**朝陽科技大學個別實習計畫(範本) Individual Internship Plan**

110學年度第1學期第1次學生實習就業指導委員會核備(112.04.20)

|  |  |  |  |
| --- | --- | --- | --- |
| **一、基本資料 General Information** | | | |
| 系級：  Dept./Year | 實習期間：  Internship Duration | 實習機構名稱：  Internship Site | |
| 實習學生姓名：  Name of Intern | 學校輔導教師：  Fieldwork Supervisor | 實習機構輔導教師：  Site Mentor | |
| **二、實習學習內容 Internship Content** | | | |
| 1. 實習課程目標   Objectives |  | | |
| 1. 實習課程內涵(實習主軸)   Content (major coverage) |  | | |
| 1. 各階段實習內容具體規劃及時程分配(課程單元) Specific planning and time allocation for each stage (course modules) | 【可另製附件】Add appendix if necessary. | | |
| 1. 企業提供實習課程指導與資源說明 Supervision and resources from internship site |  | | |
| 1. 教師輔導訪視實習課程進行之規劃 Supervision schedule of fieldwork supervisor |  | | |
| 1. 業界專家輔導實習課程規劃   Supervision schedule of site mentor |  | | |
| **三、實習成效考核與回饋 Evaluation and Feedback** | | | |
| 1. 實習成效考核指標或項目   Evaluation indicators |  | | |
| 1. 實習成效與教學評核方式   Assessment methods |  | | |
| 1. 實習課程後回饋規劃   Follow up actions |  | | |
| **簽 章 Signature** | | | |
| 實習學生簽章︰  Intern | 學校輔導教師簽章：  Fieldwork Supervisor | | 實習機構輔導教師簽章：  Site Mentor |
| 簽訂日期︰民國 年 月 日  Date: (year) (month) (date) | | | |

備註︰

1. 各系辦理校外實習課程應為每位實習學生擬定**「個別實習計畫」**，並於各系**實習辦法中訂定相關審查機制**。
2. 個別實習計畫應於學生**實習前完成**，並經實習學生、學校輔導教師及實習機構及檢視後**簽署同意**。
3. **本實習計畫請各系自行留存，教育部將不定期抽查。**

Notes:

1. Each department is responsible for preparing an internship plan for each intern and developing a departmental review mechanism.
2. The individual internship plan shall be ready before the internship begins and has to be signed and agreed upon by the intern, fieldwork supervisor, and the internship provider after review.
3. It is the responsibility of each department to keep the internship plan. The Ministry of Education will carry out random checks from time to time.

**附件-各階段實習內容具體規劃及時程分配(課程單元)**

**Appendix – Specific planning and time allocation for each stage of the internship (course modules)**

**【參考範例】Sample**

|  |  |  |
| --- | --- | --- |
| **實習時程分配**  **Timeline** | **實習內容規劃**  **Content** | **對應之核心能力指標**  **Core ability to achieve** |
| 第一週  Week One | * 完成報到程序   Completion of onboarding formalities   * 了解實習內容與方式   Familiarization on the internship content   * 了解實習機構環境   Familiarization on the working environment | 專業倫理與職業道德能力  Code of Ethics 自主學習與終身學習能力  Self-directed and life-long learning 溝通協調與團隊合作能力  Communication and team work |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |