regions, I have purchased accident and medical insurance) ☐ No: Unable to cooperate		Meals	☐ Provided, to debit _____ NT\$ per month ☐ Self-cared			
Contribution of labor pension fund	☐ Yes (To contribute labor pension additionally as required.) ☐ No: Unable to cooperate		Execution of the contract	☐ Yes ☐ No: Unable to cooperate			
2. Internship evaluation (Excellent: 5, Good: 4, Fair: 3, Poor: 2, Bad: 1)							
Workload (per day)	☐ 5 (No overtime, daily working hours not exceeding 8 hours) ☐ 4 (Overtime is allowed, with an average of 1 hour (inclusive) or less per day.) ☐ 3 (There is overtime work, with an average of more than 1 to 2 hours of overtime per day.) ☐ 2 (There is overtime work, with an average of more than 2 to 4 hours of overtime per day.) ☐ 1 (Average daily overtime of more than 4 hours and total monthly overtime of less than 40 hours) Note: Internship cooperation is not permitted if the total overtime hours per month exceed 40 hours.						
Safety at work	(Low risk)	☐ 5	☐ 4	☐ 3	☐ 2	☐ 1	(High risk)
Occupational safety and health measures	(Improved measures)	☐ 5	☐ 4	☐ 3	☐ 2	☐ 1	(Lack of measures)
Training plan	(Complete training)	☐ 5	☐ 4	☐ 3	☐ 2	☐ 1	(Unable to train)
Cooperation concept	(Matched)	☐ 5	☐ 4	☐ 3	☐ 2	☐ 1	(Unmatched)

Practical learning content and professionalism	(Meet professionalism) ☐ 5 ☐ 4 ☐ 3 ☐ 2 ☐ 1 (Unprofessional) Note: The professional assessment includes the degree of alignment between the internship content and the department's professionalism, the degree of alignment between the internship content and the department's representative functions in cultivating students, the opportunities for practical operation provided by the internship site, the scope for development of the internship content, and the level of support in terms of internship guidance hardware and software. If the score is 2 points (inclusive) or below, the internship cooperation is not allowed.
Workplace internship environment safety facilities and management measures assessment	1. Workplace environmental safety (Excellent lighting, noise reduction, and ventilation) ☐ 5 ☐ 4 ☐ 3 ☐ 2 ☐ 1 (Poor working environment) 2. Pre-employment education and training and hazard notification (3 hours or more of educational training) ☐ 5 ☐ 4 ☐ 3 ☐ 2 ☐ 1 (Not implemented) Note: Internship partners are not permitted if pre-employment education and training has not been provided. 3. Machinery and equipment operation permits (Professional training and operating instructions provided) ☐ 5 ☐ 4 ☐ 3 ☐ 2 ☐ 1 (Lack of training guidance) 4. Safety protection status of facilities and equipment (Protection from reel clips, static electricity, and splashes) ☐ 5 ☐ 4 ☐ 3 ☐ 2 ☐ 1 (Inadequate protection) 5. Provide personal protective equipment (Safety helmet/shoes/gloves/earplugs/mask, etc.) ☐ 5 ☐ 4 ☐ 3 ☐ 2 ☐ 1 (Not provided)
Total evaluation scores (55 scores for full mark)	_____ scores
3. Supplementary notes: (Please check with the internship provider to make sure that internship opportunities will be provided during the internship cooperation contract and never terminate the contract earlier for the partner institution's reasons so as to cause interruption of internship to the students.)	
4. Evaluation and Conclusion ☐ Internship Recommended ☐ Internship not Recommended	

Descriptions:

- In the case of a new internship provider, please ask the department chair to arrange the internship advisor to visit the internship provider's supervisor to extend gratitude and evaluate the adaptability of the job lest the students should be troubled for failure to adapt to the job after reporting on for duty.
- Please do not engage in the internship cooperation, if it is impossible for the internship provider to provide labor/national health insurance, occupational injury insurance, employment insurance contribute the labor pension fund, guarantee normal working hours, offer overtime pay, execute the internship contract, offer accommodation overseas and provide convenient transportation means.
- The partner institution may be recommended only if the total evaluation scores attain 44 or more.

©Department Chair: Please sign here.(including the date)

©Evaluator: Please sign here. .(including the date)

Form No.: A0A2100317

明志科技大學 學生工讀實務實習學習計畫()

一、基本資料

實習機構		實習學生		輔導師資		實習期間
機構名稱	部門名稱	姓名	系別/年級	學校輔導老師	業界輔導老師	
						/ / ~ / /

二、實習學習內容

實習課程目標	(依系科課程發展結果及系科專業領域性質，撰寫開設實習課程之目標) 透過在產業界的實務學習，培育下列專業人才的實務能力： ☐ 一般機械工程師 ☐ 精密機械工程師 ☐ 生產管理師 ☐ 機電控制工程師 ☐ 汽車修護工程師 ☐ 汽車機電工程師 ☐ 電子技術工程師 ☐ 資通訊系統工程師 ☐ 積體電路設計與應用工程師 ☐ 智慧型控制工程師 ☐ 電力與電能轉換工程師 ☐ 通訊系統工程師 ☐ 化學工程師 ☐ 材料製程工程師 ☐ 應用化學工程師 ☐ 生化工程師 ☐ 薄膜/電漿及表面工程師 ☐ 生醫能源資訊工程師 ☐ 光電半導體工程師 ☐ 環境工程師 ☐ 環境規劃檢測工程師 ☐ 資源回收再利用工程師 ☐ 工業安全衛生工程師 ☐ 工業工程師 ☐ 品質管理工程師 ☐ 生產技術製程工程師 ☐ 生產管理工程師 ☐ 行政管理師 ☐ 行銷/業務/企劃國貿人員 ☐ 會計/財金人員 ☐ 行政人員 ☐ 人力資源/人事人員 ☐ 工業設計人員 ☐ 設計服務人員 ☐ 繪圖及網頁製作人員 ☐ 多媒體設計製作人員 ☐ 設計企劃管理人員 ☐ 藝術行政人員 ☐ 設計呈現與創作人員 ☐ 資料分析師 ☐ 資料工程師 ☐ 機器學習工程師 ☐ AI 應用工程師 ☐ 數位內容設計師 ☐ 社群經營師 ☐ 數位廣告優化師 ☐ 電子商務行銷人員 ☐ 流量數據分析師 ☐ 其他：_____			
	階段	期間	實習課程內涵(主題)	實習具體項目(請規劃四個階段)
實習課程內容規劃	一	/ / ~ / /		
	二	/ / ~ / /		
	三	/ / ~ / /		
	四	/ / ~ / /		
實習資源投入及輔導	(說明企業提供實習學生的整體培訓規劃及相關資源與設備投入情形) ●企業提供實習學生的整體培訓規劃 ◎實務基礎訓練： ☐ 企業文化訓練 ☐ 企業知識訓練 ☒ 企業安全講習 ☐ 其他：_____ ◎實務主題訓練： ☐ 產品知識探討 ☐ 學習內容溝通 ☐ 產品技術問題釐清 ☐ 知識管理 ☐ 實務技術問題排除 ☐ 實務技術支援 ☐ 實務案例分享 ☐ 實務問題分析 ☐ 產品除錯 ☐ 製程改善 ☐ 庶務管理 ☐ 技術指導 ☐ 其他：_____ ●實習機構提供資源與設備投入情形 ☐ 實驗設備 ☐ 儀器機台 ☐ 專人指導 ☐ 教育培訓 ☐ 資訊設備 ☐ 測試耗材 ☐ 車輛裝備 ☐ 服裝配件 ☐ 其他：_____			
	企業提供實習指導與資源說明			

業界老師進行實習輔導形式及規劃	(說明業界輔導老師提供實習學生的指導與輔導方式) ●業界輔導老師提供的指導內容： ☐ 程式設計 ☐ 機台操作 ☐ 實驗程序 ☐ 機械模具 ☐ 文件撰寫 ☐ 檢測操作 ☐ 實驗測試 ☐ 材料鍍膜 ☐ 除錯操作 ☐ 資訊管理 ☐ 採購備料 ☐ 製程管理 ☐ 設計溝通 ☐ 藝術創造 ☐ 財經規劃 ☐ 創新管理 ☐ 設計模擬 ☐ 軟體操作 ☐ 經營管理 ☐ 社群經營 ☐ 電子商務 ☐ 行銷企劃 ☐ 其他_____ ●業界輔導老師提供的輔導方式： ☐ 口述解說 ☐ 操作示範 ☐ 案例研討 ☐ 其他_____
	(說明學校輔導老師進行輔導工作或實地訪視作業之方式) ●學校輔導老師提供輔導內容： ☐ 產業趨勢 ☐ 專業知識指導 ☐ 實驗指導 ☐ 人際溝通 ☐ 學習表現 ☐ 不適應輔導 ☐ 其他：_____ ●學校輔導老師實地訪視作業： ☒ 實習前輔導 ☒ 第一個月實地訪視 ☒ 每階段(三個月)之實地訪視 ☒ 實習異常輔導訪視 ☒ 每月聯繫表 ☐ 電話聯繫 ☐ 視訊聯繫 ☐ 網路社群軟體 ☐ 電子郵件聯繫 ☐ 其他：_____

