慈濟大學

Tzu Chi University

國際數位媒體科技

學士學位學程

DMT

【Internship Handbook】

Name：

Student ID：

Internship teacher：

Organization：

Internship Handbook Catalogue

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Goals of internship

A. To realize the course goals of Bachelor Program in Digital Media and Technology：

We have gone beyond the traditional teaching methods and nurture students to cope with the emerging media technology industry through integrated teaching, innovative design, and industry-academia collaboration.

B. To realize the core abilities of Bachelor Program in Digital Media and Technology：

1. Innovative thinking
2. Basic training
3. Media specialization
4. Digital technology
5. Interdisciplinary learning
6. Integrated practice

慈濟大學國際數位媒體科技學士學位學程見實習辦法
Bachelor Program in Digital Media and Technology Internship Regulations

112學年度第2次國際數位媒體科技學士學位學程實習委員會議(113.03.25)通過
112學年度第2次國際暨跨領域學院實習委員會議(113.04.30)通過
113年05月03日112學年度第2學期校級學生實習委員會議核定

第一條 慈濟大學國際數位媒體科技學士學位學程(以下簡稱本學程)為增加學生實務經驗，落實學用合一，特訂定見實習辦法(以下簡稱本辦法)，俾利學生見實習課程有所依循。

The Bachelor Program in Digital Media and Technology (hereinafter referred to as the program) of Tzu Chi University has formulated the Internship Regulations (hereinafter referred to as the regulations) in order to increase the students' practical experience and to realize the unity of learning and application, so as to facilitate the students to have something to follow.

第二條 本辦法見實習相關之規定如下：

The following are the rules and regulations related to internships:

一、本學程學生可至國內外數位行銷、傳播、媒體與科技相關機構或 NPO/NGO 組織之相關機構進行見實習，實習6學分以480小時為限，見習(一)、(二)各2學分，各以160小時為限。

Students enrolled in the program may participate in internships at domestic or international organizations related to digital marketing, communications, media, technology, or NPO/NGO institutions. Internships are capped at 6 credits, equivalent to a maximum of 480 hours. Practicum (I) and Practicum (II) are worth 2 credits each, capped at 160 hours.

二、見實習機構以經本學程課規會議通過且與本學程簽約之單位為主。學生如自行洽接見實習單位應經本學程實習委員會議同意始可進行。

Internship and practicum organizations are primarily those approved by the program's curriculum committee and have signed agreements with the program. Independently arranged internship placements require approval from the program's internship committee before proceeding.

三、學生經見實習機構錄取，不得任意取消見實習。

Once an internship organization accepts a student, the internship cannot be canceled arbitrarily.

四、學生與見實習機構簽訂學生見實習合約書後，不得無故提前結束見實習。若經見實習機構主管與本學程見實習委員會同意者，得延長見實習日期。

After signing the internship agreement with the organization, students are not allowed to terminate the internship prematurely without valid reasons. However, with the approval of the organization’s supervisor and the program's internship committee, the internship period may be extended.

五、學生應遵守見實習機構之規定及指導，但如發現工作性質不符或環境不良等情形，應於兩週內與學程辦公室聯繫協調之。經協調後未獲改善，得經報請本學程准許後提出異動，否則應完成見實習工作，不得中止見實習。

Students are required to follow the regulations and instructions of the internship organization. However, if the nature of the work is inconsistent with the internship's objectives or if the work environment is unsuitable, the student should report the issue to the program office within two weeks. If the issue remains unresolved after mediation, the student may seek permission from the program office to change the internship placement. Otherwise, the student is expected to complete the internship and is not permitted to discontinue it.

六、學生因故無法進行實習，經本學程事務會議同意後，可申請以選修學士班課程6學分以上或替代方案進行實習。

Students unable to complete the internship due to valid reasons may apply to substitute it with elective undergraduate courses totaling 6 or more credits or an alternative plan, subject to approval by the program affairs committee.

