

## 附表 Schedule F-2

## 吳鳳科技大學學生校外實習同意書

### WuFeng University Student Off-campus Internship Consent Letter

本人           (學生姓名)           已了解實習合約內容及以下實習相關提醒，於實習期間本人願配合學校校外實習課程相關規範。

I, (Student's Name), have fully understood the contents of the internship agreement and the following internship-related reminders. I hereby agree to comply with the university's regulations regarding off-campus internship programs during the internship period.

同意自民國\_\_\_\_年\_\_\_\_月\_\_\_\_日起至民國\_\_\_\_年\_\_\_\_月\_\_\_\_日止，前往提供實習機會之合作機構，修習校外實習課程，**實習期間如遇重大傳染病疫情，將配合政府防疫單位的相關法令及措施，進行實習課程之調整。**

I agree to participate in the off-campus internship program from \_\_\_\_ (year) \_\_\_\_ (month) \_\_\_\_ (day) to \_\_\_\_ (year) \_\_\_\_ (month) \_\_\_\_ (day), at a cooperating organization. **In the event of a significant outbreak of infectious disease during the internship period, I will comply with relevant regulations and measures issued by government health authorities, and accept necessary adjustments to the internship program.**

#### 壹、學生校外實習注意事項

##### Notes on off-campus internships for students

- 一、實習前應評估實習內容是否符合個人和實習機構需求，每週依規定填寫「學生校外實習週誌」；並於實習期間內完成相關申請表件，未依規定時間完成者，將影響實習課程的申請或實習學分的取得。

Before the internship, students should evaluate whether the internship content meets the needs of the individual and the internship organization, fill out the "Student Off-campus Internship Weekly Report " every week according to regulations, and complete the relevant application forms during the internship period. Failure to complete the application within the specified time will affect the application of internship courses or the acquisition of internship credits.

- 二、學生應確認實習合約內容、實習學分和實習時數、實習工作項目、實習期程是否影響正常畢業時間，及其他相關實習權利和義務；並簽署學生校外實習同意書(含家長簽名)。Students should confirm the contents of the internship contract, internship credits and internship hours, internship work projects, whether the internship period will affect the normal graduation time, and other relevant internship rights and obligations; and sign the Student Off-campus Internship Consent Form (including parent signature) .

- 三、校外實習之工作性質應與本科系所學之課程相符合，切勿從事非法或危險之行為，並注意自身之安全。

The nature of off-campus internship work should be consistent with the courses studied in the undergraduate department. Do not engage in illegal or dangerous behavior and pay attention to

your own safety.

- 四、實習期間應確實恪守本校和實習單位之相關規定，一切應以校譽為重。

During the internship, students must strictly abide by the relevant regulations of the school and the internship unit, and put the reputation of the school first.

- 五、與實習單位同仁之相處應融洽和善，如遇有糾紛或不愉快之情事，應報請實習單位主管協商處理，並與本校各系實習輔導教師或校安中心(05-2260135)連絡。

You should get along well with colleagues in the internship unit. If you encounter any disputes or unpleasant situations, you should report to the internship unit supervisor for consultation and contact the internship counselors of the department of the school or the School Security Center (05-2260135).

- 六、對於不熟悉的儀器設備，在操作使用前應確實了解其相關說明，並請實習單位主管或有經驗的同仁在旁協助指導，以維護個人安全與權利義務。

For unfamiliar instruments and equipment, you should make sure to understand the relevant instructions before operating them, and ask the supervisor of the internship unit or experienced colleagues to assist and guide you to maintain your personal safety and rights and obligations.

- 七、在校外之生活，應多注意自身的安全，隨時與家人、師長保持連絡。

When living outside of school, students should pay more attention to their own safety and keep in touch with their family and teachers at all times.

- 八、實習中發生實習不適應問題應與業界輔導老師和學校實習輔導老師反應，經實習輔導老師輔導無果，得申請轉換實習機構或中止實習，依吳鳳科技大學學生校外實習課程實施要點之離退轉換機制處理流程辦理。

If you encounter any problems adapting to the internship during the internship, you should report them to the industry counselor and the school's internship counselor. If the counseling by the internship counselor is unsuccessful, you may apply to change the internship organization or terminate the internship in accordance with the withdrawal and transfer mechanism processing procedures of the WuFeng University of Science and Technology Student Off-campus Internship Course

- 九、每一實習階段結束(暑期、上學期和下學期)請依規定繳交實習相關文件，如實習報告、實習時數證明；並完成校外實習課程滿意度調查。

At the end of each internship period (summer, first semester and second semester), please submit internship-related documents such as internship report and internship hours certificate in accordance with regulations; and complete the off-campus internship course satisfaction survey.

