Department of Foreign Languages and Literature Internship Regulations 東海大學文學院外國語文學系學生校外實習辦法

2020/05/13（系務會議通過）

2021/11/12（院務會議通過）

2021/12/27（校外實習委員會備查）

第一條 The Foreign Languages and Literature Department (FLLD) has established internship courses in order to provide undergraduate students with career development and training opportunities and create enhanced linkages between their courses and future careers.

本系推動實習課程，以利提供大學部學生職涯發展及培訓的機會，並增進學生專 業科目與生涯規劃的連結。

第二條 Implementation. 實施辦法

第二之一條 The FLLD Internship Committee is responsible for the supervision of the internships, including reviewing of the effectiveness of the internships, students' performance and other relevant matters.

實習期間督導事項，皆由本系實習委員會負責，其內容包含：檢視實習成效、學 生整體表現及其他相關事宜。

第二之二條 Before beginning internships, students are briefed regarding the objective of the internships, the relevant department and university regulations, evaluation procedures, and other relevant matters.

實習開始前，會向學生介紹實習目標、相關的系所及校方條例、成績考核程序及 其他相關事宜。

第二之三條 Students can do internships during the regular semester or the summer vacations of their junior and senior year. Students receive two credits per internship.

學生可於學期間或升大三、大四的暑假期間實習。每份實習的學分數皆為兩學分。

第二之四條 Students can serve internships in any of the institutions which have signed Memorandums of Understanding with the FLLD.

學生可以在任何與本系簽屬過合作備忘錄的公司單位實習。

第二之五條

Student performance will be assessed jointly by the internship institution and the internship teacher; performance factors will include the following:

學生整體表現將由實習機構及實習指導老師共同評估。表現評定要素包含以下事 項：

2.5.1 Number of leave requests 請假的次數

2.5.2 Late arrival and early departure 遲到及早退的情況

2.5.3 Work attitude 工作態度

2.5.4 Ability to build relationships and work in a team

與他人互動及在團隊中工作的能力

2.5.5 Ability to use English/OFL in the internship

靈活運用英語及其他語言的能力

2.5.6 Completion of assigned tasks 完成指派工作

2.5.7 Final report submitted to the internship teacher

向實習指導老師繳交期末報告

2.5.8 Final group presentation for other interested students in the department.

於期末對系上有興趣的學生進行實習內容發表

第三條

Procedures for the Selection and Assignment of Interns.

實習生的選拔過程及安排

第三之一條

Qualified and eligible students select an internship organization, fill out the application form, and prepare other relevant documents.

符合資格的學生選擇一個實習機構，填寫申請表並備妥其他相關文件。

第三之二條

The FLLD Internship Committee evaluates the internship applications and assigns students on the basis of their qualifications and suitability for specific assignments.

本系實習委員會將評估實習申請表，並依學生的能力及合適度，指派具體的工作 事項。

第三之三條

Once students have been assigned to a specific internship, they:

學生分配到實習後，即須遵守以下要點：

3.3.1 will submit an internship plan. 提交一份實習計畫

3.3.2 provide a signed parental consent form. 簽署並繳交家長同意書

3.3.3 attend a pre-internship briefing with the Internship course teacher and other students who have completed internships.

與實習課程導師和已完成實習的學生，一同參與行前實習說明會

第四條

Obligations of the Interns. 實習生的職責

第四之一條

Interns will observe the regulations and policies of the internship institution, and accept the institution's supervision. Students who fail to do so may be given a failing grade for the internship course.

實習生應遵守實習機構的制度和政策，且同意該機構的管理辦法。未能達到以上 要求者，將無法拿到實習學分。

第四之二條

Interns will maintain regular contact with the internship teacher and file a work report every two weeks; this can be done via email.

實習生應與實習指導老師保持定期聯繫，並每兩周提交一份工作報告。相關聯繫 可透過郵件進行。

第四之三條

At the end of the internship, students will submit a final report to the internship teacher; this report will be part of the student assessment and may be shared with the Internship Committee for the purpose of evaluating the internship institution, guiding new internship applicants, publicizing the results of the internship program and other public purposes.

實習結束後，學生應向實習指導老師提交一份期末報告，此份報告將作為評估學 生表現的一部分，並提供實習委員會作為參考依據，藉此檢視實習機構、引導日 後申請實

習的學生，作為宣傳實習課程及其他公開訊息分享所。

第四之四條	Students who cannot meet these obligations or face other difficulties rendering their continuation in the internship problematic may petition the Internship Committee to cancel the internship. 學生若未能履行上述職責，或面臨其他困難而導致實習無法繼續執行，可向實習 委員會申請中斷實習。
第五條	Additional Regulations regarding the Evaluation of Interns. 實習生表現評估的附加條例
第五之一條	The internship teacher may visit the internship institution to observe the student intern at work or liaise with the internship institution supervisors. 實習指導老師可參訪實習機構，以便觀察學生實習的狀況，或與實習機構接洽。
第五之二條	In addition to submitting an internship report following the completion of the internship, the intern may also be asked to fill out a questionnaire or provide other types of records or materials to document the internship experience. 除了實習期末報告，實習同學需填寫其他相關問卷，或提供其他類型的 資料以記錄實習經歷。
第六條	These Internship Regulations will be implemented after having been approved by the Department Council, the College Affairs Council, and the University Internship Committee. 本辦法經系務會議、院務會議通過，送本校校外實習委員會備查後實施。