三、實習成效考核與回饋

實習成效考核指標(項目)	(說明學生實習成果的展現方式與其評核項目與權重) ●學生實習成果其評核項目 ☒ 每階段實習報告： ◎輔導老師評核： ☒ 學習表現評核(60%)：學習成果與效益(20%)、處事態度與觀念(20%)、學習熱忱(10%)、平時聯繫與互動(10%) ☒ 實習報告評核(40%)：報告結構與編排(10%)、內容專業與深度(20%)、學習心得與建議(5%)、口頭報告(5%) ◎業界輔導老師評核： ☒ 工作表現評核(60%)：敬業精神(20%)、品質效率(20%)、學習熱忱(10%)、團隊合群與職業倫理(10%) ☒ 實習報告評核(40%)：報告結構與編排(10%)、內容專業與深度(20%)、學習心得與建議(5%)、繳交報告準時性(5%)、階段考勤(請假扣分)
	(說明學生實習成果的評核期程以及評核人員與評核方式等) ●學生實習成果的評核期程： ☒ 第一階段(10月至12月) ☒ 第二階段(1月至3月) ☒ 第三階段(4月至6月) ☒ 第四階段(7月至9月) ●評核人員： ☒ 學校輔導老師(評核 50%) ☒ 業界輔導老師(評核 50%)
實習成效與教學評核方式	
實習回饋方式及規劃	
(說明實習課程結束後相關成效的回饋及檢討方式) ☒ 實習成效檢討會議 ☒ 實習課程檢討會議 ☒ 實習問卷調查 ☒ 實習成果競賽 ☒ 輔導經驗交流 ☒ 學生心得分享 ☒ 實習職缺篩選檢討 ☒ 實習機構合作檢討 ☒ 實習轉換單位檢討 ☐ 衍生產業實務專題 ☐ 教師實務深耕 ☐ 教師實務研習 ☐ 業界產學合作 ☐ 專業課程諮詢調整 ☒ 校務研究分析 ☒ 校務研究追蹤	

業界輔導老師	請簽核	學校輔導老師	請簽核	實習學生	請簽核
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表號：A0A2100416

Ming Chi University of Technology Internship Learning Plan Form ()

1. Profile

Internship Provider		Intern Student		Internship advisors		Internship period
Name of the partner institution	Name of the department	Name	Department/Year	Internship Advisor	Mentor	
						/ / - / /

2. Internship Learning Contents

Internship Course Goals	(Please specify the goals for organization of the internship courses, subject to the development results of the Department's curriculum and the nature of the Department's major.) To train the following talents' practical abilities through the internship in the industry: ☐ General mechanical engineer ☐ Precision mechanical engineer ☐ Production management specialist ☐ Electromechanical control engineer ☐ Automotive service engineer ☐ Automotive electromechanical engineer ☐ Electronic technology engineer ☐ Information & communication system engineer ☐ Integrated circuit design and application engineer ☐ Smart control engineer ☐ Power and energy conversion engineer ☐ Communication system engineer ☐ Chemical engineer ☐ Materials process engineer ☐ Applied chemical engineer ☐ Biochemical engineer ☐ Thin film/plasma and surface engineer ☐ Biomedical energy information engineer ☐ Optoelectronic semiconductor engineer ☐ Environmental engineer ☐ Environmental planning and testing engineer ☐ Recycling engineer ☐ Industrial safety and health engineer ☐ Industrial engineer ☐ Quality management engineer ☐ Production technology process engineer ☐ Production management engineer ☐ Administrative specialist ☐ Marketing/business/planning international trade officer ☐ Accounting/financial officer ☐ Administrative personnel ☐ HR/personnel officer ☐ Industrial designer ☐ Design service personnel ☐ Drawing and web page producer ☐ Multimedia designer and producer ☐ Design planning manager ☐ Art administrative officer ☐ Design presenter and creator ☐ Data Analyst ☐ Data Engineer ☐ Machine Learning Engineer ☐ AI Application Engineer ☐ Others: _____			
	Stage	Period	Internship course contents (topic)	Specific internship project (please plan four stages)
1.	/ / - / /			
2.	/ / - / /			
3.	/ / - / /			
4.	/ / - / /			

Internship resource investment and advice	Descriptions about internship advice and resources provided by enterprises	(Please describe the overall training planning provided by the enterprise to intern students, and related resource and equipment investment.) ● Overall training planning provided by the enterprise to intern students ◎ Practical basic training: ☐ Corporate culture training ☐ Corporate knowledge training ☒ Corporate security conference ☐ Others: _____ ◎ Practical theme training: ☐ Discussion on product knowledge ☐ Communication for learning contents ☐ Clarification of product technical issues ☐ Knowledge management ☐ Practical technical trouble shooting ☐ Practical technical support ☐ Practical case sharing ☐ Practical problem analysis ☐ Product debug ☐ Process improvement ☐ General affairs management ☐ Technical advice ☐ Others: _____ ● Resource and equipment investment provided by the internship provider ☐ Experimental equipment ☐ Instrument & machine ☐ Advice by dedicated personnel ☐ Education and training ☐ Information equipment ☐ Testing consumables ☐ Vehicle equipment ☐ Dress accessories ☐ Others: _____
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Form and planning of internship advice given by mentors	(Please describe how mentors provide intern students with advice and instruction.) ● The instructions given by mentors: ☐ Program Design ☐ Machine Operation ☐ Experimental Procedures ☐ Mechanical Molds ☐ Document Writing ☐ Inspection Operation ☐ Experimental Testing ☐ Material Coating ☐ Debug Operation ☐ Information Management ☐ Procurement and Preparation of Materials ☐ Process Management ☐ Design Communication ☐ Art Creation ☐ Financial Planning ☐ Innovation Management ☐ Design Simulation ☐ Software Operation ☐ Business and Management ☐ Community Management ☐ E-commerce ☐ Marketing Planning ☐ Others: _____ ● The advice given by mentors in the following forms: ☐ Dictation ☐ Operation demonstration ☐ Case study ☐ Others: _____
	(Please describe how the internship advisors provide advice or conduct the on-site visit.) ● The contents of advice provided by the internship advisors: ☐ Industrial Trends ☐ Professional Knowledge Guidance ☐ Experimental Guidance ☐ Interpersonal Communication ☐ Learning Performance ☐ Advice on Inadaptability ☐ Others: _____ ● On-site visit conducted by the internship advisors: ☒ Pre-internship advice ☒ On-site visit in the first month ☒ On-site visit per stage (per three months) ☒ Advice and visit for abnormality in internship ☒ Monthly contact form ☐ Contact via phone ☐ Contact via video ☐ Online social software ☐ Contact via email ☐ Others: _____

3. Internship Performance Appraisal and Feedback

Internship Performance Appraisal Indicators (Items)	(Please describe how the students' internship results are demonstrated, and the assessment items and weight thereof.) ● Assessment items of students' internship results ☒ Internship report per stage: ◎ Assessment by the internship advisor: ☒ Learning performance assessment (60%): Learning results and effectiveness (20%), attitude and concepts (20%), learning enthusiasm (10%), routine contact and interaction (10%) ☒ Assessment on internship report (40%): Structure and layout of the report (10%), professionalism and depth of the report (20%), learning experience and suggestions (5%), oral report (5%) ◎ Assessment by the mentor: ☒ Assessment on work performance (60%): Professional dedication (20%), quality and efficiency (20%), learning enthusiasm (10%), teamwork and professional ethics (10%) ☒ Assessment on internship report (40%): Structure and layout of the report (10%), professionalism and depth of the report (20%), learning experience and suggestions (5%), timeliness of submission of the report (5%), attendance at each stage (points deducted for the application for leave)
Learning result and teaching assessment method	(Please describe the assessment schedule for students' internship results, and the assessor and assessment method.) ● Assessment schedule for students' internship results: ☒ 1st stage (October–December) ☒ 2nd stage (January–March) ☒ 3rd stage (April–June) ☒ 4th stage (July–September) ● Assessor: ☒ Internship advisor (assessment for 50%) ☒ Mentor (assessment for 50%)

Internship feedback method and planning	(Please describe how the related results are fed back and reviewed at the end of the internship.)
	☒ Internship Result Review Meeting ☒ Internship Course Review Meeting ☒ Internship Questionnaire ☒ Internship result contests ☒ Exchange of experience in advice ☒ Students' sharing of experience ☒ Selection of and review on internship job vacancies ☒ Review on cooperation with internship provider ☒ Review on transfer between internship providers ☐ Derivative special topics on industrial practices ☐ Teachers' practice sprout project ☐ Teachers' practical research for teachers ☐ Industry-academia cooperation ☐ Professional course consultation and adjustment ☒ School affairs research and analysis ☒ School affairs research and follow-up

Mentor	Approved by:	Internship Advisor	Approved by:	Intern Student	Approved by:
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Form No.: A0A2100417

明志科技大學學生工讀實務實習成績考評表（業界輔導老師用）

班 級	系		年 級	實習階段	第	階段			
姓 名				學 號					
合 作 機 構	(公司)			(部門)					
實 習 評 核 期 間	自	年	月	日	至	年	月	日	止（每三個月為一階段）
工 作 表 現	評 核		實 習		報 告		評 核		
評 核 項 目	配 分	得 分	評 核 項 目	配 分	得 分				
1.敬業精神	20		1.報告結構與編排	10					
2.品質效率	20		2.內容專業與深度	20					
3.學習熱忱 (採計參與實習機構所開設訓練課	10		3.學習心得與建議	5					
4.團隊合群、職業倫理	10		4.繳交報告準時性 (遲交一天扣 1 分)	5					
小 計(1)	60		小 計(2)	40					
階段考勤 (3) (用人部門填寫)	事假_____小時 (扣 0.2 分/小時) 扣_____分 一般病假_____小時 (扣 0.1 分/小時) 扣_____分 住院病假_____小時 (扣 0.03 分/小時) 扣_____分 合計扣_____分 曠職_____小時 (扣 0.5 分/小時) 扣_____分 遲到早退_____次 (扣 0.2 分/次) 扣_____分								
主管評核成績 (1) + (2) - (3)									
主管評語：									
主管建議事項：									
說明：一、雙線以上欄位由實習學生詳細填寫，雙線以下交由部門主管評核並惠賜意見。 二、實習評分標準：									
百分	等第	實習評分標準	百分	等第	實習評分標準	百分	等第	實習評分標準	
100~90	A+	所有目標皆達成且超越期望	89~85	A	所有目標皆達成	84~80	A-	所有目標皆達成，但需要一些精進	
79~77	B+	達成部分目標，且品質佳	76~73	B	達成部分目標，但品質普通	72~70	B-	達成部分目標，但有些缺失	
69~67	C+	達成最低目標	66~63	C	達成最低目標，但有些缺失	62~60	C-	達成最低目標，但較大缺失	
59(含)以下	D	未達成最低目標							
三、遞送順序：學生實習報告→部門指導員→部門主管→高階主管→輔導老師(或明志科大研發處代轉)→班導師→各系存查。 四、報告結構內容有誤或寫作草率，請退回學生修訂或重寫。 五、每三個月繳交一份實習報告，繳交日期為：									

