

中原大學智慧運算與大數據學士班學生校外實習實施要點

Implementation Guidelines for Off-Campus Internships for Students in the Bachelor Program of Intelligent Computing and Big Data at Chung Yuan Christian University

1130911 第 113-1-2 次學程事務會議討論通過

Approved in the 113-1-2 Curriculum Affairs Meeting on September 11, 2024.

第一條. 為培育學生熟練智慧運算與大數據領域之專業技能，加強實作能力，並培養敬業樂群、勤奮謙虛及負責合作之態度，落實高等教育精神，特制定「中原大學智慧運算與大數據學士班學生校外實習實施要點」(以下簡稱本要點)。

Article 1. To cultivate students' proficiency in professional skills in the fields of intelligent computing and big data, enhance practical abilities, and foster attitudes of dedication, cooperation, diligence, humility, and responsibility, in line with the spirit of higher education, the "Implementation Guidelines for Off-Campus Internships for Students in the Bachelor Program of Intelligent Computing and Big Data at Chung Yuan Christian University" (hereinafter referred to as these Guidelines) are established.

第二條. 本系學生校外實習悉依本系教學之需，由本系審定校外機構(含政府機關、財團法人及公民營事業及與本系專業技術相關機構)，雙方簽訂實習合約及相關文件後，安排學生前往實習。

Article 2. The off-campus internships for students in this department shall be arranged based on the educational needs of the department, with external institutions (including government agencies, non-profit organizations, and public and private enterprises related to the department's professional skills) being approved by the department. After both parties sign the internship contract and related documents, students will be assigned to the internship.

第三條. 本系由課程委員會負責推動學生校外實習相關工作。

Article 3. The Curriculum Committee of the department is responsible for promoting off-campus internship-related work for students.

第四條. 課程委員會負責實習機構資格審查、學生實習督導、安排實習指導老師、學生實習成績考核，並由系主任負責統籌協調學生實習之相關業務。

Article 4. The Curriculum Committee is responsible for reviewing the qualifications of internship institutions, supervising student internships, arranging internship instructors, and assessing students' internship grades. The department chair is responsible for coordinating related internship affairs.

第五條. 本校學生校外實習課程有下列三種型態：

Article 5. The off-campus internship courses for students at this university have the following three types:

甲、暑期實習課程：暑假期間於同一機構連續實習 6 週以上，開設 3 學分以上之校外實習課程。

1. Summer Internship Course: An internship of more than 6 consecutive weeks at the same institution during the summer vacation, offering more than 3 credits.

乙、學期實習課程：學期週間至校外實習四個月以上，實習課程期間，得返校修課，學生每週至少三天全職於實習機構進行實習。

2. Semester Internship Course: An internship lasting more than 4 months during the semester, allowing students to return to campus for classes. Students must intern full-time at the institution for at least three days a week.

丙、海外實習課程：實習機構應與本系專業相關。

3. Overseas Internship Course: The internship institution should be related to the department's professional field.

第六條. 學分抵免：

Article 6. Credit Exemption:

本系依第五條各款規定開設學生校外實習課程，實習結業時需繳交學生校外實習報告，經實習機構認可，送交課程委員會審核實習成績通過後，每實習 80 小時抵免 1 學分，滿 3 學分時數方可折抵校外實習；當學期剩餘時數不得累計折抵，每學期實習最多折抵 9 學分。若因學生個人因素，未履行合約書約定實習時數，實習課程分數以零分計算。

The department offers off-campus internship courses according to the provisions of Article 5. Upon completion of the internship, students must submit an internship report, which, upon approval by the internship institution and review by the Curriculum Committee, will allow for credit exemptions: 1 credit for every 80 hours of internship, with a maximum of 3 credits eligible for exemption from off-campus internship. Remaining hours in the semester cannot be accumulated for exemption, with a maximum of 9 credits exempted per semester. If a student fails to fulfill the contracted internship hours due to personal reasons, the internship course score will be recorded as zero.

第七條. 實習機構資格審查：

Article 7. Qualification Review of Internship Institutions:

本系課程委員會就有意願合作之實習機構進行資格審查，實習機構以政府登記核准立案、具有良好制度，且與教學專業相關之公民營實習機構或法人機構為原則。海外實習課程之實習地點為大陸地區以外之境外地區，且以台商所設海外先進或具發展潛力之企業和機構（包括分公司）為優先，或於國際海域航行之大型商船。

The Curriculum Committee will conduct a qualification review of willing internship institutions. Internship institutions should be government-registered and approved, possess a good system, and be related to the teaching profession. For overseas internships, locations should be outside mainland China, prioritizing enterprises and institutions established by Taiwanese businesses overseas that are advanced or have development potential (including branches), or large commercial vessels operating in international waters.

第八條. 校外實習說明會與媒合：

Article 8. Off-Campus Internship Information Session and Matching:

由本系舉辦校外實習說明會並公布實習機會，包含實習機構名稱、實習地點、薪資、工作性質、膳宿狀況等，提供實習機構與在校生媒合參考；媒合成功之學生應擬訂校外實習計畫書並簽屬實習合約送交課程委員會。

The department will hold an off-campus internship information session and publish internship opportunities, including institution names, locations, salaries, job nature, and accommodation conditions, to facilitate matching between internship institutions and students. Students successfully matched should draft an off-campus internship plan and sign the internship contract to submit to the Curriculum Committee.

第九條. 行前訓練：

Article 9. Pre-Internship Training:

學生前往實習機構實習前，辦理行前訓練，必要時得邀請實習機構派員到場說明實習生權利、義務及相關實習規定、職場倫理、生活作息等注意事項，並要求實習學生確實了解遵循。

Before students go to the internship institution, pre-internship training will be conducted. If necessary, representatives from the internship institution may be invited to explain the rights, obligations, related internship regulations, workplace ethics, and daily routines that students should understand and follow.

第十條. 實習輔導：

Article 10. Internship Guidance:

甲、校外實習課程為正式課程，學生應遵循實習機構各項管理規章及規定。

1. The off-campus internship course is a formal course, and students should adhere to the management rules and regulations of the internship institution.

乙、由課程委員會協調老師擔任輔導老師，赴實習機構訪視實習生實習狀況，以落實專業實務實習之專精要求。

2. The Curriculum Committee will coordinate teachers to act as guidance instructors, visiting internship institutions to assess students' internship situations and ensure the required professional practical training standards are met.

丙、學生校外實習期間，未經實習單位主管同意不得擅自更換實習單位，違反者依校規懲處。

3. During the off-campus internship period, students may not change their internship institutions without the consent of the supervising authority; violators will be subject to disciplinary action according to school regulations.

第十一條. 學生實習期間應遵守實習機構規章，服從該機構人員之指導並注意工作安全；若有違規事項，應依違規情節之輕重，依校規懲處。

Article 11. Students must comply with the rules of the internship institution during their internship period, follow the guidance of the institution's staff, and pay attention to work safety. Any violations will be subject to disciplinary action based on the severity of the infraction according to school regulations.

第十二條. 學生校外實習期間表現優良，經實習單位及實習指導老師敘明事實，得酌予獎勵。

Article 12. Students who perform excellently during their internship may be rewarded based on the facts described by the internship unit and the internship guidance teacher.

第十三條. 本要點經學程事務會議通過公佈後實施，修正時亦同。

Article 13. These Guidelines will be implemented after being approved and published by the Curriculum Affairs Meeting, and the same applies to any amendments.