## 貳、學生「全學期(年)校外實習期間學雜費收取」標準及依據

### Standards and Basis for the Collection of Tuition and Miscellaneous Fees for Students During the Full Semester ( Year ) of Off-campus Internship

- 一、本校「全學期(年)校外實習學生學雜費及相關費用收費標準」之訂定係依據教育部 88 年 6 月 3 日以台 88 技字第 88058056 號函-學雜費彈性化方案之規範「各校學生如全學期均在校外機構實習者，該學期費用以徵收學費全額、雜費五分之四為限(住宿費則另依學生是否住宿徵收之)」為原則，並收集全國 34 所技專院校全學期校外實習學生學雜費之收費狀況為參考，提送本校行政會議決議訂定之。

"Tuition and related fees for students doing off-campus internships for the entire semester (year)" of our school is set based on the Ministry of Education's letter No. 88058056 dated June 3 , 1999 - Tuition and related fees flexibility plan, which states that "For students of each school who do internships at off-campus institutions for the entire semester, the fees for that semester shall be limited to the full amount of tuition and four-fifths of the miscellaneous fees (accommodation fees are charged separately depending on whether

**the student lives in the school).**" The school collected the tuition and related fees for students doing off-campus internships for the entire semester from 34 technical colleges across the country as a reference, and submitted it to our school's administrative meeting for resolution and determination.

- 二、 「全學期(年)校外實習學生學雜費及相關費用收費標準」業經本校 100 年 7 月 19 日「99 學年度第 2 學期第 8 次行政會議」決議，**全學期(年)在校外實習之學生，依教育部規定收取學費全額，雜費 80%，網路使用費及清潔費免收。**

The "Tuition and related fees for students doing off-campus internships for the entire semester (year)" have been decided at the "8th Administrative Meeting of the 2nd Semester of the 2010 Academic Year" on July 19, 2011. **Students doing off-campus internships for the entire semester (year) will be charged the full tuition and 80% of the miscellaneous fees in accordance with the regulations of the Ministry of Education. Internet usage fees and cleaning fees will be waived.**

- 三、 本校實習學生學雜費及相關費用之收費符合教育部相關法條及規範辦理，說明如下：  
The tuition and related fees for internship students of our school are charged in accordance with the relevant laws and regulations of the Ministry of Education, as follows:

- (一) 教育部推動之校外實習課程係屬學校正式課程之選修或必修學分，列為正式課程並計入畢業學分中，系所開設之「學期課程」，至少為期 18 週之校外實習課程，實習學生可列抵 9 學分以上；「學年課程」至少為期 36 週之校外實習課程，實習學生可列抵 18 學分以上，除依本校訂定定期返校之座談會或研習活動等外，學生應全職於實習機構實習。雖然在校時間有限，但學校須負責實習課程規劃、實習機構評估、辦理實習前講習、輔導老師臨廠訪視、實習成效之評估及學生實習期滿前終止實習後之轉介等相關作業。

The off-campus internship courses promoted by the Ministry of Education are optional or required credits for the school's formal courses. They are listed as formal courses and counted as graduation credits. The "semester courses" offered by the department are off-campus internship courses that last at least 18 weeks. Interns can count as more than 9 credits; "school year courses" are off-campus internship courses that last at least 36 weeks. Interns can count as more than 18 credits. In addition to regular seminars or study activities scheduled by the school, students should intern full-time at the internship institution. Although the time in school is limited, the school must be responsible for internship course planning, internship institution evaluation, pre-internship lectures, factory visits by counselors, and evaluation of internship results. And related tasks such as referral after students terminate their internship before the end of the internship period.

- (二) 依據專科以上學校學雜費收取辦法第二條規定，**學費**係與教學活動直接相關，用以支付學校教學、訓輔、研究、人事所需之費用。大學學生依據學則須於四年期間修畢一定學分數方得畢業，又大學學費收費標準係採固定金額，學生全學期在外實習之學生，因將課程集中於大學前三年學習，衍生之課程費用並未於當學期額外徵收，是以收取實習學生學費全部係因平均分配四年所學課程費用。

According to Article 2 of the Tuition and Miscellaneous Fees Collection Methods for Colleges and Universities, tuition is directly related to teaching activities and is used to pay for the school's teaching, training, research, and personnel expenses. According to the academic regulations, university students must complete a certain number of credits in four years to graduate, and the university tuition fee collection standard is a fixed amount. Students who are doing internships outside for the entire semester will have their courses concentrated in the first three years of university study, and the resulting course fees are not collected additionally in that semester. Therefore, the tuition fees collected from internship students are all for the average distribution of the course fees learned in four years.

