

弘光科技大學校外實習學生個別實習計畫

Hungkuang University

Student's Individual Internship Project

填表日期 Date : 年 Year 月 Month 日 Day

實習基本資料 Internship Bio-data					
實習機構 名稱 Internship Institution Name		實習機構 單位 Internship Institution Division		機構輔導 教師 Institution Guidance Teacher	
實習學生 姓名 Intern's Name		實習學生 系所 Intern's Department		實習學生 年級 Intern's Year	
校內輔導 教師 Campus Guidance Teacher		實習課程 分類 Internship Course Category	<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 School Year Internship <input type="checkbox"/> 醫護類實習 Medical and Nursing Internship <input type="checkbox"/> 海外實習 Overseas Internship <input type="checkbox"/> 其他 Other : _____	實習學生 實習期間 Internship Period	000/00/00~000/00/00
實習學習內容 Internship Learning Content					
實習課程目標 Internship course objectives					
實習課程內涵 Internship course content					
項次 Item	實習期間 Internship Period	實習訓練主題 Internship Training Topics	實習專業技術具體規劃內容 Specific Planning Content for Internship Professional Skills	機構輔導 教師 Institution Guidance Teacher	
I	第一階段 First Stage / 第__週 Week ~ 第__週 Week __月 Month __日 Day ~ __月 Month __日 Day				
II	第二階段 Second Stage / 第__週 Week ~ 第__週 Week __月 Month __日 Day ~ __月 Month __日 Day				
III	(自行延伸表格 Extend the form if necessary)				

實習機構提供實習課程 指導與資源說明 Instructions for Internship Guidance and Resources Provided by Internship Institution	
機構輔導教師 進行實習輔導形式與規劃 Guidance Method and Planning of Institution Guidance Teacher	
校內輔導教師 輔導訪視實習課程之規劃 Campus Guidance Teacher's Planning for Guidance Visit to Internship Course	
實習成效考核與回饋 Assessment and Feedback of Internship Effectiveness	
實習成效考核 指標或項目 Indicator or Item for Assessing Internship Effectiveness	(評量項目如實作表現、實習歷程、反省心得等，指標可檢附評量表 Assessment items such as hands-on performance, internship portfolio, reflections and others attached with assessment form)
實習成效與教學 評核方式 Assessment Method for Internship Effectiveness and Teaching	(包含評核人員、配分、時間 Including evaluators, grading, time)
實習課程後 回饋與規劃 Feedback and Planning After Internship	(包含機構輔導教師和學校輔導教師，如何針對學生實習表現評核後的回饋機制與規劃 Including institution guidance teacher and campus guidance teacher, feedback mechanism and planning aimed at student's internship performance assessment)
系(科、學位學程)實習委員會審查 Review of Department (Division, Degree Program) Internship Committee	
<input type="checkbox"/> 通過 Pass <input type="checkbox"/> 不通過，第___階段/週次之實際工作內容與原規劃內容產生差異，差異為 <input type="checkbox"/> 部份相同 <input type="checkbox"/> 完全不同， 調整規劃內容說明 <input type="checkbox"/> Fail. There is discrepancy between actual and planned work content of stage/week _____. The discrepancy is <input type="checkbox"/> partially the same <input type="checkbox"/> totally different. The descriptions of adjustment of planned content are as follows:	
簽章 Signature	

系(科、學位學程) 實習委員會 Department (Division, Degree Program) Internship Committee	校內輔導教師 Campus Guidance Teacher	學校系所主管 Chair of Campus Department	機構輔導教師 Institute Guidance Teacher	實習學生 Student Intern

說明 Notes :

1. 本表由校方及實習機構為每位實習學生進行個別實習計畫擬定後，再由各系(科、學位學程)實習委員會進行審查，經實習學生及實習機構檢視並簽署同意生效一式三份，實習學生、實習機構及各系(科、學位學程)各執一份。
This form is planned by both the university and internship institution on behalf of individual student intern, and then reviewed by the internship committee of the department, or junior college, graduate program, and degree program. After the signed approval of intern and internship institution, this form takes effect in triplicate. Each copy is given to the student intern, institution, and department, or junior college, graduate program, and degree program.
2. 本表務必請實習學生檢附於學生實習每階段之報告內頁中第 1 頁中備查。
This form needs to be attached to the first page of each stage's student internship report for check.
3. 實習機構單位應安排一名實習機構輔導教師，負責學生實習輔導聯繫及關心工作學習狀況。
The internship institute should arrange an internship institution guidance teacher to be responsible for the intern's guidance and contact and the concern about the intern's work learning situation.