七、其他與學生見實習相關之作業細節與文書表單等，應詳載於學生見實習手冊、合約等相關文件，於見實習前提供學生參照。

Other details related to internship procedures, documents, and forms should be thoroughly outlined in the internship handbook, contract, and related materials and provided to students for reference prior to the start of the internship.

第三條 本學程見實習負責老師應於學生見實習期間不定期訪視或主動以電話等方式確實掌握學生見實習情況，並輔導之。

The instructor responsible for the internship course should periodically visit or proactively contact the student via phone or other means during the internship period to closely monitor the student's internship progress and provide guidance.

第四條 見實習考核成績不及格者不予畢業。學生見實習考核項目包括下各項：

一、學生出勤狀況。

二、操守、工作能力、學習狀況、工作態度。

三、實務見實習專案報告一份。

四、前述第一、二項由見實習機構考核，第三項由見實習負責老師評分。

Students who fail the internship assessment will not be allowed to graduate. The assessment items for the student internship include the following:

1. Attendance.
2. Conduct, working ability, learning status, and working attitude.
3. A report on the practical internship project.
4. The first and second items will be evaluated by the internship organizations, and the third item will be evaluated by the teacher in charge of the internship.

第五條 學生見實習期間一律加保校外見實習學生團體，其保障內容、保額、保費依校方規定，或依見實習機構之相關規定辦理。

During the internship period, all students will be covered by an external internship student group insurance. The coverage details, insured amount, and premiums will be determined according to the school's regulations or the relevant regulations of the internship organization.

第六條 本學程學生於見實習機構所需之一切膳宿差旅等費用，除該見實習機構另有規定外，餘均由學生自行負擔。

Unless otherwise stipulated by the internship organization, students are responsible for all expenses incurred by the internship, such as accommodation, meals and travel expenses.

第七條 本學程見實習課程之開課、學生選課及成績處理，依本校學則辦理。

The course offerings, selection, and grading processing of the internship program will be handled in accordance with the school’s academic regulations.

