

國立中興大學台灣與跨文化研究國際博士學位學程

學生校外實習實施辦法

本辦法於民國 113 年 06 月 17 日第 112 學年度下學期第 4 次學程事務暨課程委員會會議訂定

113 年 06 月 28 日第 113 學年度第 2 次學生校外實習委員會會議通過

113 年 07 月 29 日第 112 學年度第 2 學期第 5 次學程事務暨課程委員會會議修正通過

113 年 10 月 22 日第 113 學年度第 3 次學生校外實習委員會會議修正通過

一、為推動本學程專業課程實習制度，訂定本學程學生校外實習實施辦法(以下簡稱本辦法)。

二、實施目標：

1. 透過實習過程協助學生結合理論與實務知識，以對文學、影像與文化產業相關的專業活動有更深入見解。
2. 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。

三、本學程於課程委員會中納入校外實習委員會之功能機制，學程主任為召集人，本學程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。

四、本委員會之任務如下：

1. 整體規劃及推動校外實習課程。
2. 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」。
3. 協調處理學生申訴、爭議及意外事件。
4. 處理學生實習期滿前之終止實習。
5. 追蹤處理及檢討學生實習輔導訪視結果。
6. 審議及追認「專業實習」修課學分。
7. 其他學生權益保障相關事項。

五、校外實習單位：

1. 實習單位包括各類型文化產業，如：公部門相關館舍、出版機構、雜誌社、獨立書店、影視製作與發行公司、文化創意相關公司、各類型策展單位、各類型文史機構、博物館、藝術展演空間、人文藝術性質基金會、地方文史團體組織等。
2. 學生須自行接洽實習單位，並依照本實習辦法之申請作業流程辦理，惟開始實習前，本學程需與實習單位完成「國立中興大學學生校外實習合約書」之簽署。

六、學程規劃之校外實習申請作業流程：

1. 有意申請之博二以上本學程學生，可先與學程主任或本學程教師討論欲適合實習之單位，經由申請程序後完成。
2. 實習時間以暑假為原則。
3. 實習學生不支薪。
4. 學生實習期間由本學程辦理學生平安保險。

七、實習學分及實習成績考核規範：

1. 本學程開設之「文化機構與國際化(實習)」為 1 學分之選修課程，欲修習該課程者，需於修課之前確定實習單位，並與實習單位完成「國立中興大學學生校外實習合約

書」之簽署。

2. 學生實習期間需撰寫實習報告，實習結束後須於指定時間內繳交給「文化機構與國際化(實習)」之授課老師。
3. 實習成績滿分為 100 分，包含學習態度、負責程度、合作態度、工作績效等 4 個項目，合計實習佔 80%，實習報告佔 20%。實習期間成績由實習單位填寫實習考核表（附件）進行評分。
4. 實習須於本學程在學期間完成，於修業年限內選修「專業實習」課程並通過考核，經課程委員會審議後，以追認修課學分。

八、本辦法經學程課程委員會議通過後實施，並依行政程序陳請校長核可後實施，修正時亦同。

National Chung Hsing University
International Ph.D. Program in Taiwan and Transcultural Studies Implementation
Guidelines for Student Internships

Established at the 4th Program Affairs and Curriculum Committee Meeting, 112-2 June 17th. 2024.

Amended at the 5th Program Affairs Committees Meeting, 112-2 Jul. Xth. 2024.

1. These guidelines are formulated to promote the professional internship system of this program.
2. Implementation Objectives:
 - 2.1 Help students through the internship process to integrate theoretical and practical knowledge to gain a deeper understanding of professional activities related to literature, film, and cultural industries.
 - 2.2 Cultivate students' independence, communication and coordination skills, and teamwork spirit, as well as establish good interpersonal relationships and accumulate professional employment skills.
3. The program's Curriculum Committee includes the functions of the Internship Committee. The Program Director serves as the convener, and the members of the Curriculum Committee are ex-officio members. The committee may include one representative from the cooperating organization, with a term of one year, renewable. The committee must have at least half of the members present to convene and make decisions by majority vote.
4. The duties of this committee are as follows:
 - 4.1 Overall planning and promotion of the internship courses.
 - 4.2 Confirm the evaluation results of cooperating organizations, select and sign the "National Chung Hsing University Student Internship Agreement."
 - 4.3 Coordinate and handle student complaints, disputes, and accidents.
 - 4.4 Handle the termination of internships before the end of the internship period.
 - 4.5 Track and review the results of student internship counseling visits.
 - 4.6 Review and approve the credits for the "Professional Internship" course.
 - 4.7 Other matters related to student rights protection.
5. Internship Units:

- 5.1 Internship units include various types of cultural industries such as government-related institutions, publishing houses, magazines, independent bookstores, film production and distribution companies, cultural and creative companies, exhibition units, historical and cultural institutions, museums, art performance spaces, humanities and arts foundations, local cultural organizations, etc.
 - 5.2 Students must contact internship units independently and follow the application procedures specified in these guidelines. Before starting the internship, the program must complete the "National Chung Hsing University Student Internship Agreement" with the internship unit.
6. Application Procedure for External Internships:
 - 6.1 Ph.D. students in their second year or above who are interested in applying can discuss suitable internship units with the Program Director or faculty members and complete the application process.
 - 6.2 Internships are primarily scheduled during the summer vacation.
 - 6.3 Interns are not paid.
 - 6.4 During the internship period, the program will provide student accident insurance.
5. Internship Credits and Evaluation Criteria:
 - 7.1 The program offers a 1-credit elective course "Cultural Institution and Internationalization (practical training)." Students wishing to take this course must confirm their internship unit before enrolling and complete the "National Chung Hsing University Student Internship Agreement" with the unit.
 - 7.2 During the internship, students must write an internship report and submit it to the instructor of the "Cultural Institution and Internationalization (practical training)" course within the specified time after the internship ends.
 - 7.3 The internship grade is out of 100 points, including four aspects: learning attitude, responsibility, cooperation, and job performance. The internship accounts for 80% of the grade, and the internship report accounts for 20%. The internship unit will fill out the Internship Evaluation Form (attached) to grade the intern.
 - 7.4 The internship must be completed while the student is enrolled in the program. Students must take the "Professional Internship" course and pass the evaluation

within the prescribed study period. Credits will be approved by the Curriculum Committee after review.

8. These guidelines will be implemented after being approved by the Program Curriculum Committee and sanctioned by the University President through administrative procedures. Revisions follow the same procedure.