高階主管： 部門主管： 業界輔導老師(部門指導員)：

表號：A0A2100517

Ming Chi University of Technology Internship Performance Evaluation Form (Exclusive for Mentor)

Class/Year	Department/Year		Internship stage	____ Stage	
Name			Student No.		
Partner institution	(Company)		(Department)		
Internship Assessment Period	MM/DD/YY-MM/DD/YY (each stage consisting of three months)				
Assessment on Work Performance			Assessment on Internship Report		
Assessment Item	Distributed scores	Score	Assessment Item	Distributed scores	Scores won
1. Professional dedication	20		1. Structure and layout	10	
2. Quality and efficiency	20		2. Professionalism and depth	20	
3. Learning enthusiasm (Subject to the training courses organized by the participating internship provider)	10		3. Learning experience and suggestions	5	
4. Teamwork and professional ethics	10		4. Timeliness of submission of the report (To deduct 1 point for each overdue day)	5	
Subtotal (1)	60		Subtotal (2)	40	
Stage attendance (3) (To be specified by the requesting department)	Personal leave for ____ hours (to deduct 0.2 point/hour), to deduct ____ points General sickness leave for ____ hours (to deduct 0.1 point/hour), to deduct ____ points Hospitalization sickness leave for ____ hours (to deduct 0.03 point/hour), to deduct ____ points Absent from work without justified reasons for _____ hours (to deduct 0.5 point/hour), to deduct ____ points Tardiness and early dismissal for ____ time(s) (to deduct 0.2 point/time, to deduct ____ points				
Supervisor Assessment (1)+(2)-(3)					
Supervisor's Comments:					
Recommendations by the supervisor:					
Notes: 1. The fields above the double line shall be completed by the intern student in detail, while the fields below the double line are assessed and commented on by the department supervisor.					
2. Internship scoring standards:					
Percentage	Rank	Internship scoring standards	Percentage	Rank	Internship scoring standards
100-90	A+	Achieve all goals and exceed the expectations	89-85	A	Achieve all goals
79-77	B+	Achieve some goals and also good quality	76-73	B	Achieve some goals but fair quality
69-67	C+	Achieve the minimum goals	66-63	C	Achieve minimum goals but defective quality
59 (inclusive) and below	D	Fail to achieve the minimum goals			
3. Submission order: Student's Internship Report → Department Instructor → Department Supervisor → Senior Management → Internship Advisor (or via the Office of Research and Office, MCUT) → Class Advisor → Recorded by Various Departments.					
4. If the contents of the report are in error or the writing is poor, please return it to the student for revision or rewriting.					
5. To submit an internship report per three months on the following date:					

Senior Management:

Department Supervisor:

Mentor (Department Instructor):

Form No.: A0A2100517

明志科技大學學生工讀實務實習成績考評表 (輔導老師用)

班級	系		年級	實習階段	第	階段	
姓名				學號			
合作機構	(公司)		(部門)-				
實習評核期間	自 年 月 日至 年 月 日止 (每三個月為一階段)						
學習表現評核			實習報告評核				
評核項目	配分	得分	評核項目	配分	得分		
1. 學習成果與效益	20		1. 報告結構與編排	10			
2. 處事態度與觀念	20		2. 內容專業與深度	20			
3. 學習熱忱	10		3. 學習心得與建議	5			
4. 平時聯繫與互動	10		4. 口頭報告	5			
小計(1)	60		小計(2)	40			
(一) 輔導老師評核得分			評語與建議：				
(二) 指導主管評核得分 (依據主管考評表)							
實習成績得分[(一)+(二)]/2							
說明：一、雙線以上欄位先由實習學生詳細填寫，雙線以下交由輔導老師評核，並檢附於報告內。							
二、實習評分標準：							
百分	等第	實習評分標準	百分	等第	實習評分標準	實習評分標準	
100-90	A+	所有目標皆達成且超越期望	89-85	A	所有目標皆達成	84-80	A-
79-77	B+	達成部分目標，且品質佳	76-73	B	達成部分目標，但品質普通	72-70	B-
69-67	C+	達成最低目標	66-63	C	達成最低目標，但有些缺失	62-60	C-
59(含)以下	D	未達成最低目標					
三、遞送順序：學生口頭報告→輔導老師→班導師→各系存查。							

輔導老師：

表號：A0A2100617

Ming Chi University of Technology Internship Performance Evaluation Form (Exclusive for Internship Advisor)

Class/Year	Department/Year		Internship stage	____ Stage	
Name			Student No.		
Partner institution	(Company)		(Department)–		
Internship Assessment Period	MM/DD/YY-MM/DD/YY (each stage consisting of three months)				
Assessment on Learning Performance			Assessment on Internship Report		
Assessment Item	Distributed scores	Scores won	Assessment Item	Distributed scores	Scores won
1. Learning results and effectiveness	20		1. Structure and layout	10	
2. Attitude and concepts	20		2. Professionalism and depth	20	
3. Learning enthusiasm	10		3. Learning experience and suggestions	5	
4. Routine contact and interaction	10		4. Oral report	5	
Subtotal (1)	60		Subtotal (2)	40	
(1) Scores won upon assessment by the mentor			Comment and suggestion:		
(2) Scores won upon assessment by the supervisor (Based on the supervisor's performance evaluation form)					
Internship performance scores[(1)+(2)]/2					
Notes: 1. The fields above the double line shall be completed by the intern student in detail at first, while the fields below the double line are assessed by the internship advisor and attached to the report.					
2. Internship scoring standards:					
Percentage	Rank	Internship scoring standards	Percentage	Rank	Internship scoring standards
100-90	A+	Achieve all goals and exceed the expectations	89-85	A	Achieve all goals
79-77	B+	Achieve some goals and also good quality	76-73	B	Achieve some goals but fair quality
69-67	C+	Achieve the minimum goals	66-63	C	Achieve minimum goals but defective quality
59 (inclusive) and below	D	Fail to achieve the minimum goals			
3. Submission order: Student's oral Report → Internship Advisor → Class Advisor → Recorded by Various Departments.					

Internship Advisor:

Form No.: A0A2100617

明志科技大學學生轉換工讀實務實習合作機構、終止實習申請表() 編號:

學生姓名		學號		系所班級	
申請項目	☐ 轉換單位	☐ 公司因素	☐ 個人因素	☐ 其他_____	
	☐ 終止實習	☐ 操行成績	☐ 轉學	☐ 休學	☐ 其他_____
原實習合作機構				離職日期	____年____月____日
新申請合作機構				擬報到日	____年____月____日
學生自我檢討	一、自我檢討 二、改善方式				
	①學生簽名/日期:				
輔導老師意見	一、學生轉換原因(請勾選) ☐ 實習公司因素: ☐ 公司縮減人事,學生遭辭退 ☐ 部門裁撤,學生遭辭退 ☐ 其他,請說明 ☐ 學生個人因素: ☐ 能力不佳,學生遭辭退 ☐ 態度不佳,學生遭辭退 ☐ 健康因素,學生主動提出 ☐ 體力無法負荷,學生主動提出 ☐ 人際關係適應不良,學生主動提出 ☐ 其他,請說明 二、輔導過程簡述 三、回饋原合作機構意見 四、檢討及新實習機會評估				
	②輔導老師簽名/日期:				
班級導師意見	一、學生先前在校情形說明 二、輔導過程簡述 三、檢討及輔導學生改善說明				
	③班級導師簽名/日期:				
備註	1. 轉換實習合作機構若為個人因素,將視情節簽報懲處,且該階段實習成績不得超過 65分(含)。 2. 轉換實習合作機構限於兩週內完成,學生若因個人因素自行離職或一階段缺勤達 1/3 者(即四週),該階段實習成績核計零分。 3. 學生已確認新合作機構並經系主任、班導師及實習輔導老師審核通過後才可離職。 4. 學生辦理休退學亦須填妥此表,並於兩週內完成,逾期將召開會議審議。				
④系主任		_____ (請簽註意見/日期)			
⑤院 長				⑥學生輔導組	
⑦生活輔導組				⑧學務長	
⑨實習就業輔導組					
⑩研發長					
⑪校 長					

表號: A0A2100717

Ming Chi University of Technology Application Form for Transfer Between Partner Institutions and Termination of Internship () No.:

