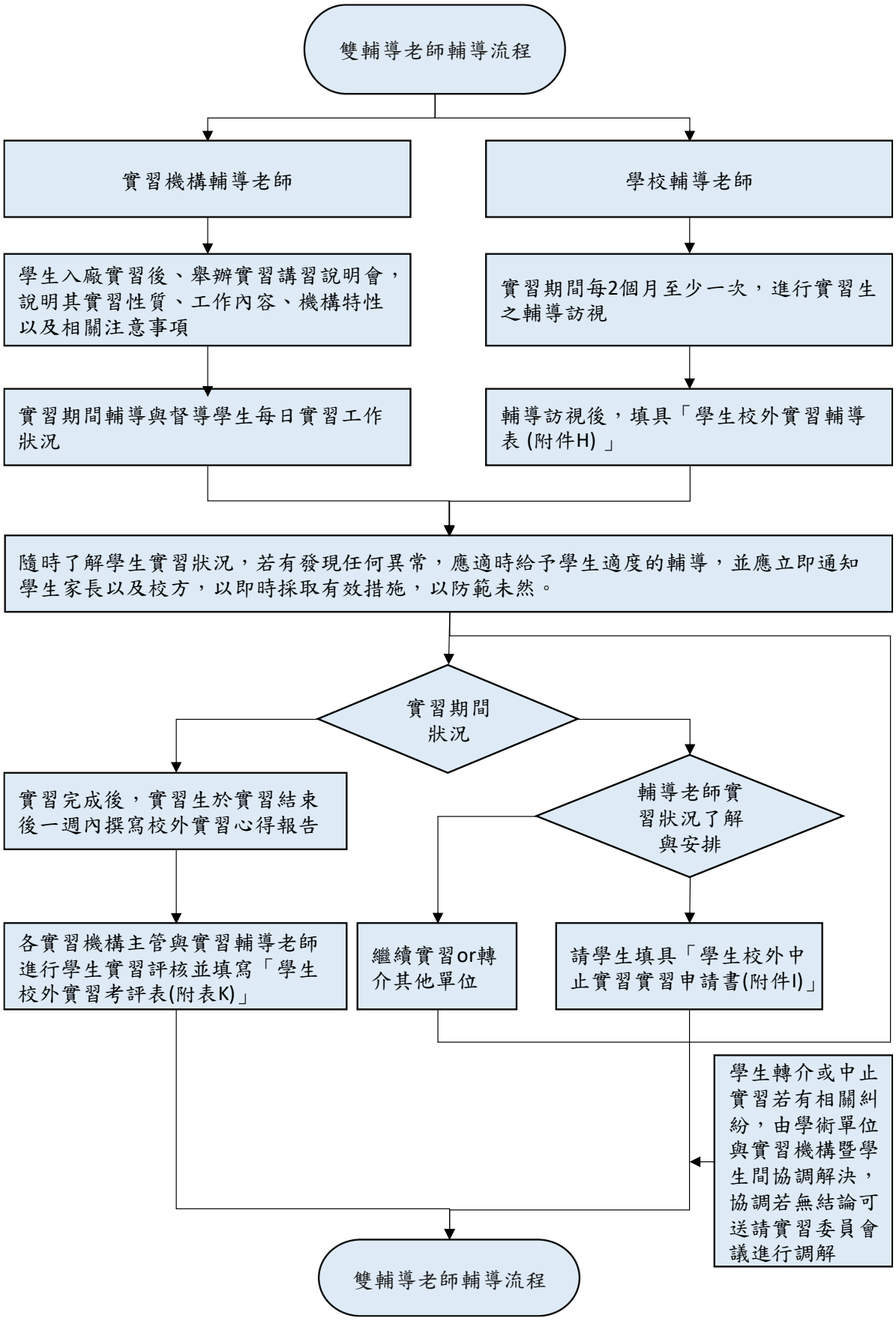學生校外實習課程雙輔導老師輔導流程