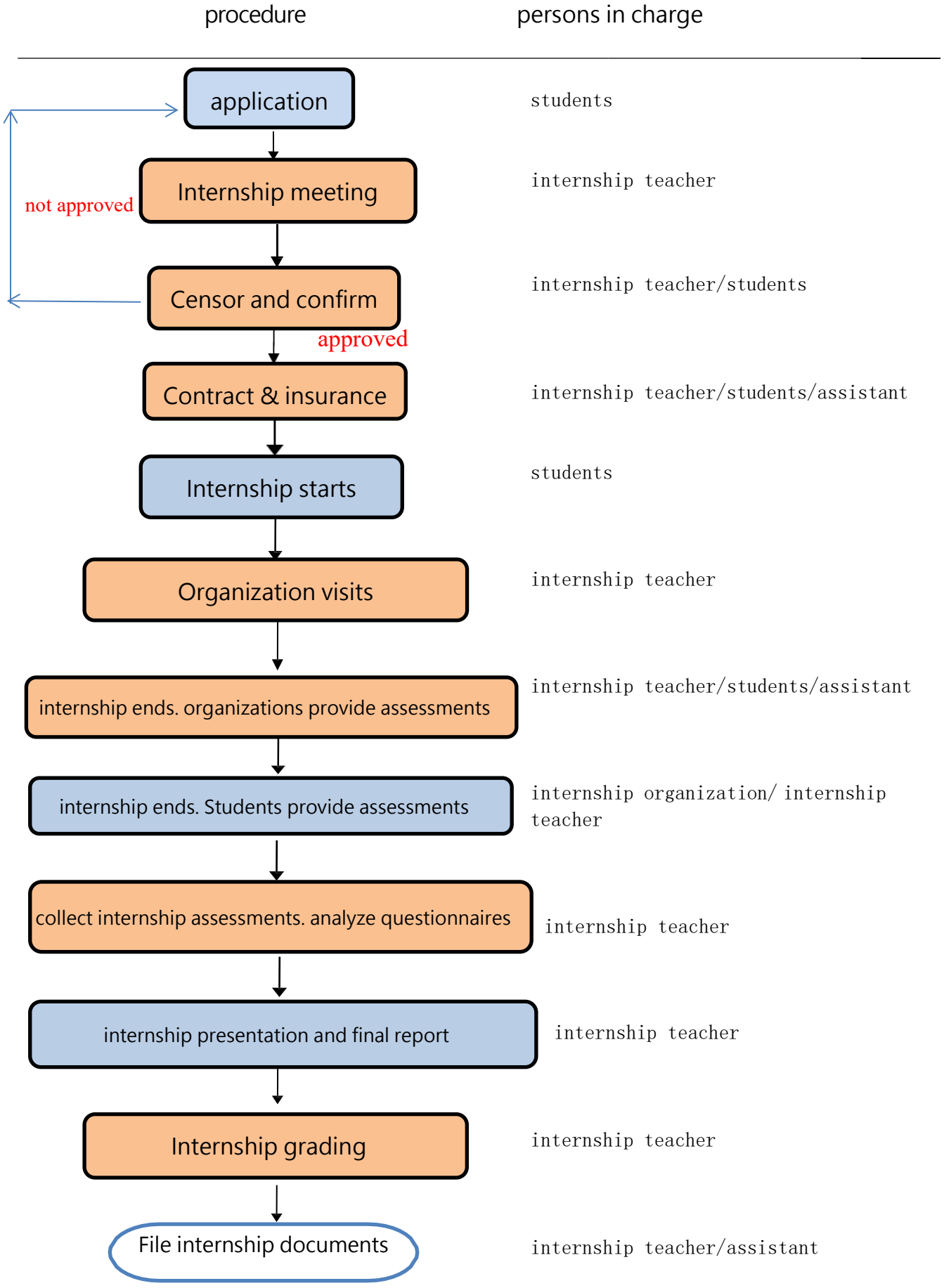
第八條 本辦法未盡事宜，悉依本校或教育部相關規定辦理。

Matters not covered herein shall be handled in accordance with the relevant regulations of the school or the Ministry of Education.

第九條 本辦法經學程實習委員會議、院級實習委員會議通過，提送校級學生實習委員會核定後實施，修正時亦同。

The regulations has been approved by the Program Internship Committee and the College Internship Committee, and submitted to the University Student Internship Committee for approval and implementation. The same applies to amendments.

Flowchart of internship operation:



Internship Timetable

Period of time	content	remarks
9/1~10/31	Application~ submit the Internship Work Plan	Internship teacher will offer students info of internship organizations before application
~11/30	Contact internship organizations after getting the approval from the internship committee	Arrangement of on-campus internship organization will depend on the situation and demand
~12/20	Prepare documents for internship and sent them to the organization	
Before beginning of winter break (next year)	Get the contract signed	
The second semester of senior year 2/1~	Internship starts	
2/1~5/31	Internship ends	
Before the graduation ceremony	Internship presentation	

慈濟大學國際數位媒體科技學士學位學程(DMT)

見實習計劃表 Internship Work Plan

Name：_____ 學號 Student ID No.：_____

Course name：_____

Application Date：_____ Year _____Month _____Day

Internship Organization			
Company Name & Internship Department			
Company Info.	Phone: Address: Website:		
Company Background	(Provide about 100-word introduction of the company.)		
實習期間 Internship Period			
Internship Period Y/ M/ D to Y/ M/ D			
實習主管 Internship Supervisor			
Name		Title	
Phone			
E-mail			
Internship Description			
Include the following: 1. How will you learn about the internship opportunity 2. Your title, job description, and specific job responsibilities 3. Your work schedule and workplace 4. How much will you get paid? (if applicable)			

實習目標 Internship Objectives
Describe what new things or skills you expect to learn from the internship and how. Explain whether any training will be provided for you as an intern.