Student name		Student No.		Class/Year/Department/Institute	
Objective	☐ Transfer to another unit	☐ The Company's factor ☐ Personal factor ☐ Others _____			
	☐ Termination of internship	☐ Conduct performance ☐ Transfer to another school ☐ Gap ☐ Others _____			
Original Internship Provider				Date of Resignation	MM/DD/YYYY
New partner institution				Proposed onboard date	MM/DD/YYYY
Self-review by the student	1. Self-review				
	2. Improvement method				
Internship Advisor's comments	① <u>Student's Signature/Date:</u>				
	1. Cause of transfer (Please check.) ☐ Internship provider's factors: ☐ The Company cut its personnel and the student is dismissed. ☐ The department is abolished and the student is dismissed. ☐ Others. Please specify: _____ ☐ Student's personal factors: ☐ The student is dismissed for poor ability. ☐ The student is dismissed for poor attitude. ☐ The student requests it voluntarily due to health factors. ☐ The student requests it voluntarily due to physical inability to bear the burden. ☐ The student requests it voluntarily due to poor interpersonal adjustment. ☐ Others. Please specify: _____				
	2. Advising procedure briefing				
	3. Feedback to the partner institution's comments				
	4. Review and evaluation on new internship opportunities				
② <u>Internship Advisor's signature/Date:</u>					
Class Advisor's comments	1. Descriptions about the student's previous condition in the school				
	2. Advising procedure briefing				
Remark	3. Descriptions about review and advice on the student for improvement				
	③ <u>Class Advisor's signature/Date:</u>				
	1. If the transfer between partner institutions results from personal factors, it will be reported and punished, subject to the circumstances, and the internship score at the relevant stage shall be no more than 65 scores (inclusive).				
	2. The transfer between partner institutions shall be completed within two weeks. Any student who resigns or is absent from work for the period equivalent to one-third of any stage (namely, four weeks) due to personal factors shall be awarded a 0 score for the internship performance at the relevant stage.				
	3. The student may be allowed to resign only upon confirmation of the new partner institution, and also review and approval of the department chair, class advisor and internship advisor.				
4. Any student who wishes to apply for withdrawal shall also complete this form and complete the procedure within two weeks; otherwise, a review meeting shall be convened therefor.					
④ Department Chair		(Please specify the comments/date.)			
⑤ College Dean				⑥ Student Counseling Division	
⑦ Student Assistance Division				⑧ Dean of Student Affairs	
⑨ Division of Internship and Career Services					
⑩ Dean of the Office of Research and Development					
⑪ President					

Form No.: A0A2100717

明志科技大學多元學習課程(工讀實務實習、專業研究實習及海外交換學習)
輔導老師訪視實習學生記錄表()

實習及學習前：

輔導學生(1)			
學生姓名	系統直接帶出	班別	系統直接帶出
實習及學習前輔導日期			
學生手機	系統直接帶出	學生電子信箱	系統直接帶出
合作機構暨學校	系統直接帶出		
未來聯繫管道(除電話外)	○E-mail ○Facebook ○Line ○其他方式：_____		
實習前輔導內容	○實習機構簡介○實習機會簡介○工作安全○工作態度○職場倫理○報告主題 ○報告格式○報告評量○每月聯繫方式○實習學習計畫○訪視輔導方式 ○摘要：_____		
檔案上傳專區			

第一個月：

輔導學生(1)	
學生姓名	系統直接帶出
實地訪視輔導日期	
學生手機	系統直接帶出
合作機構暨學校	系統直接帶出
住宿調查	○家裡 ○學校宿舍 ●合作機構宿舍 ●租屋
是否有違法超時加班情形	依勞基法規定加班每日不得超過 12 小時，每個月不得超過 46 小時 ○是，違法部分在_____ ○否 ○非實習課程
是否有勞健保及提撥勞退	○是 ○否，原因_____ ○非實習課程
<u>機構是否辦理一般安全衛生訓練</u>	○是 ○否，原因_____ ○非實習課程
是否符合勞基法基本工資	○是 ○否，每月薪資_____元 ○非實習課程
工作及學習內容 是否符合系所專業性	○是 ○否，建議事項 _____
是否與單位主管或師長共同討論實習或學習計畫	○是 ○否：_____
學生工讀實務實習工作暨學習計畫	○電子檔上傳
工作暨學習情形	直接填入欄位中並顯示輸入內容
生活情形 (含外宿租屋狀況)	宿舍狀況：○透天厝○公寓 ○鐵皮屋 ○頂樓加蓋 環境情形：○套房○雅房 ○有管理員 ○無管理員 安全設施：○滅火器○逃生梯 ○緩降梯 ○防盜窗 陽台狀態：○開放○封閉 堆積雜物：○有 ○無 瓦斯(電)熱水器：○室內○室外 通風良好：○是 ○否
	訪視現況
綜合輔導意見	直接填入欄位中並顯示輸入內容 1. 學生實習計畫或學習內容輔導情形：(至少輸入十字以上) 2. 學生實習工作或學習適應情形：(至少輸入十字以上) 3. 其他：

輔導聯繫或建議事項	直接填入欄位中並顯示輸入內容 1.對學生輔導聯繫的狀況：(至少輸入十字以上) 2.對實習單位或學校聯繫的狀況：(至少輸入十字以上) 3.其他：
訪視輔導檔案 上傳專區	☐ 每月聯繫表 ☐ 學生工作情形照片 ☐ 其他 自由上傳

每一個階段：

輔導學生(1)			
學生姓名	系統直接帶出	班別	系統直接帶出
實地訪視輔導日期			
合作機構暨學校	系統直接帶出		
住宿調查	☐ 家裡 ☐ 學校宿舍 ☒ 合作機構宿舍 ☒ 租屋		
是否有違法超時加班情形	依勞基法規定加班每日不得超過 12 小時，每個月不得超過 46 小時 ☐ 是，違法部分在_____ ☐ 否 ☐ 非實習課程		
工作暨學習內容 是否符合系所專業性	☐ 是 ☐ 否		
本階段實習暨學習主題	☐ 與原規劃相同 ☐ 否，修正為：_____		
工作暨學習情形	直接填入欄位中並顯示輸入內容(至少輸入十字以上)		
生活情形 (含外宿租屋狀況)	環境安全	☐ 與前次記錄相同 宿舍狀況： ☐ 透天厝 ☐ 公寓 ☐ 鐵皮屋 ☐ 頂樓加蓋 環境情形： ☐ 套房 ☐ 雅房 ☐ 有管理員 ☐ 無管理員 安全設施： ☐ 滅火器 ☐ 逃生梯 ☐ 緩降梯 ☐ 防盜窗 陽台狀態： ☐ 開放 ☐ 封閉 堆積雜物： ☐ 有 ☐ 無 瓦斯(電)熱水器： ☐ 室內 ☐ 室外 通風良好： ☐ 是 ☐ 否	
	訪視現況	直接填入欄位中並顯示輸入內容	
學生意見	直接填入欄位中並顯示輸入內容(至少輸入十字以上)		
合作機構 主管意見	直接填入欄位中並顯示輸入內容 ☐ 非實習課程 1.是否實際見到部門主管： ☐ 是 ☐ 否，原因：_____，後改以_____方式與主管聯繫 2.主管對於實習學生表現內容之意見：(至少輸入十字以上)		
綜合輔導意見	直接填入欄位中並顯示輸入內容 1.學生該階段實習報告或學習輔導情形：(至少輸入十字以上) 2.學生該階段實習工作或學習適應情形：(至少輸入十字以上) 3.其他：		
輔導聯繫或建議事項	直接填入欄位中並顯示輸入內容 1.對學生輔導聯繫的狀況：(至少輸入十字以上) 2.對實習單位或學校聯繫的狀況：(至少輸入十字以上) 3.其他：		
該階段月聯繫表 電子檔上傳	☐ 第一個月 ☐ 第二個月 ☐ 第三個月		
訪視輔導檔案 上傳專區	☐ 學生工作情形照片 ☐ 其他 自由上傳		

註：核簽流程：輔導老師→班導師→各系主任(或院長)→研發處

表號：A0A2100817

Ming Chi University of Technology Record Form for Diverse Learning Programs (Work-Study Internship, Professional Research Internship, and Overseas Exchange Program)()

Pre-internship and study advice:

Advised student (1)			
Student name	Export from the system directly	Class	Export from the system directly
Pre-internship and study advice date			
Student's mobile phone	Export from the system directly	Student's email	Export from the system directly
Partner institution or school	Export from the system directly		
Future contact channel (Other than telephone)	☐ E-mail ☐ Facebook ☐ Line ☐ Others: _____		
Pre-internship advice contents	☐ Introduction to internship provider ☐ Introduction to internship opportunities ☐ Work safety ☐ Work attitude ☐ Professional ethics ☐ Topic of the report ☐ Report format ☐ Assessment on the report ☐ Monthly contact No. ☐ Internship learning plan ☐ Visit and advice ☐ Memo: _____		
File upload zone			

1st month:

Advised student (1)			
Student name	Export from the system directly	Class	Export from the system directly
On-site visit Date of advice			
Student's mobile phone	Export from the system directly	Student's email	Export from the system directly
Partner institution or school	Export from the system directly		
Housing survey	☐ Home ☐ School dormitory ☒ Partner institution's dormitory ☒ Rented house		
Overtime work against laws?	The overtime work is required pursuant to the Labor Standards Act, no more than 12 hours per day and no more than 46 hours per month. ☐ Yes, violation of laws resulting from _____ ☐ No ☐ Non-internship courses		
Maintain the labor/national health insurance and contribute labor pension fund?	☐ Yes ☐ No, Cause: _____ ☐ Non-internship courses		
Whether the institution organizes the general occupational safety and health training	☐ Yes ☐ No, Cause: _____ ☐ Non-internship courses		
Whether base pay required under the Labor Standards Act is offered	☐ Yes ☐ No, the salary at NT\$_____ per month ☐ Non-internship courses		
Whether the job and study contents are commensurate to the professionalism or teacher claimed by the department /institute	☐ Yes ☐ No, Suggestions _____		
Whether the internship or learning plan is discussed with the unit director jointly	☐ Yes ☐ No: _____		
Student's internship and study plan	☐ Upload electronic files		
Work or Study status	Insert it into the fields directly and display the input contents		

