

文藻外語大學校外實習委員會設置辦法

Guidelines Governing the Establishment of the Off-Campus Internship Committee of Wenzao Ursuline University of Languages

99 年 04 月 20 日行政會議通過
Approved at the Administrative Meeting on April 20, 2010
101 年 03 月 20 日行政會議通過
Approved at the Administrative Meeting on March 20, 2012
101 年 03 月 23 日校長核定通過
Ratified by the President on March 23, 2012
102 年 08 月 06 日行政會議修訂通過
Amended and approved at the Administrative Meeting on August 6, 2013
102 年 08 月 15 日校長核定通過
Ratified by the President on August 15, 2013
103 年 10 月 07 日行政會議修訂通過
Amended and approved at the Administrative Meeting on October 7, 2014
103 年 11 月 2 日校長核定
Ratified by the President on November 2, 2014
107 年 02 月 06 日行政會議修訂通過
Amended and approved at the Administrative Meeting on February 6, 2018
107 年 03 月 12 日校長核定
Ratified by the President on March 12, 2018

第一條 文藻外語大學(以下簡稱本校)為結合學校與實習機構之資源，培養學生務實致用、勤勞樸實之精神，並推動校外實習計畫之各項業務，依據「專科以上學校產學合作實施辦法」設置「文藻外語大學校外實習委員會」(以下簡稱本會)。

Article 1 In order to integrate academic and industrial resources for cultivating a practical and hardworking attitude and to complete various off-campus internship tasks, Wenzao Ursuline University of Languages (hereinafter referred to as “the University”) has established the Off-Campus Internship Committee (hereinafter referred to as “the Committee”) in accordance with the Guidelines for Implementation of Academic-Industry Collaboration by Junior Colleges and Institutions of Higher Education.

第二條 本會置委員十九名，主任委員由副校長兼任，教務長、學生事務長、研發長、國際長、各學院院長、會計主任為當然委員，各學院推派系(所)、中心主任代表一名，學生事務處推派實習機構代表一名，學生會推派學生代表二名，生涯發展中心主任，校外法律學者專家一名。另視需要，得邀請實習生家長代表列席。委員任期一年。

Article 2 The Committee consists of 19 members; the Vice President serves as the chairperson and the Dean of Academic Affairs, the Dean of Student Affairs, the Dean of Research and Development, the Dean of International and Cross-Strait Cooperation, all college deans and the Director of Accounting Office serve as ex-officio members. There will also be 1 elected representative for all heads of departments (graduate institutes) and centers from each college, 1 corporate representative assigned by the Office of Student Affairs, 2 student representatives assigned by the Wenzao Student Union, the Director of the Career Development Center, and 1 external legal scholar/expert. Parent representative for interns may be invited to attend the committee meeting if necessary. Each member serves a 1-year term.

第三條 本會委員職掌與任務

一、 審議校外實習補助計畫之各項事宜。

- 二、 提供校外實習課程之作業諮詢。
- 三、 提供校外實習課程之經費規劃諮詢。
- 四、 評估全校實習成效及督導學生申訴、爭議及意外事件之處理。
- 五、 督導合作機構之評估及選定。
- 六、 檢核及確認書面契約。
- 七、 督導學生實習期滿前終止實習之處理。
- 八、 督導與合作機構訂定學生個別實習計畫。
- 九、 督導實習輔導訪視之落實。
- 十、 其他學生權益保障相關事項。

Article 3 Duties and tasks of the Committee

1. Review and resolve all matters related to off-campus internship subsidy projects.
2. Provide consulting service concerning off-campus internship courses.
3. Provide consulting service concerning budget planning of off-campus internship courses.
4. Evaluate overall internship results, and supervise the handling of student complaints, disputes and accidents.
5. Supervise the evaluation and selection of corporate sponsors.
6. Review and check written contracts.
7. Supervise the handling of early internship termination.
8. Supervise corporate sponsors to develop individual internship plans.
9. Supervise internship visits.
10. Handle other matters related to the protection of student rights.

第四條 本會每年召開一次會議，必要時得加開臨時會議；會議召開須有二分之一以上委員出席，出席委員二分之一以上同意始可決議。

Article 4 The committee meeting is held once a year and a special meeting may be held if necessary. Half or more of the members shall attend the meeting. The consent of half or more of the members present is required for resolutions.

第五條 本辦法經行政會議通過，陳請校長核定後實施，修訂時亦同。

Article 5 The Guidelines become effective after being approved at the Administrative Meeting and ratified by the president. Amendments must follow the same procedure.