慈濟大學 海外實習合約書

Overseas Internship Agreement of Tzu Chi University

立合約書人

_____（實習企業）（以下稱甲方）

_____（以下稱乙方）

_____（以下稱丙方）

_____(The Company)

_____ (The University)

_____(The Intern)

為培養學生實務技能，增進其職場實務經驗，並提升其就業競爭力，甲、乙、丙三方特協議下列條款，以資共同遵守：

The Company, the University and the Intern shall be bound by the following agreement (hereafter referred to as "the Agreement"), for the purpose of enhancing the student's hands-on ability.

一、訂定本契約之目的：

（一）協助實習生儘早了解職場之運作狀況，學習適應企業內之組織文化和工作氣氛，縮短步入職場所需摸索時間。

（二）協助實習生以學習者、實務工作者和企業的立場，培養思考、發問和評論的能力。

（三）帶領實習生於有興趣的領域中進行探索及接觸，並嘗試在理論和實務工作上相互驗證及配合，達到「做中學，學中做」的成效以養成就業能力。

（四）培養實習生正確的工作態度、職場倫理，以及增強專業認同感。

Article 1. The Purpose of the Agreement

(a) To allow the Intern to understand the operations of the workplace in advance, thus allowing earlier learning of and adapting to the organizational culture and working atmosphere within the Company, thereby shortening the exploration process after the intern started working.

(b) To help the Intern to develop the ability to think, ask and comment as a learner, worker and as a part of a company.

(c) To guide the Intern to explore and discover their field of interest, while try to establish mutual verification and collaboration between theory and execution, thus giving rise to working ability of "doing when learning, learning when doing".

(d) To establish a correct working attitude, a set of workplace ethics and an enhanced sense of professional identity of the Intern.

二、實習期間：

(一)實習期間自　　年　　月　　日至　　年　　月　　日止。

(二)本實習須在同一企業下，進行密集之企業實習共12週，每日/每週實習時數須符合當地法律規範為原則。

Article 2. Term of Internship:

(a) From _____ to _____.

(b) The internship is defined as an intensive company internship in the same firm for 12 weeks, where the daily/weekly internship working hour limit shall be bound by the local law.

三、實習內容(由甲方填寫)：

_____。

Article 3. Nature of Internship (filled by the Company):

_____.

四、實習地址(由甲方填寫)：

_____。

Article 4. Address of Internship (filled by the Company):

_____.

五、甲、乙、丙方之職責：

(一)甲方

1. 須替丙方辦理保險。
2. 須遴選並推薦資深職員擔任企業督導。
3. 應於實習前，告知乙、丙方實習工作場所之安全注意事項及相關環境認識，並避免安排丙方從事具有危險性之工作。
4. 推薦之企業督導應在丙方實習期間，對其進行個別或團體輔導。
5. 於丙方實習期間，應接受乙方老師或乙方派員實地拜訪(並得視需要以電話進行聯繫)，以了解及評估丙方實習狀況，協助丙方獲得更適當之實習經驗。
6. 實習津貼、膳食與交通津貼(由甲方填寫)：□提供 □不提供
7. 實習契約之終止：甲方所安排之實習內容不得要求丙方協助從事違法行為。甲方如有違反本合約內容，乙方得逕行終止本合約書，丙方與甲方勞動關係亦告終止，甲方不得要求賠償。