Living situation (including the status in renting of houses outside the dormitory)	Environmental safety	Dormitory status: ☐ Townhouse ☐ Apartment ☐ Sheet metal house ☐ Rooftop dwellings Environmental conditions: ☐ Suite ☐ Private room ☐ With security guard ☐ Without security guard Safety facilities: ☐ Fire extinguisher ☐ Escape ladder ☐ Escalator ☐ Security windows Balcony status: ☐ Open ☐ Closed and debris accumulated: ☐ Yes ☐ No Gas (electric) water heater: ☐ Indoor ☐ Outdoor and well ventilated: ☐ Yes ☐ No
	Visit status	Insert it into the fields directly and display the input contents
Comprehensive advice comments	Insert it into the fields directly and display the input contents 1. Advice on the student's internship or study plan contents: (To enter at least 10 words) 2. The student's adaptability to the internship or study: (To enter at least 10 words) 3. Others:	
Contact for advice or suggestions	Insert it into the fields directly and display the input contents 1. Contact with the student for advice: (To enter at least 10 words) 2. Contact with the internship unit or school: (To enter at least 10 words) 3. Others:	
Visit & advice file upload zone	☐ Monthly contact form ☐ Photos showing the student's work status ☐ Others Upload freely	

For each stage:

Advised student (1)			
Student name	Export from the system directly	Class	Export from the system directly
Date of on-site visit & advice			
Partner institution or school	Export from the system directly		
Housing survey	☐ Home ☐ School dormitory ☒ Partner institution's dormitory ☒ Rented house		
Overtime work against laws?	The overtime work is required pursuant to the Labor Standards Act, no more than 12 hours per day and no more than 46 hours per month. ☐ Yes, violation of laws resulting from _____ ☐ No ☐ Non-internship courses		
Whether the job and study contents are commensurate to the professionalism or teacher claimed by the department /institute	☐ Yes ☐ No: _____		
Internship and study topic at the current stage	☐ Identical with the original planning ☐ No, changed into: _____		
Work or Study status	Insert it into the fields directly and display the input contents To enter at least 10 words.		
Living situation (including the status in renting of houses outside the dormitory)	Environmental safety	☐ Identical with the previous record Dormitory status: ☐ Townhouse ☐ Apartment ☐ Sheet metal house ☐ Rooftop dwellings Environmental conditions: ☐ Suite ☐ Private room ☐ With security guard ☐ Without security guard Safety facilities: ☐ Fire extinguisher ☐ Escape ladder ☐ Escalator ☐ Security windows Balcony status: ☐ Open ☐ Closed and debris accumulated: ☐ Yes ☐ No Gas (electric) water heater: ☐ Indoor ☐ Outdoor and well ventilated: ☐ Yes ☐ No	
	Visit status	Insert it into the fields directly and display the input contents	
Student's comments	Insert it into the fields directly and display the input contents (To enter at least 10 words)		

Partner institution Supervisor's comments	Insert it into the fields directly and display the input contents 1. Meet the department supervisor physically? ☐ Yes ☐ No, Cause: _____, to contact with the supervisor in the form _____ instead in the future. 2. Supervisor's comments on the intern student's performance: (To enter at least 10 words) ☐ Non-internship courses
Comprehensive advice comments	Insert it into the fields directly and display the input contents 1. Advice on the student's internship or study report at the relevant stage: (To enter at least 10 words) 2. The student's adaptability to the internship or study stage: (To enter at least 10 words) 3. Others:
Contact for advice or suggestions	Insert it into the fields directly and display the input contents 1. Contact with the student for advice: (To enter at least 10 words) 2. Contact with the internship unit or school: (To enter at least 10 words) 3. Others:
Upload the electronic file of the monthly contact form for the current stage	☐ 1st month ☐ 2nd month ☐ 3rd month
Visit & advice file upload zone	☐ Photos showing the student's work status ☐ Others Upload freely

Note: Approving procedure: Internship Advisor → Class Advisor → Department Chair (or Dean) → Office of Research and Development

Form No.: A0A2100817

明志科技大學學生工讀實務實習報告寫作及評核說明

一、實習報告結構（範例可至明志科大首頁之工讀實習交流平台網頁下載）

- 1.封面
- 2.工讀實務實習學習計畫表
- 3.目錄
- 4.前言
- 5.本文（自行依實習學習計畫訂定題綱，如：第一階段報告可作合作機構簡介、組織、功能等。題綱應先送指導老師及部門主管確認核示，依報告結構繕寫。）
- 6.建議與心得
- 7.參考文獻
- 8.工讀實務實習成績考評表（主管用）
- 9.工讀實務實習成績考評表（指導老師用）--封底

二、實習報告寫作

- 1.封面：依規定格式，勿另行設計或任加圖案。
- 2.A4 規格由左而右以電腦繕打，以隨身碟存取。
- 3.字體大小：章標題 18 號字、節標題 16 號字、本文 13 號字。
- 4.自前言起編列頁碼。
- 5.列印：以楷書列印，雙面印刷。
- 6.裝訂：用訂書機裝訂左側，勿用塑膠夾或鐵夾，以利四階段報告之彙整。
- 7.勿影印現成資料充數，**涉及合作機構技術機密資料不得列於報告。**

三、實習報告評核

- 1.學生將實習報告繳交給主管時間：
 - 第一次： 年 月 日繳交校外工讀實務實習（一）。
 - 第二次： 年 月 日繳交校外工讀實務實習（二）。
 - 第三次： 年 月 日繳交校外工讀實務實習（三）。
 - 第四次： 年 月 日繳交校外工讀實務實習（四）。
- 2.請務必準時繳交，逾時將依規定核扣實習成績，「學生實習每月聯繫表」每月月底前送交指導老師列入實習成績評核。
- 3.實習報告內容不符實際或未用心寫作者，請主管、指導老師給予輔導後退回學生修訂後再予以評核。
- 4.實習報告修訂定案後，依序陳核，另印送合作機構主管一本，指導老師一本，學生自存一本。
- 5.學生實習報告由各系存查，實習結束學生應將實習報告磁片繳交導師彙集後送各系製成光碟片保存。

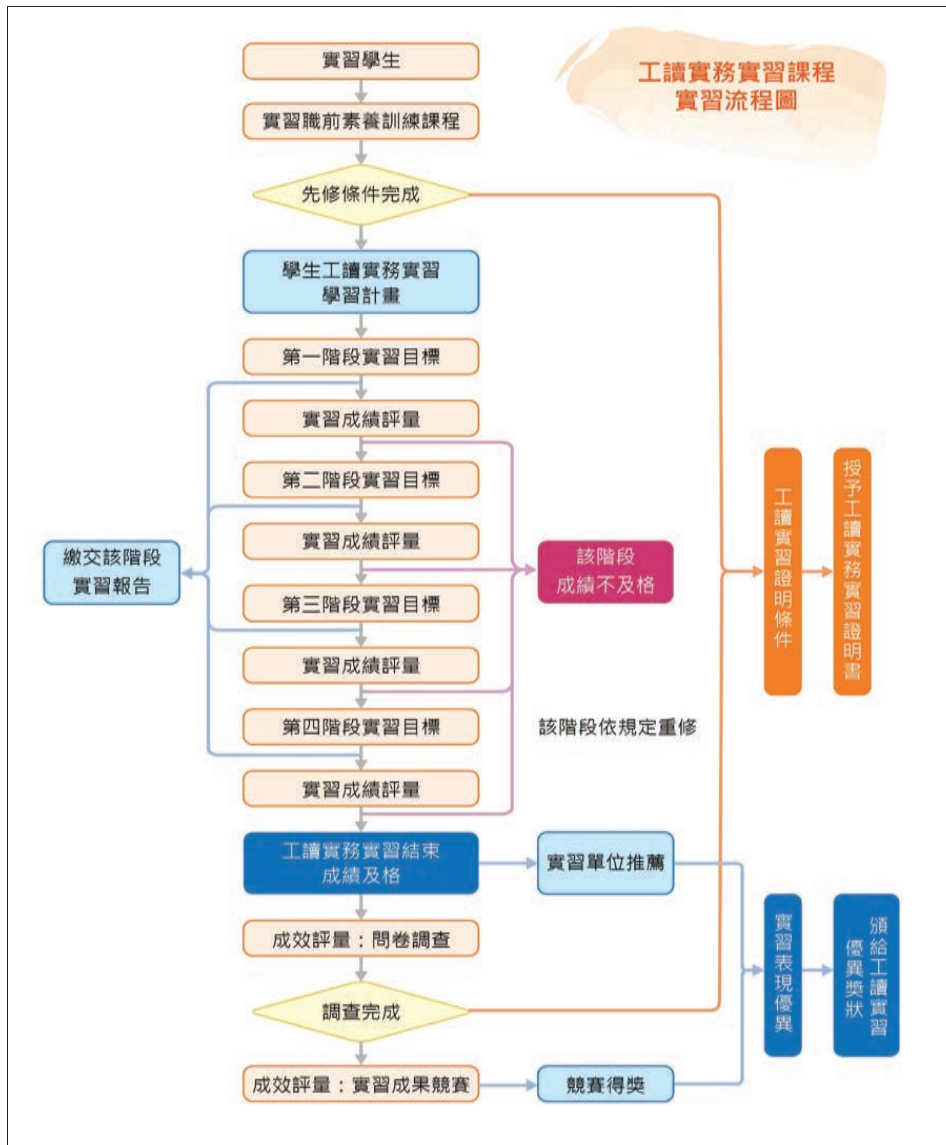
四、實習成績不及格或中途停止實習者，將依規定補修學分。

Ming Chi University of Technology Internship Report Writing and Evaluation Remarks

