

附表 Schedule F-3

## 吳鳳科技大學學生個別實習計畫書

## WuFeng University Student Individual Internship Plan

一、基本資料 Basic Information			
系所名稱 Department		班級 Class	
學生姓名 Student name		學號 Student ID	
實習種類 Internship types	<input type="checkbox"/> 暑期實習 Summer internship <input type="checkbox"/> 學期實習 Semester internship <input type="checkbox"/> 學年實習 Academic year internship <input type="checkbox"/> 海外實習 Overseas internship <input type="checkbox"/> 醫護科系實習 Medical and Nursing Internship <input type="checkbox"/> 其他實習 Other Internships <b>【可複選 multiple choices】</b>		
實習期間 Internship period	年 月 日 至 年 月 日 from ___(year)___(month)___(day)to ___(year)___(month)___(day)		
實習機構名稱 Name of internship institution			
實習機構地址 Internship institution address			
實習機構聯絡人 Internship institution contact Person		聯絡人電話 Contact phone number	
實習機構輔導老師 Internship institution tutor		部門/職稱 Department/Title	/
系(所)輔導老師 Department (Institute) tutor			
二、實習學習內容 Internship learning content			

## 1. 實習課程目標 Internship course objectives

## 2. 實習課程內涵規劃 Internship course content planning

階段 Stage	時程分配 Schedule allocation	實習部門 Internship department	實習主軸 / 主題 Internship theme/subject	實習內容具體項目 與實習性質 Internship content specific projects nature of internship
1				
2				
3				
4				
5				
6				
7				
8				
				( 不敷使用請自行新增 )

## 3. 企業參與實習課程指導與資源說明：

### Guidance and resource description for corporate participation in internship courses:

(說明企業實習學生的整體培訓規劃及相關資源與設備投入情形 describe the overall training plan for internship students and the investment in related resources and equipment )

#### ◆ 企業提供實習生的整體培訓規劃：

##### The company provides an overall training plan for interns:

- 實務基礎訓練：\_\_\_\_\_

Practical basic training: \_\_\_\_\_

- 實務主題訓練：\_\_\_\_\_

Practical training on the following topics: \_\_\_\_\_

#### ◆ 實習機構提供資源與設備投入情形：

##### Resources and equipment provided by the internship institution:

- ☐實驗設備 Experimental equipment,
- ☐儀器機台 Instruments, machines,
- ☐專人指導 Dedicated guidance
- ☐教育培訓 Education and training,
- ☐資材設備 Materials and equipment
- ☐服裝配件 Clothing accessories :
- ☐其他 Other : \_\_\_\_\_

#### 4. 業界專家輔導實習課程規劃：

##### **Industry experts guide internship course planning:**

(說明業界輔導老師提供實習學生的指導與輔導方式 describe the guidance and coaching methods provided by industry tutors to interns)

##### ◆ 業界輔導老師提供的指導內容：

##### **Guidance provided by industry tutors:**

- ☐實務經驗分享 Practical experience sharing,
- ☐實務操作教學 Practical operation teaching,
- ☐產業交流體驗學習 Industry exchange, experience learning
- ☐其他 Other : \_\_\_\_\_

##### ◆ 業界輔導老師提供的輔導方式

##### **Tutoring methods provided by industry tutors:**

- ☐口述解說 Oral explanation    ☐操作示範 Operation demonstration
- ☐其他 Other : \_\_\_\_\_

#### 5. 教師輔導訪視實習課程進行之規劃：

##### **Planning of the teacher-coaching visit for the internship course:**

(說明學校輔導老師進行輔導工作或實地訪視作業方式 describe how school counselors conduct counseling or field visits)

##### ◆ 學校輔導老師提供輔導內容：

##### **The school counselors provide counseling content:**

- ☐專業知識指導 Professional knowledge guidance
- ☐實驗技能指導 Experimental skills guidance
- ☐適應輔導 Adaptation guidance
- ☐其他 Other : \_\_\_\_\_

##### ◆ 學校輔導老師實地訪視作業：

- ☒實習前輔導 Pre-internship counseling
- ☒第一個月實地訪視 First month field visit
- ☐每個月之實地訪視 Field visits every month
- ☐每階段(二個月)之實地訪 On-site visits during each phase (two months)
- ☐實習異常輔導訪視 Internship Abnormal counseling Visit

- ☐ 聯繫表 Contact form
- ☐ 電話聯繫 Telephone contact
- ☐ 視訊聯繫 Video contact
- ☐ 通訊軟體(LINE...等) Communication software (LINE...etc.)
- ☐ 網路社群軟體 Social networking software
- ☐ 電子郵件聯繫 Email contact
- ☐ 其他 Other : \_\_\_\_\_

### 三、實習成效考核與回饋 Internship effectiveness assessment and feedback

#### 1. 實習成效考核指標或項目：

##### Internship effectiveness assessment indicators or items:

(說明學生實習成果及評核項目 Describe the student internship achievements and assessment items)

##### ◆ 學生實習成果其評核項目

##### Student internship achievements and their assessment items

##### ● 業界輔導老師評核

##### Industry tutor assessment

- ☐ 工作表現評核 Work performance assessment
- ☐ 工作態度評核 Work attitude assessment
- ☐ 考勤狀況評核 Attendance assessment
- ☐ 以綜合評語方式評核 Evaluated in comprehensive comments
- ☐ 其他 Other : \_\_\_\_\_

##### ● 學校輔導老師評核：

##### School counselor evaluation:

- ☐ 學習表現評核 Learning performance assessment
- ☐ 實習報告評核 Internship report assessment
- ☐ 以綜合評語方式評核 Evaluated in comprehensive comments
- ☐ 其他 Other : \_\_\_\_\_

#### 2. 實習成效與教學評核方式：

##### Internship effectiveness and teaching assessment methods:

(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 Explain the assessment process of students' internship achievements, as well as the assessors and assessment methods, etc.)

##### ◆ 學生實習成果的評核期程：

##### Assessment schedule for student internship outcomes:

- ☐ 暑期實習(7-8 月) Summer internship (July-August)
- ☐ 學期實習(9-1 月) Semester internship (September-January)
- ☐ 學期實習(2-6 月) Semester internship (February-June)
- ☐ 其他 Other : \_\_\_\_\_

◆ 評核人員 Assessor :

- ☐ 學校輔導老師(評核比率\_\_\_\_%)  
 School counselors (ratio of assessment\_\_\_\_%)  
☐ 業界輔導老師(評核比率\_\_\_\_%)  
 Industry tutors (assessment ratio\_\_\_\_%)

3. 實習課程後回饋規劃 :

**Feedback planning after internship course:**

(說明實習課程結束後相關成效的回饋及檢討方式 explain the feedback and review methods of relevant results after the internship course)

- ☐ 實習成效檢討會議 Internship effectiveness review meeting  
☐ 實習課程檢討會議 Internship course review meeting  
☐ 實習問卷調查 Internship questionnaire  
☐ 實習成果競賽 Internship achievement competition  
☐ 實習經驗交流 Internship experience exchange  
☐ 學生心得分享 Student experience sharing  
☐ 實習職缺篩選檢討 Internship job screening review  
☐ 實習機構合作檢討 Internship agency cooperation review  
☐ 實習轉換單位檢討 Internship transfer unit review  
☐ 衍生產業實務專題 Derivative industry practice special topic  
☐ 教師實務深耕 Teacher practice in-depth  
☐ 教師實務研習 Teacher practice study  
☐ 業界產學合作 Industry-university cooperation  
☐ 專業課程諮詢調整 Professional course consultation Adjustment  
☐ 校務研究分析 School affairs research analysis  
☐ 校務研究追蹤 School affairs research tracking

為提升本校學生校外實習成效及維護實習學生權益，於實習前為每位實習學生擬訂個別實習計畫，並經學生及實習機構檢視同意後，完成簽署。

In order to improve the effectiveness of our students' off-campus internships and protect the rights and interests of interns, an individual internship plan is drawn up for each intern before the internship, and it is signed after review and approval by the students and the internship organization.

正本由實習生系(所)存查，並複本乙份予研發處備查。

The original copy will be kept by the intern's department (institute) and a copy will be given to the Research and Development Department for record.

實習生簽章： Intern's signature：	____年____月____日 date: _ _ _ _ _
實習機構主管簽章： Signature of the internship institution supervisor:	____年____月____日 date: _ _ _ _ _
學校輔導老師簽章： School counselor's signature:	____年____月____日 date: _ _ _ _ _
系所主管簽章： Signature of the department director:	____年____月____日 date: _ _ _ _ _

您所提供的個人資料，本校僅作為業務執行所需之資料用途，不會將您的個人資料提供予第三人或作其他目的之利用。請詳閱本校個資告知聲明書：<http://isms.wfu.edu.tw/node/123>。

The personal information you provide will only be used by our school for business purposes. We will not provide your personal information to any third party or use it for other purposes. Please read our school's Personal Information Disclosure Statement carefully: :

<http://isms.wfu.edu.tw/node/123>。