(二)乙方

1. 負責辦理丙方實習學生團體保險。
2. 負責丙方實習說明會、企業之申請、協調和確定。
3. 乙方老師應詳細規定和評閱丙方實習作業，並給予指導。

4. 於實習期間委任(甲方實習單位負責人)協助輔導國際實習學生，並適時提供實習相關協助與協助與甲方溝通聯繫。

(三)丙方

1. 得自行辦理意外保險，保險費用由丙方自行負擔。
2. 在甲方企業督導指導下，執行與實習相關工作內容，並遵守專業倫理守則。
3. 實習期間應遵守甲方相關規定，準時出席、不早退。
4. 實習期間請假者，應依甲方相關規範辦理請假事宜，並補足實習時數。
5. 實習期間未經報准，不得任意放棄實習作業中途返國。如實習期限未滿，因特殊或緊急事故須放棄實習返國者，需報請甲方及乙方並獲乙方同意。
6. 實習期間因可歸責於丙方之事由，致實習機構人員或財物受有損害，丙方應與其保證人負連帶賠償責任。
7. 實習期間應讓甲方企業督導及乙方督導單位、乙方老師了解實習之情形及所遭遇之困難。
8. 實習結束前，應完成甲方所交辦之所有事項，並完成相關資料的移交工作。
9. 凡於實習期間任意中途停止者，本階段實習視同放棄。
10. 丙方入出境許可、護照及實習國（或地區）簽證之申請，應自行辦理之。

Article 5. The Responsibility of the Company, the University and the Intern

(A) The Company

1. Apply the following insurance for the Intern:_____
2. Select and recommend senior employees as the company supervisor.
3. Notify the University and the Intern of the safety instruction of the workplace along with information about related locations; dangerous work assignments should be avoided when assigning job for the Intern.
4. The recommended supervisor should provide tutorship to the Intern, either individually or as a part of a group.
5. During the term of internship, the Company should allow a faculty member or other agent of the University to visit the location of the internship (and when necessary, allow communication via telephone as well), in order to understand the condition of the Intern, thereby assisting the Intern to ensure a better internship experience.
6. Allowance, Food and Commuting Allowance (filled in by the Company):

(1) Allowance ☐ Provided with _____ per month/day. ☐ Not Provided

(2) Food: ☐ Provided with_____ ☐ Not Provided

(3) Commuting: ☐ Provided with_____ ☐ Not Provided

7. Termination of the Internship Agreement: The Company may not assign the

Intern to illegal activities; in the event that the Company violated any articles herein, the University may terminate the Agreement and the working relations between the Company and the Intern unilaterally, and the Company will not be reimbursed for any losses.

(B) The University

1. Hold internship introduction fairs, accept applications from firms, coordinate the process and make the final confirm.
2. A faculty member of the University should provide tutorship for the Intern before, during or after the internship.
3. A faculty member of the University should assign in detail and review internship assignments for the Intern, while instruct the Intern accordingly.
4. Assign (Personnel from the Company in charge of the internship) to assist in tutoring the oversea interns, provide the interns with proper assistance and assist in communication with the Company.

(C) The Intern

1. Additional insurances are allowed at the Intern's expense.
2. Execute and intern on related work assignments under the supervision of the Company while following professional ethics.
3. Comply with related regulations from the Company during the term of internship; attend in a timely order and refrain from leaving early.
4. In the event that the Intern takes a leave from the internship during the term, the related leave procedures of the Company should be applied, and the internship hours vacancy should be filled up at a later time.
5. Unauthorized abandonment of assignments and return to Taiwan is forbidden during the term of internship; any specific or emergency events that require the Intern to abandon the internship and return to Taiwan during the term of internship would require notifying the Company and the University, and the University's approval must be obtained before the return; all expenses that may arise during the return trip are to be at the Intern's expense.
6. In the event that properties or personnel in the location of internship are damaged due to causes that can be attributed to the Intern, the Intern and their guarantor would be held responsible for the reimbursement of the damage.
7. During the term of internship, the Intern should allow the supervisors from the Company and the University, as well as the faculty member of the University to understand the situation of the internship, along with any difficulties faced.

8. Before the end of the internship, the Intern should finish all work assignments from the Company as well as any transferring work of related data.
9. In the event that the internship is discontinued, the internship is considered abandoned by the Intern, and the credit as well as the airline ticket allowance are forfeited.
10. The preparation of the landing permission(s), visa(s) and passport required for entering the Country where the internship occurs should be done by the Intern.

六、實習作業(丙方)

1. 實習作業包括：(1)實習週誌 (2)實習心得總報告
2. 若甲方企業督導或乙方老師認為有必要依實習內容調整實習作業時，可依實
3. 際需要另訂之。
4. 實習週誌須每週按時繳交，實習心得總報告則應於實習結束後一週內繳交。若期間有特定要求者，則依甲、乙方規定處理之。

Article 6: Internship Assignment (The Intern)

1. The internship assignments include: (a) the weekly reports; (b) the final report for internship.
2. In the event that the supervisor of the Company or the faculty member of the University found it necessity to adjust the assignment, a new set of assignments can be issued accordingly.
3. The weekly reports should be turned in every week in a timely order, while the final report should be turned in within a week after the end of the internship. In the event that there should be a specific requirement for the deadlines arise, the regulations from the Company and/or the University should prevail.

七、本契約書如有未盡事宜或應變更事項，得經甲、乙、丙參方隨時以書面協議補充或變更之。

Article 8: In the event that the Agreement contains unsettled affairs or articles that should be amended, the Company, the University and the Intern may amend, notify, or supplement this Agreement, provided that the other Party's written consent to any such amendment, modification or supplement is obtained.

八、其他詳細規範如實習辦法說明。本契約書一式三份，三方各執一份為憑，自簽署日起生效。

Article 9: Other detailed regulations are described in the internship standards. The Agreement is copied in triplicate, with the Company, the University and the Intern each holding one copy for future reference. The terms of this Agreement shall become effective as of the date of signature.

九、本契約當事人簽署本契約之英文版本附有中文翻譯為參考。若中文翻譯與英文版本有不一致之處，應以英文版本為準。

Article 10: This Agreement is executed in the English language with a Chinese translation hereof solely for reference. In the event of any discrepancy between the English text and the Chinese translation hereof, the English text shall prevail.

立約人　Signees

甲 方： (實習企業)

代表人：

地 址：

統一編號：

The Company: (The firm providing internship)

Representative:

Address:

Uniform Number:

乙 方：慈濟大學

代表人：

地 址：

統一編號：

執行單位：

負責人：

The University: Tzu Chi University

Representative:

Address:

Uniform Number:

Executing Body:

Director:

丙 方(學生)：

身分證字號：

戶籍地址：

The Intern (Student):

ID Number:

Registration Address:

丙方保證人(法定代理人)：

身分證字號：

戶籍地址：

The Guarantor of the Intern (Guardian):

ID Number:

Registration Address:

西元　　年　　月　　日

Date of Signature:_____

慈濟學校財團法人慈濟大學學生校外實習合約書

立合約書人：

＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿(學程)(以下簡稱甲方)

＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿(實習機構)(以下簡稱乙方)

＿＿＿＿＿＿慈濟學校財團法人慈濟大學＿＿＿＿＿＿(學校)　(以下簡稱丙方)

為期高等教育與各相關產業實務結合，培訓專業與實作整合人才，推展校外實習教學與實務訓練之互惠原則，三方協議訂定下列事項，共同遵循。

一、校外實習合作職掌：

1. 甲方充分了解實習內容與權利義務，並應遵守乙方相關作業規定。

2. 乙方負責工作單位分配、報到、安全教育，並指派專人輔導與考核，依儲備人才精神落實執行實務訓練。

3. 丙方承辦實習相關之業務及聯繫，並指派教師至乙方進行甲方輔導及訪視。

二、實習合約期限/時數：

自＿＿年＿＿月＿＿日起至＿＿年＿＿月＿＿日止，＿＿週，總時數＿＿小時。

三、實習課程或工作內容：

課程名稱：＿＿＿＿(　　學分)＿＿＿＿

1. 由丙方提出〔學生實習計畫〕(附件一)。如屬各類專門職業及技術人員考試所定應考資格條件，應符合國家考試規定。

2. 乙方依前項需求，安排職場實習訓練項目或課程，內容應包括：實習項目、實習場所、報到地點、每日實習時間、休息時間、請假規定、成績評核基準等，交予甲方及丙方存查。

