



校外實習課程實施目標 Objectives of the Off-Campus Internship Program

一、執行校外實習之依據及目標 Basis and Objectives for Implementing Off-Campus Internships

本校遵循教育部策略，執行技職教育實施學生校外實習課程，以達成學生提早體驗職場，建立正確工作態度，增加學校實務教學資源及學生就業機會，以及減少企業職前訓練成本儲值就業人才之目的。

Our university follows the Ministry of Education's strategy by implementing vocational education through off-campus internship programs. The objectives are to allow students to experience the workplace earlier, establish proper work attitudes, enhance practical teaching resources and employment opportunities, and reduce pre-employment training costs for businesses.

另一方面，希望藉由企業所提供的職場環境使得學生能夠在工作中學習，縮短理論和實務間之認知，進而學習專業技能之應用、訓練處世應對之道、培養團隊合作精神和職業倫理，達到產學接軌之教育目標。並運用企業所提供良好場所讓學生提早體驗職場，建立正確工作態度和團隊合作精神，培養專業技術及經營管理能力，落實「學以致用」、「理論與實務結合」之目的，增加學校實務教學資源與學生就業機會。故依據「吳鳳科技大學學生校外實習課程實施要點」、「吳鳳科技大學新南向產學合作國際專班學生校外實習實施要點」辦理學生實習相關業務。

On the other hand, by utilizing the workplace environment provided by companies, it is hoped that students can learn through hands-on work, narrow the gap between theory and practice, apply professional skills, train interpersonal and workplace adaptability, foster teamwork and professional ethics, and ultimately achieve the educational goal of bridging industry and academia. Companies provide quality workplaces to allow students to experience the workplace early, develop proper work attitudes and teamwork, enhance technical and managerial abilities, and fulfill the objectives of “learning for application” and “integration of theory and practice.” Accordingly, the internship programs are implemented based on the “WuFeng University Guidelines for Off-Campus Internship Courses” and the “Guidelines for Off-Campus Internship for New Southbound International Industry-Academia Program Students.”

二、預期成效 Expected Outcomes

(一) 鏈結產業，培養符合產業需求之實務人才，創造就業機會。

To build industry connections, cultivate practical talents that meet industry demands, and create employment opportunities.

(二) 有效提升學生畢業後工作能力及就業機會。

To effectively enhance students' employability and job opportunities after graduation.

(三) 具職業試探的機會，拓展未來就業職業發展。

To provide opportunities for career exploration and broaden future career development.

(四) 提前適應工作環境及工作內容，縮短職前準備，畢業後順利進入職場就業。



To help students adapt earlier to the work environment and tasks, shorten pre-employment preparation, and facilitate smooth entry into the workforce after graduation.

三、學生校外實習規劃與輔導措施 Planning and Guidance Measures for Off-Campus Student Internships

(一) 合作廠商(機構)辦理實習之評估及篩選 Evaluation and Selection of Partner Companies/Organizations for Internship Implementation :

為提供學生良好的校外實習場所，系所單位積極開發優質之實習機構，並由系上師長依「工作環境(含住宿安全)」、「工作安全性」、「工作專業性」、「體力負荷」、「培訓計畫」和「合作理念」，以及「整體總評」等指標對實習機構進行評核。

To provide quality internship opportunities, each department actively seeks out high-quality internship organizations. Faculty members evaluate these organizations based on criteria such as “work environment (including housing safety),” “job safety,” “professional relevance,” “physical workload,” “training plans,” “cooperative philosophy,” and an overall evaluation score.

(二) 合作廠商(機構)實習媒合 Internship Matching with Partner Companies/Organizations :

學生依據系所單位所評核通過之實習機構簡介、實習主題內容及可提供實習名額填寫「學生校外實習意見調查表」，系所單位將依據學生意願和實習機構需求，秉持公平、公正及公開之作為，公布實習人員與實習機構媒合名單。

Students fill out the “Off-Campus Internship Feedback Survey” based on the approved internship organization profiles, topics, and available slots. Departments match students with internship providers according to their preferences and organizational needs, following principles of fairness, impartiality, and transparency, and then publish the final internship assignments.

(三) 合作廠商(機構)辦理實習之培訓及輔導機制 Training and Guidance Mechanism for Internships Managed by Partner Companies (Organizations) :

1. 視學生學習狀況及需要，指派具有相關專長之工作並指導學生專業學習。

To assign work related to the students' expertise according to their learning status and needs, and provide guidance for their professional learning.

2. 給予實習學生所擔任職務之必要訓練。

To provide necessary training for interns related to their assigned positions.

3. 參與學校辦理之學生實習工作相關之會議。

To participate in meetings related to student internships organized by the school.

4. 協助解決學生校外實習適應問題。

To assist in resolving students' adaptation issues during off-campus internships.

5. 評核實習學生工作表現。

To evaluate the work performance of internship students.



6. 指導學生撰寫校外實習報告。
To guide students in writing off-campus internship reports.
7. 協助處理其他與學生校外實習相關之事項。
To assist in handling other matters related to students' off-campus internships.

(四) 學校定期輔導至實習機構訪視 The school regularly conducts guidance and visits to internship institutions :

實習輔導老師之職責 Responsibilities of Internship Advisors :

1. 學生實習期間，實習輔導老師以每 2 個月至少進行訪視輔導 1 次為原則。
During the internship period, the internship advisor should conduct at least one visit and provide guidance every two months.
2. 學生實習期間，實習輔導老師應定期前往實習機構訪視實習學生或以電話、通訊軟體保持聯繫，以瞭解實習學生實務工作內容及工作規範等狀況，並給予學生工作指導，解決學生工作或學習之困難。
During the internship period, the internship advisor should regularly visit the internship institution or maintain contact via phone or communication apps to understand the intern's practical work and work regulations, provide guidance, and help resolve any work or learning difficulties.
3. 應與實習機構主管聯繫溝通，瞭解學生校外實習狀況。
The internship advisor should communicate with supervisors at the internship institution to understand the status of the student's off-campus internship.
4. 於每次訪視結束後，填寫「學生校外實習輔導表」，以作為檢討改進實習制度參考依據。
After each visit, the internship advisor should complete the "Student Off-Campus Internship Guidance Form" as a reference for reviewing and improving the internship system.
5. 指導實習學生撰寫「校外實習週誌」及「校外實習報告」。
The internship advisor should guide internship students in writing the "Off-Campus Internship Weekly Journal" and the "Off-Campus Internship Report."
6. 實習學生實習成效之評核。
The internship advisor should evaluate the internship students' performance and effectiveness during the internship.

(五) 校外實習緊急事故與輔導聯絡窗口 Emergency Contacts and Counseling Window for Off-Campus Internships

本校參與實習之學生均指派該系教師擔任實習輔導老師，學生於實習期間遇有任何問題，可隨時聯絡系輔導老師協助處理。

Students participating in internships at our school are assigned with faculty advisors



from their respective departments. If students encounter any problems during the internship period, they may contact their department advisor at any time for assistance.

1. 系聯絡窗口：系輔導老師或系主任。

Department contact: Department advisor or department chair.

2. 國際暨兩岸事務中心：聯絡電話：05-2267125 ext.21934

Center for International and Cross-Strait Affairs: Contact number: 05-2267125 ext. 21934

3. 研究發展處：就業暨校友服務組 聯絡電話：05-2267125 ext.21923

Office of Research and Development: Employment and Alumni Services Section
Contact number: 05-2267125 ext. 21923

4. 軍訓室(校安中心)專線：(05)226-0135

Military Training Office (Campus Security Center) Hotline: (05) 226-0135