- I. Structure of the internship report (Please download the template from the internship exchange platform on the homepage of MCUT.)
 2. Cover
 2. Internship Learning Plan
 3. Table of Contents
 4. Foreword
 5. Body (Please decide your own topic outline based on the internship learning plan. For example, the 1st-stage report can describe the introduction to and organization and functions of the partner institutions. The topic outline shall be submitted to the student advisor and department supervisor for verification, and written based on the structure of the report.)
 6. Suggestion and Experience
 7. Reference
 8. Internship Performance Evaluation Form (Exclusive for Supervisor)
 9. Internship Performance Evaluation Form (Exclusive for Student Advisor) --- Back Cover
- II. Internship Report Writing
 8. Cover: To follow the prescribed format and never add designs or pictures separately.
 9. In A4 size, printed from left to right on a computer, and accessed via USB.
 10. Font size: 18 font size for chapter titles, 16 font size for section titles, and 13 font size for the body.
 11. The page number is assigned starting from the preface.
 12. Printing: Printed letters and double-sided printing.
 13. Binding: Bind the left side with a stapler, and never use plastic clips or iron clips to help compilation of the reports of the four stages.
 14. Never copy the existing data as a stop-gap. **Any technical confidential information involving the partnership institution shall not be included in the report.**
- III. Assessment on Internship Report
 6. When the student should submit the internship report to the supervisor:
 - 1st time: To submit the off-campus **internship report (I)** on MM/DD/YY.
 - 2nd time: To submit the off-campus **internship report (II)** on MM/DD/YY.
 - 3rd time: To submit the off-campus **internship report (III)** on MM/DD/YY.
 - 4th time: To submit the off-campus **internship report (IV)** on MM/DD/YY.
 7. Please do submit the report on time; otherwise, the internship performance scores will be deducted as required. The "Student Internship Monthly Contact Form" shall be sent to the student advisor before the end of each month and included into the internship performance evaluation.
 8. If the contents of the internship report are impractical or written poorly, the supervisor and student advisor shall give advice on the student and then return the report to the student for revision, and then reassess the same.
 9. Upon finalization of the revision to the internship report, the report will be submitted for approval. One copy thereof shall be submitted to each of the partnership institution's supervisor and student advisor, and the other copy shall be retained by the student himself/herself.
 10. The student's internship report shall be kept by the relevant department. At the end of the internship, the student shall submit the disc containing the internship report to the class advisor for compilation into the DVD for storage.
- IV. Those who fail the internship or suspend the internship shall make up the relevant credits as required.

研究發展處 謹啟

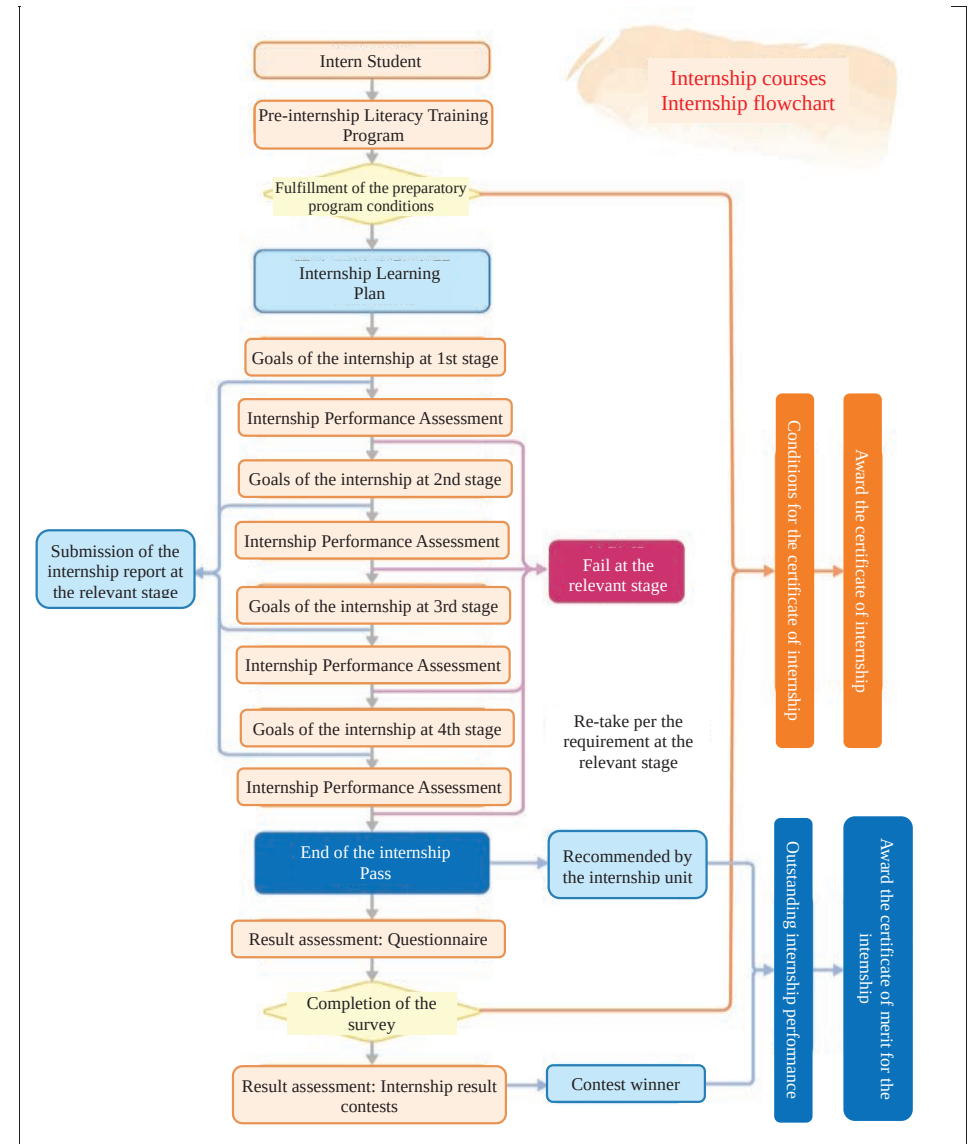
明志科技大學校外工讀實務實習實施流程



註：每階段實習課程須有成績且為不及格始得重修該階段，中途休退學後再復學者應重新修讀四個階段實習課程。

表號：A0A2101117

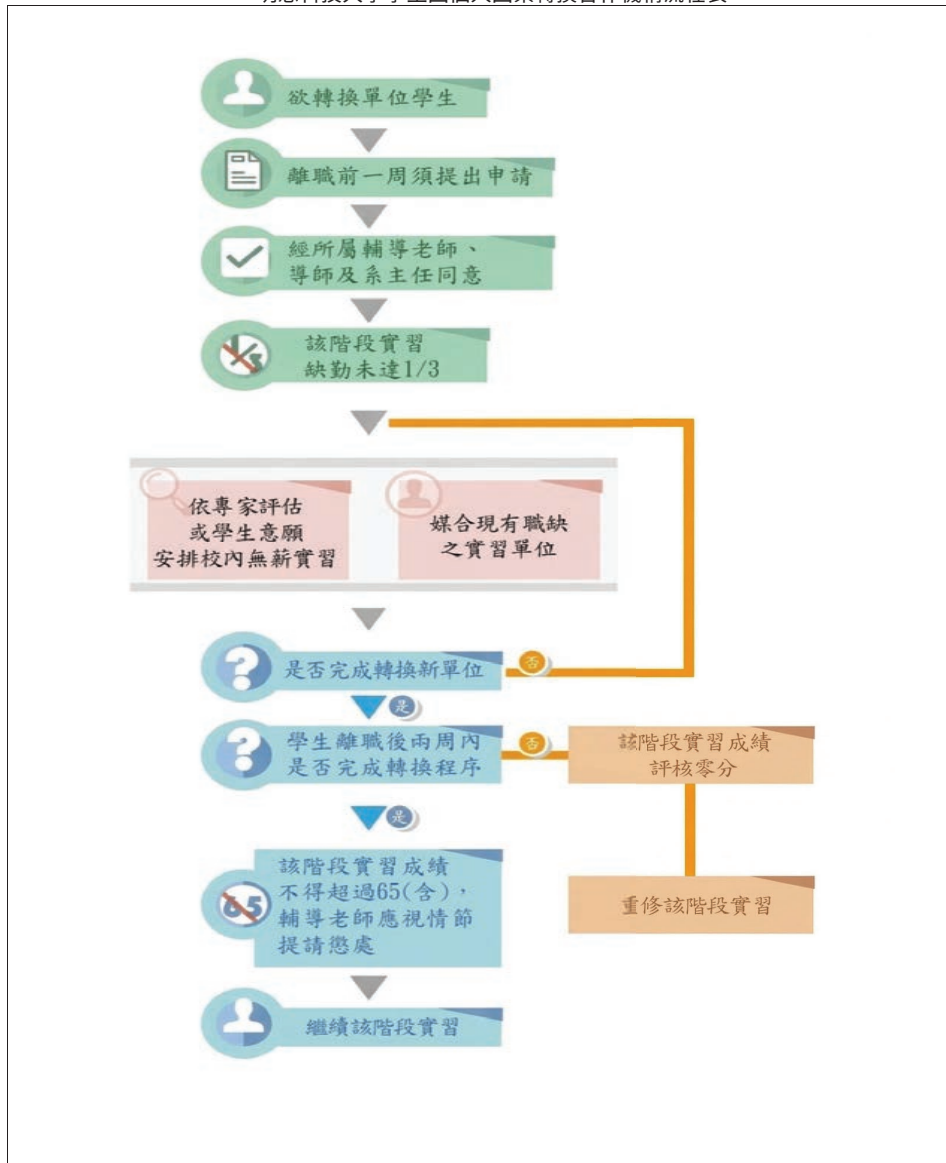
Ming Chi University of Technology Off-Campus Internship Implementation Procedure



Note: To achieve the internship performance at each stage and re-take the stage courses only if he/she fails the courses; those who apply for a gap/withdrawal during the internship shall re-take the internship courses for the four stages after being re-admitted.

