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| **朝陽科技大學校外實習爭議、緊急意外事故或不適應****後續關懷追蹤紀錄表（第 次）Record Form for Off-Campus Internship Dispute, Accident & Emergency or Maladjustment Follow-up (**\_\_\_\_\_\_\_\_**time)**111學年度第2學期第1次學生實習就業指導委員會修正通過(112.04.20) |
| 系級/學制：Dept./Year/Program | 實習學生姓名：Name of Intern |
| 前次實習期間：Previous Internship Duration | 學校輔導教師：Fieldwork Supervisor |
| 前次實習機構名稱：Previous Internship Site |
| 前次事件樣態Previous Incident | □實習爭議Internship Dispute □緊急意外事故(國內) Accident & Emergency (Domestic) □緊急意外事故(海外) Accident & Emergency (Overseas)□性平事件Gender Equity Incident □不適應輔導Maladjustment □其他 Others：  |
| 前次輔導/處理結果Previous Counseling / Handling Result | □留置原實習機構實習 Remained in the same site for internship □實習終止 Internship terminated□轉換實習機構 Changed to another site for internship本次實習機構名稱 Internship site this time： ，本次實習期間Internship Duration this time： □其他 Others：  |
| **輔導時間(日期)****Date & Time of Counseling** | **追蹤輔導摘要****Summary of Counseling** |
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| **輔導結果****Conclusion** | **□結案 Case Close □持續關懷 Continuous Follow-up □轉介學生發展中心 Transfer to Student Development Center** |
| **簽 章 Signature** |
| 學校輔導教師簽章：Fieldwork Supervisor | 系主任簽章︰Department Director | 院長簽章：College Dean |
| ※**送學生實習就業指導委員會**(職涯發展組承辦)備查︰※Send to the **Steering Committee on Student Internship and Employment**for future reference (by Career Development Section) |
| **備註︰**1. 系實習輔導教師應將處理情形詳加紀錄，事件結束後另將處理結果結案存檔，並提報**系校外實習相關委員會議**及**學生實習就業指導委員會**備查，作為日後辦理學生校外實習各項業務改進之參考。
2. 相關作業請參閱「朝陽科技大學校外實習爭議事件處理原則」、「朝陽科技大學校外實習緊急意外事故處理原則」及「朝陽科技大學校外實習學生性平事件處理流程」。
3. 正本由各系自行存查，影本送職涯發展組備查。

**Notes**:1. The internship supervisor should keep detailed records of the handling situation, file the results when the incident is over, and submit them to the **committee meetings of the department’s off-campus internship** and the **Steering Committee on Student Internship and Employment** for future reference and improvement in handling off-campus internship.
2. For detailed operation, please refer to the “Principles of Handling Disputes over Off-Campus Internship”, “Principles of Handling Accidents & Emergencies during Off-Campus Internship”, and “Principles of Handling Gender Equity Incidents during Off-Campus Internship” of CYUT.
3. The department should keep the original copy of this record, while the Career Development Center should keep the copy for future reference.
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