

國立中興大學歷史學系學生實習實施辦法

Student Internship Implementation Measures - Department of History, National Chung Hsing University

105.04.21~104 學年度第 6 次課程規劃委員會修訂通過

106.01.04~105 學年度第 3 次課程規劃委員會修訂通過

113.12.26~113 學年度第 4 次課程委員會修訂通過

一、為推動歷史學系(以下簡稱本系)專業課程實習制度，訂定本系學生實習實施辦法(以下簡稱本辦法)。

1. In order to promote the internship system for professional courses, the Department of History (hereafter referred to as the department) has established the “Student Internship Implementation Measures” (hereafter referred to as these measures).

二、實施目標：

2. Implementation intentions:

(一)透過實習過程協助學生結合理論與實務知識，累積專業領域工作經驗，增加職場的適應力與競爭力。

(1) To assist students in acquiring combined theoretical and practical knowledge skills, accumulating work experience in professional fields, and increasing their adaptability and competitiveness in the workplace.

(二)培養學生獨立自主、溝通協調及團隊合作精神，並建立良好人際關係，累積就業專業能力。

(2) To cultivate students' capability of independence, communication and coordination, teamwork spirit, interpersonal relationships, and professional skills for employment.

三、本系於課程委員會中納入校外實習委員會之功能機制，系主任為召集人，本系課程委員會委員為當然委員，其成員得包含合作機構代表一人，任期一年，得連任之。本委員會須有二分之一(含)以上委員出席，始得開議，以多數決方式決議。

3. The Department Curriculum Committee incorporates a mechanism for operating an Off-Campus Internship Committee, of which the Department Head shall serve as the convener, and the members of the Department Curriculum Committee shall serve as ex-officio members. One representative from the cooperating institutions shall be included, serving a term of one year, and may be re-elected. This committee shall be convened only when more than half (inclusive) of the members are present, and the resolutions shall be adopted by a majority vote.

四、本委員會之任務如下：

4. The responsibilities of the committee are as follows:

(一)整體規劃及推動校外實習課程。

(1) Overall planning and promotion of off-campus internship courses.

(二)確認合作機構之評估結果、選定及簽署「國立中興大學學生校外實習合約書」。

(2) Confirm the evaluation results of the partner institution, select and sign the "National Chung Hsing University Student Off-Campus Internship Contract".

(三)協調處理學生申訴、爭議及意外事件。

(3) Coordinate the student complaints, disputes and accidents.

(四)處理學生實習期滿前之終止實習。

(4) Handle the early termination of student internships before the completion date.

(五)追蹤處理及檢討學生實習輔導訪視結果。

(5) Track and review the results of student internship counseling visits.

(六)審議及追認「史學應用與實務」修課學分。

(6) Review and ratify the credits for the "Application of Practice of History" course.

(七)其他學生權益保障相關事項。

(7) Other matters related to the protection of students' rights and interests.

五、校外實習單位：由本系媒合或學生向本系領域相關企業提出申請，包括各類型文化創意、展覽企劃、檔案圖書管理、教育輔導等相關產業或單位等，實習單位錄取結果，必須通知系辦公室。

5. Off-campus internship units: Internship placements shall be arranged either through departmental matching or by student-initiated applications to enterprises related to the department's field, including industries or organizations engaged in cultural creativity, exhibition planning, archives and library management, educational guidance and other related units. The results of the internship placement must be reported to the departmental office.

六、實習申請資格與作業流程：

6. Internship application qualifications and procedures:

(一)有意申請之大三以上本系學生，填妥申請表及家長同意書送至系辦公室。

(1) Students, who are in their third year or above and are interested in applying, shall complete the application form and parental consent form, and submit them to the departmental office.

(二)開始實習前，本系需與實習單位完成「國立中興大學學生校外實習合約書」之簽署。

(2) Before starting the internship, the department must sign the "National Chung Hsing University Student Off-Campus Internship Contract" with the internship unit.

(三)實習學生不支薪，交通、膳宿費，由學生自理。

(3) Internship students are not paid, and transportation and accommodation expenses are to be borne by the students.

(四)學生實習期間由本系辦理學生平安保險。

(4) During the internship period, the department will arrange student safety insurance.

七、實習學分及實習成績考核規範：

7. Internship credits and assessment criteria:

(一)本系開設之「史學應用與實務」為2學分之選修課程，欲修習該課程者，需於修課之前完成至少36小時之實習。

(1) The Department offers the elective course "Application of Practice of History" for 2-credit. To enroll in the course, students must complete at least 36 hours of internship before taking the course.

(二)實習成績滿分為100分，包含學習態度、負責程度、合作態度、工作績效及實習報告。實習期間成績由實習單位考核，佔總成績50%，實習考核表如附件一。實習報告則由本系實習課程教師評分，佔總成績50%，以60分為及格。

(2) The maximum score for the internship is 100 points, which includes learning attitude, responsibility level, cooperative attitude, work performance and internship report. The score for the internship period is assessed by the internship unit, accounting for 50% of the total score. The internship assessment form is in Appendix 1. The internship report is graded by the internship course instructors of the department, accounting for 50% of the total grade, with a passing score of 60 points.

(三)實習須於本系在學期間完成，於修業年限內選修「史學應用與實務」課程並通過考核。若為學生自洽之實習，需再經課程委員會審議後，以追認修課學分。

(3) The internship must be completed during the period of enrollment in the department. Students must enroll in and pass the "Application of Practice of History" course within the period of enrollment. For student-initiated internships, the credits for the course must be reviewed and ratified by the Department Curriculum Committee.

(四)學生實習期間，擅自停止實習、其他不檢行為或不服從實習單位之指導，以致造成本校校譽重大傷害者，經實習單位舉證並由本委員會調查屬實，該生實習成績以零分計算。

(4) During the internship period, if a student discontinues the internship without authorization, engages in misconduct, or disobeys the guidance of the internship unit—resulting in serious damage to the university's reputation—and such behavior is substantiated by the internship unit and confirmed through investigation by the Off-Campus Internship Committee, the student's internship grade shall be recorded as zero.

八、本辦法經系課程委員會議通過，送校級學生校外實習委員會備查後實施，修正時亦同。

8. These measures are implemented upon approval by the Department Curriculum Committee meeting and submission to the university-level of Student Off-campus Internship Committee for review. Any amendments thereto shall be subject to the same process.

國立中興大學歷史學系學生實習考核表

實習學生		實習期間	
實習單位		實習時數	
工作項目			

出席情形 (註明時數)	出席 小時	事假 小時	病假 小時	曠職 小時
考核項目 (50%)	學習態度 (0-25 分)	負責程度 (0-25 分)	合作態度 (0-25 分)	工作績效 (0-25 分)
分 數				
學生工作表現 之綜合評語				
實習建議事項				
實習輔導人員 (簽章)				
實習單位主管 (簽章)				
授課老師評分 (50%)	(0-100 分)	授課教師簽章		
實習總分 (100%)		系主任簽章		
備註	1. 實習考核表屬保密文件，學生本人不會得知考評結果，為切實瞭解學生在實習期間的問題，懇請實習單位惠予意見與指正。 2. 敬請實習單位於同學實習結束後，將本考核寄至： 402 台中市南區興大路 145 號 國立中興大學歷史學系辦公室。 3. 及格最低分數 60 分。實習單位評分占總成績 50%，授課老師評分占總成績 50%。 4. 歷史學系聯絡電話：04-22840324 轉 553。			

Student Internship Evaluation Form of Department of History, National Chung Hsing University

Student		Period	
Units		Hours	
Job Duties			

Attendance Record (Hours)	Attendance Hours	Personal Leave Hours	Sick Leave Hours	Absenteeism Hours
Assessment Criteria (50%)	Learning Attitude (0-25 points)	Responsibility (0-25 points)	Cooperative Attitude (0-25 points)	Work Performance (0-25 points)
Points				
Overall Evaluation of Student's Work Performance				
Internship Recommendations				
Internship Advisor (Signature)				
Internship Unit Supervisor (Signature)				
Course Instructor Evaluation (50%)	(0-100 points)	Instructor Signature		
Overall Internship Score (100%)		Department Head Signature		
Remarks	<ol style="list-style-type: none"> 1. The internship evaluation form is a confidential document, and the student will not be informed of the evaluation results. To effectively understand the student's performance during the internship period, the internship unit shall provide feedback and suggestions. 2. After the completion of internship, the internship unit shall send the completed evaluation form to: Department of History, National Chung Hsing University, 145 Xingda Road, South District, Taichung City 402, Taiwan 3. The minimum passing score is 60 points. The internship unit's assessment accounts for 50% of the total score, and the instructor's evaluation accounts for the remaining 50%. 4. Contact for the Department of History: 04-22840324 ext. 553. 			