Form No.: A0A2101117

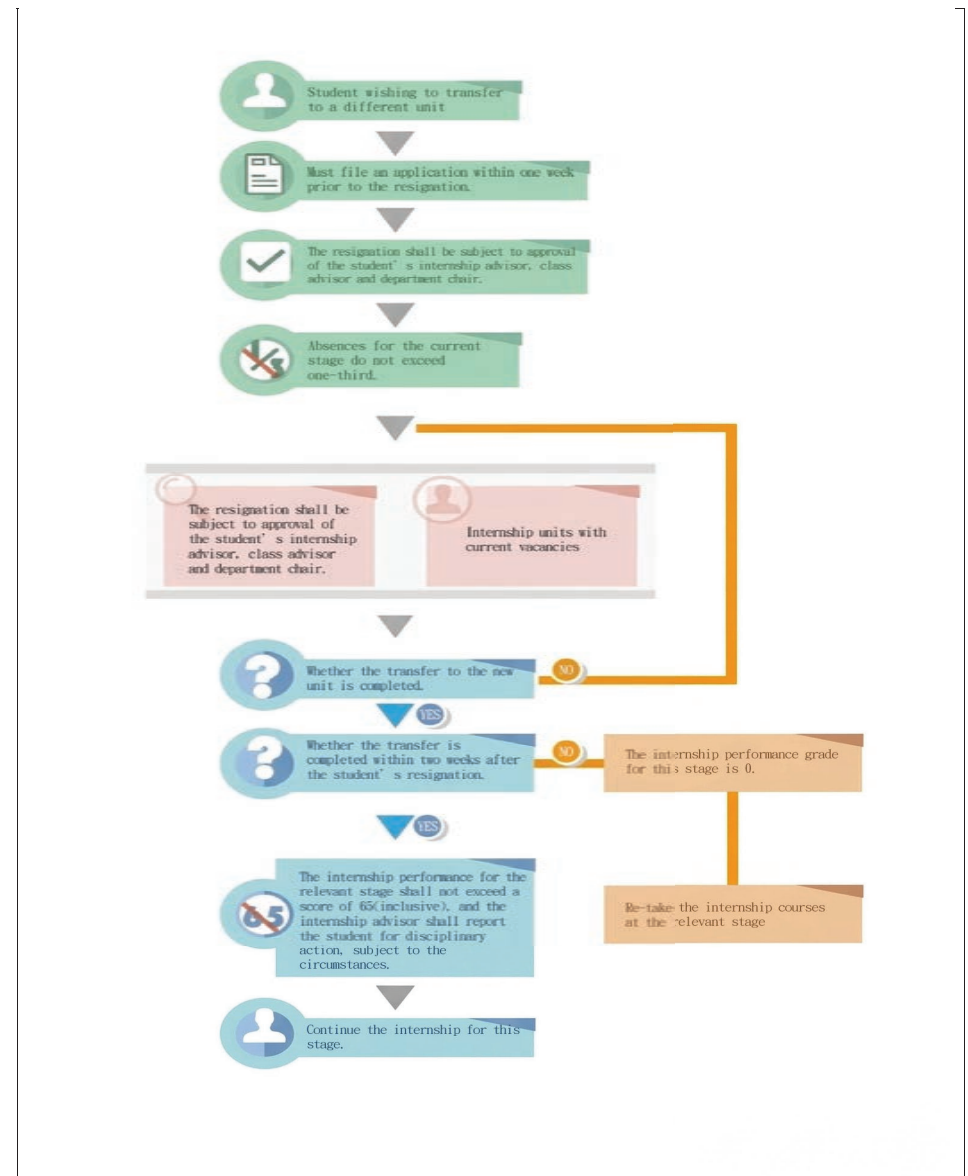
明志科技大學學生因個人因素轉換合作機構流程表



註：經專業輔導單位或醫師認定無法在校外實習者得提前轉換至校內實習，並以實務學習方式(不支薪)進行實習課程。

表號：A0A2101217

Ming Chi University of Technology Transfer between Partner Institutions for Personal Reasons



Note: If the student is held by any professional advising unit or physician not able to attend the off-campus internship, he/she may be transferred to the internship in the school and continue to attend the internship by practicing work (without pay).

Form No.: A0A2101217

明志科技大學()系/學程/專班 學生工讀實務實習機會專業性評估表()

實習機會勾選	合作機構	部門或職務	整體專業性評估 ¹ (極佳：5、佳：4、可：3、不佳：2、極不佳：1)	備註 (選填)：符合系人才培育代表性職務 ²
✓	台塑公司 (範例)	○○部○○廠○○課	4	化學工程師 應用化學工程師
✓	研華公司 (範例)	○○部○○工程師	5	材料製程工程師
	○○公司 (範例)	○○部○○工程師	1	無

註：

1. 整體專業性評估：可參考前一學年度第二階段「工讀實務實習狀況評估表」評估結果。
2. 符合系人才培育代表性職務：可參考系科本位課程發展、實務增能實務課程發展等訂定之。

校外工讀實務實習委員會通過時程：_____年_____月_____日

系主任簽核：

表號：A0A2101317

Ming Chi University of Technology _____ Department/Program/Special Program
Student's Internship Opportunity and Professionalism Survey Form ()

Select the internship opportunity	Partner institution	Department or duty	Overall professional evaluation ¹ (Excellent: 5, Good: 4, Fair: 3, Poor: 2, Bad: 1)	Remarks (optional): Representative positions in line with the talent cultivation by the department ²
✓	Formosa Plastics Group (Example)	○○ Section, ○○ Department of ○○ Plant	4	Chemical Engineer Applied Chemical Engineer
✓	Advantech Co., Ltd. (Example)	○○ Engineer of ○○ Department	5	Materials Process Engineer
	○○ Company (Example)	○○ Engineer of ○○ Department	1	N/A

Note:

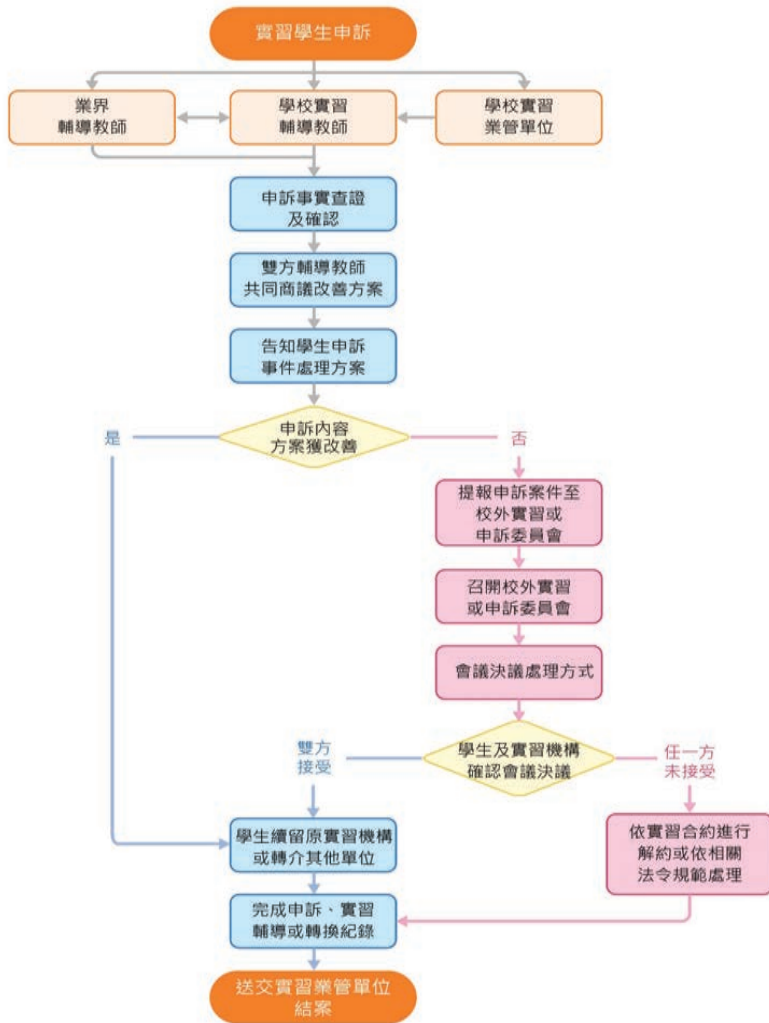
3. Overall professional evaluation: Please refer to the evaluation results in the "Internship Learning Status Evaluation Form" for 2nd stage of the previous academic year.
4. Representative positions in line with the talent cultivation by the department: To be determined in reference to the development of department-based courses and practical empowerment courses.