- (三) **雜費**係作為與教學活動間接相關、用以支付學校行政、業務、實驗、基本設備使

用費所需之費用。學生在外實習，需與簽訂單位進行課程研擬、支付實習場所設備維護、學習指導、實習場所材料、教師訪視等業務相關費用，是項費用得由學生雜費之經費支應，惟考量學生並未使用學校設施，故雜費之收取以五分之四為限。

**Miscellaneous fees** are indirectly related to teaching activities and are used to pay for school administration, business, experiments, and basic equipment usage. Students who are doing internships outside the school need to work with the contracted unit to develop courses, pay for internship sites, and The costs of equipment maintenance, learning guidance, internship materials, teacher visits, and other business-related expenses can be paid from student miscellaneous fees. However, considering that students do not use school facilities, the miscellaneous fees collected are limited to four-fifths.

### 參、校外實習因應重大傳染病疫情應變措施

#### Off-campus internship response measures in response to major infectious disease outbreaks

- 一、 疫情發展狀況無法預估，請同學務必與家人討論並思考，實地實習期間，上下班搭乘的交通工具、實習內容安排、實習機構地點及實習接觸對象等風險評估，若有較高的染疫疑慮，請取消實習申請作業。

The development of the epidemic is unpredictable. Students must discuss and think with their families about the risk assessment of commuting, internship content arrangements, internship institution location, and internship contacts during the field internship. If there is a high concern about infection, please cancel the internship application.

- 二、 實習學生於實習期間，應嚴守疾管署公告之各項防疫措施。

During the internship period, interns should strictly abide by the various epidemic prevention measures announced by the CDC.

- 三、 實習輔導教師應向實習學生說明本措施及健康自主管理方式；並加強與實習機構之聯繫，關注實習學生之健康狀況，主動發現實習生是否出現相關症狀，並視需要回報所屬教學單位、學務處身心健康中心及研發處就業暨校友服務組。

Internship counselors should explain these measures and health self-management methods to interns; strengthen contact with internship institutions, pay attention to the health of interns, take the initiative to find out whether interns have related symptoms, and report to their respective teaching units, the Mental and Physical Health Center of the Office of Student Affairs, and the Employment and Alumni Services Group of the Office of Research and Development as necessary.

- 四、 如疫情持續升溫並已影響實習課程，將安排實習學生轉換合作機構、海外實習學生轉換至國內，持續進行校外(或校內)實習，或輔導返校修課，使學生得以安心完成實習學分。

If the epidemic continues to escalate and has affected internship courses, we will arrange for interns to transfer to partner institutions, and for overseas interns to transfer to China to continue their off-campus (or on-campus) internships, or provide guidance to return to school to take courses, so that students can complete their internship credits with peace of mind.

- 五、 有關因疫情而中止或取消實習，擬定做法如下：

Regarding the suspension or cancellation of internships due to the epidemic, the proposed approach is as follows:

- (一) 於學期中返校修課者，請各系輔導學生進行選課作業或其他替代方案。

For those who return to campus to take courses during the semester, please ask the departments to guide students in course selection or other alternative plans.

- (二) 學生因取消實習致返校修課有住宿困難者，請洽詢學務處生輔組，詢問校內宿舍申請事宜。

Students who have difficulty finding accommodation due to cancellation of internship and

need to return to campus to take classes, please contact the Student Affairs Office to inquire about the application for on-campus dormitories.

六、本措施未盡事宜，依教育部相關公告及規定辦理。

Matters not covered by this measure shall be handled in accordance with relevant announcements and regulations of the Ministry of Education.

此致 Sincerely,

吳鳳科技大學 \_\_\_\_\_ 系  
WuFeng University \_\_\_\_\_ Dept.

學生姓名 Student's Name: \_\_\_\_\_ (簽章Signature)

住址 Address: \_\_\_\_\_

電話 Telephone: \_\_\_\_\_

家長（監護人）Parent (guardian): \_\_\_\_\_ (簽章Signature)

☐同意Agree ☐不同意Disagree 學生參與學生校外實習 with the student's participation in  
off-campus internship

中 華 民 國 年 月 日  
Republic of China (R.O.C.) \_\_\_\_ year \_\_\_\_ month \_\_\_\_ day

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