Scheduled to be approved by Department-level Off-campus Work-Study Practice Committee Meeting on MM/DD/YY

Department Chair's Signature:

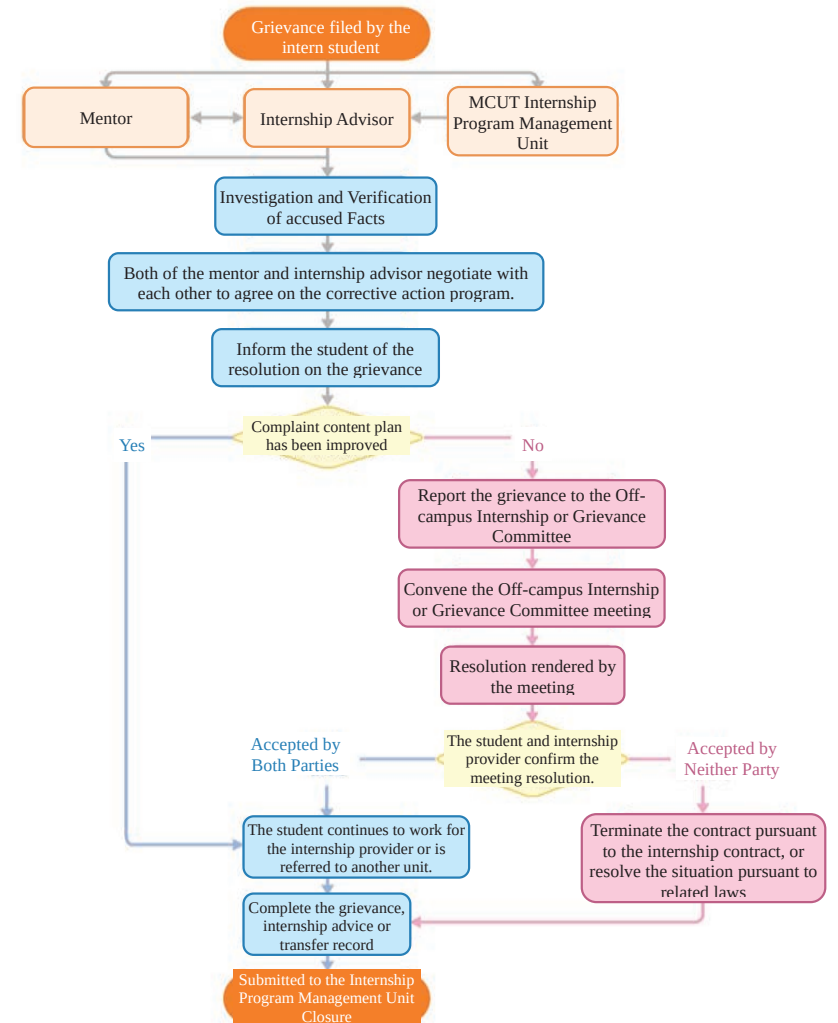
Form No.: A0A2101317

明志科技大學工讀實務實習課程爭議協商處理機制流程表



表號：A0A2101417

Ming Chi University of Technology Internship Course Dispute Settlement Mechanism Procedure Form



Form No.: A0A2101417

明志科技大學 專業研究實習 全勤證明

實習期間	西元 年 月 日至 西元 年 月 日				
實習單位					
系所/專班/學程					
班級	☐ 甲 ☐ 乙 ☐ 丙	學號		姓名	

覆核情形(由明志科技大學填寫)	
茲證明學生_____在本校實習期間全勤，出勤狀況良好，特此證明。	
部門 戳章	西元 年 月 日

說明：

- 一、 全勤的同學填妥本表後，請於實習結束日當天將全勤證明交回研究發展處實習就業輔導組彙整，送交學生事務處生活輔導組登記，以保留「全勤」的記錄，逾時恕不受理。
- 二、 「全勤」應無遲到、早退等現象，公假、技能檢定或代表學校參加活動之請假不影響全勤。
- 三、 逾期未送實習就業輔導組者視同有請假記錄，將失去在校期間全勤的權益，事後不得異議或更正。
- 四、 全勤證明係證明不提供獎狀與獎金，且須併同大一、大二與大四期間皆全勤，畢業時會頒發全勤獎。

Certificate of Perfect Attendance for Project Research Internship

Internship period	YYYY ____ MM ____ DD ____ to YYYY ____ MM ____ DD ____				
Internship Department					
Department/ Specialized Program/Course					
Class		Student No.		Name	

Review Results (to be filled out by MCUT)	
This is to certify that student _____ maintained perfect attendance and good standing during their internship at this school.	
Department Stamp	Date: MM/ DD/ YYYY

Notes:

1. Students with perfect attendance must submit this completed form to the Division of Internship and Career Services (Office of Research and Development) on the final day of their internship for forwarding and registration with the Office of Student Affairs. **Late submissions will not be accepted.**
2. Perfect attendance requires zero instances of tardiness or early departures. Official leave, skill certification leave, and school-represented activities do not affect attendance status.
3. Late or unsubmitted forms will be treated as recorded leave, forfeiting eligibility for all-period perfect attendance with no exceptions.
4. This certificate serves as verification only (no cash prize or separate physical award). Graduation recognition requires consecutive perfect attendance across freshman, sophomore, and senior years.

明志科技大學學生校外實習優異獎學金作業規範

Ming Chi University of Technology

Operation Directions for Students' Off-Campus Internship Performance Scholarship

94 年 5 月 10 日行政會議編訂

112 年 2 月 14 日行政會議修訂

Compiled by the University Administrative Meeting on May 10, 2005

Amended by the University Administrative Meeting on February 14, 2023

第一條 目的

旨在鼓勵本校學生於校外實習期間，運用智慧與專業知識，解決實務問題，並用心體會實事求是、追根究底的精神，訂定「學生校外實習優異獎學金作業規範」(以下簡稱本規範)。

Article 1 Objective/Purpose

In order to encourage MCUT students to exercise their wisdom and professional knowledge to solve practical problems, and experience life and pursue truth diligently, during the off-campus internship, we establish the "Operation Directions for Students' Off-Campus Internship Performance Scholarship" (hereinafter referred to as the "Directions").

第二條 獎學金評選及實施方式

一、為展現實習成果，使同學間有相互觀摩學習的機會，藉以提升實習效益，於實習結束辦理「大學部實習成果觀摩競賽」，辦理方式如下：

(一)初賽：本校四技部四年級學生就實務實習一年期間之四次專題研究報告內容中，擇優秀作品一份或綜合實習成果，參加各系辦理之初賽。初賽舉辦方式與評選標準由各系另行訂定之，每系每班擇優評選12名同學參加決賽。

(二)決賽：各系各班所推派參加決賽之12名同學以海報或其他形式展出實習成果，參加各學院辦理之決賽。決賽評審由各學院自行聘請老師擔任(為求公平，參加決賽學生之指導老師應避免擔任該院決賽評審)，並自擇場地舉辦實習成果比賽。決賽舉辦方式與評選標準由各學院另行訂定之，每系每班取優秀作品前三名及佳作數名，給予獎勵。各院辦理決賽時程請於當年度11月底前完成。

二、為鼓勵學生實習期間良好表現，研發處每年 8 月 15 日至 9 月 15 日會徵詢實習機構主管推薦學生實習表現優異，獲機構主管主動推薦及實習輔導老師附議推薦之學生，實習結束後除頒發實習表現優異獎狀，再頒給獎學金每名二千元以茲鼓勵，獎學金經費來源優先以教育部計畫支應。

Article 2 Selection and Implementation of Scholarship

1. In order to demonstrate the internship results and provide students with the opportunity to observe and learn from each other to improve their internship effectiveness, the "Undergraduate Internship Results Observation Contests" are organized at the end of the internship in the following manners:

(1) Preliminary contest: Senior students of the four-year college of MCUT may select one outstanding work or comprehensive internship results from the four special research reports during the one-year internship period to participate in the preliminary contests organized by various departments. The method by which the preliminary contents are organized and selection standards shall be defined by various departments separately. Each department may select top 12 students from each class to attend the finals.

(2) Finals: The 12 students from each class elected by each department may exhibit their internship results in posters or in any other form in the finals organized by various colleges. The finals referees shall be served by the teachers hired by various colleges independently (to be fair, the advisors of the students attending the finals shall recuse themselves from serving as the referees of the finals organized by the relevant colleges). Meanwhile, each college shall choose the venue to organize the learning results contents independently. The method by which the finals are organized and selection standards shall be defined by various colleges separately. Top three outstanding works and several honorable mentions will be selected from each class per department for rewards. Each college shall complete the schedule of finals by the end of November of the current year.

2. In order to encourage students' good performance during their internship, the Office of Research and Development will ask the internship partners' supervisors to recommend the students with outstanding performance in the internship from August 15 to September 15 of each year. Each student recommended by the internship partners' supervisors and seconded by the internship advisors will be awarded the certificate of merit for outstanding performance, plus the scholarship NT\$2,000. The source of funding for the scholarship will be covered by the Ministry of Education's program as the first priority.

第三條 獎勵名額及獎學金計算

一、獎勵名額：每班評選前三名及佳作數名，以不超過班級總人數 12% 為原則 (以四捨五入計算)，但經評審未達標準者，該名次得從缺或酌減。

二、獎學金金額：第一名每名柒仟元整，第二名每名伍仟元整，第三名每名肆仟元整及佳作為每名貳仟伍佰元整。另各頒予獎狀乙紙。

三、得獎學生名單將公布於工讀實習交流平台之「榮譽榜」。

四、學生工作表現特殊有具體事實經主管或輔導老師推薦者，但未達甄選列入獎學金獎勵標準者，得另頒給獎狀以資鼓勵。

Article 3 Quota and Calculation of Scholarship

1. Quota of scholarship: The top 3 and honorable mentions selected from each class shall be no more than 12% of the total class size (by rounding off), provided that no entry qualifies for any ranking, the quota of such ranking may be omitted or reduced.

2. Amount of scholarship: NT\$7,000 for 1st place, NT\$5,000 for 2nd place, NT\$4,000 for 3rd place, and NT\$2,500 per honorable mention, plus one certificate of merit for each.

3. The name list of winners will be published in the "Honor Roll" on the work-study internship exchange platform.

4. Students proven to have special work performance recommended by the supervisors or internship advisors but not selected for the awarding of scholarship for failure to meet the standards will be awarded the certificate of merit separately.

第四條 實施與修訂

本規範經行政會議審議通過，陳校長核定後實施，修訂時亦同。

Article 4 Implementation and Amendment

The Directions shall be promulgated and implemented after the review and passage of the University Administrative Meeting and the approval of the president. The same shall apply to the amendments hereto.