3. 乙方所安排之職場實習訓練或內容不得影響甲方健康、安全及違法行為。

四、實習報到：

1. 丙方應於約定日期內，將甲方實習名冊及資料寄達乙方。

2. 乙方指派專人負責甲方實務訓練及輔導，甲方於職場實習期間，應接受乙方指導監督，丙方教師應盡督導甲方之責任。

五、保險/薪資/膳宿提供/交通補助：(依實習型態請勾選)

1. 保險：□由丙方辦理校外實習學生團體保險。(學習型)

□由乙方辦理甲方實習期間投保勞工保險、全民健康保險加保。(工作型)

2. 薪資：□乙方無提供薪資。　□乙方有提供薪資，每月/時薪計＿＿＿＿＿＿元整。

3. 膳食提供：□乙方無提供膳食。　□乙方有提供膳食(□早餐□午餐□津貼 $＿＿＿＿元)。

4. 住宿提供：□乙方無提供住宿。　□乙方有提供住宿(備註:＿＿＿＿＿＿)。

5. 交通補助：□乙方無提供交通補助。　□乙方有提供交通補助(備註：＿＿＿＿＿＿元)。

六、實習費用或實習指導費

□甲方實習期間，不須支付乙方實習費用或實習指導費。

□甲方實習期間，應支付乙方實習費用或實習指導費，共新台幣＿＿＿＿＿＿元。

七、實習輔導：

1. 甲方實習期間，乙方接受丙方教師定期安排輔導及訪視。

2. 甲方如有不適應之情事者，無論是甲方本身或乙方反應，皆須丙方教師於第一時間與甲方聯繫及輔導，追蹤適應狀況。

3. 甲方如仍有未能適應之情事或乙方有異常情形未改善，丙方教師應協助甲方申請終止實習或轉換至其他合作機構，繼續完成實習課程。

4. 甲方若與乙方產生爭議，應向丙方教師即時反應，由丙方教師與乙方共同商議爭議改善方案。如爭議遲未改善，乙方應向甲方申訴之機制，或由丙方教師協助甲方申請終止實習或轉換至其他合作機構，繼續完成實習課程。

八、實習考核：

1. 甲方實習期間考勤依乙方規定辦理。

2. 實習成績之評定，由乙方及丙方教師共同評核。乙方應於甲方實習結束後，完成實習成績之評定，並開具加蓋單位印信之實習時數證明，逕寄丙方複核。

3. 甲、乙、丙三方不定期協調檢討實習各項措施，期使學生校外實習合作更臻完善。

九、保密協定：

為顧及乙方之營業秘密，甲方或丙方教師因參加本校外實習合作所知悉乙方之業務機密，無論於實習期間或實習終了後，均不得洩漏予任何第三人或自行加以使用，若發生不當洩漏，洩漏之一方須負損害賠償責任。

十、個人資料保護：

實習期間及結束後，乙方應依個人資料保護法蒐集、處理及利用甲方個人資料，如造成甲方損害，甲方得依法請求損害賠償。

十一、附則

1. 除天災、不可抗力之狀況或甲方嚴重違反職場規定外，乙方不得自行中途停止甲方實習。

2. 甲方於實習期滿時，應依乙方之結束實習作業程序或離職程序辦妥手續。

十二、其他有關實習合作未盡事宜，依主管機關相關法令及乙丙方相關規定辦理，甲乙丙三方得視實際需要，另以書面合意補充或變更。

十三、本合約書正本一式三份，由甲方、乙方、丙方各執一份存照，以茲信守。

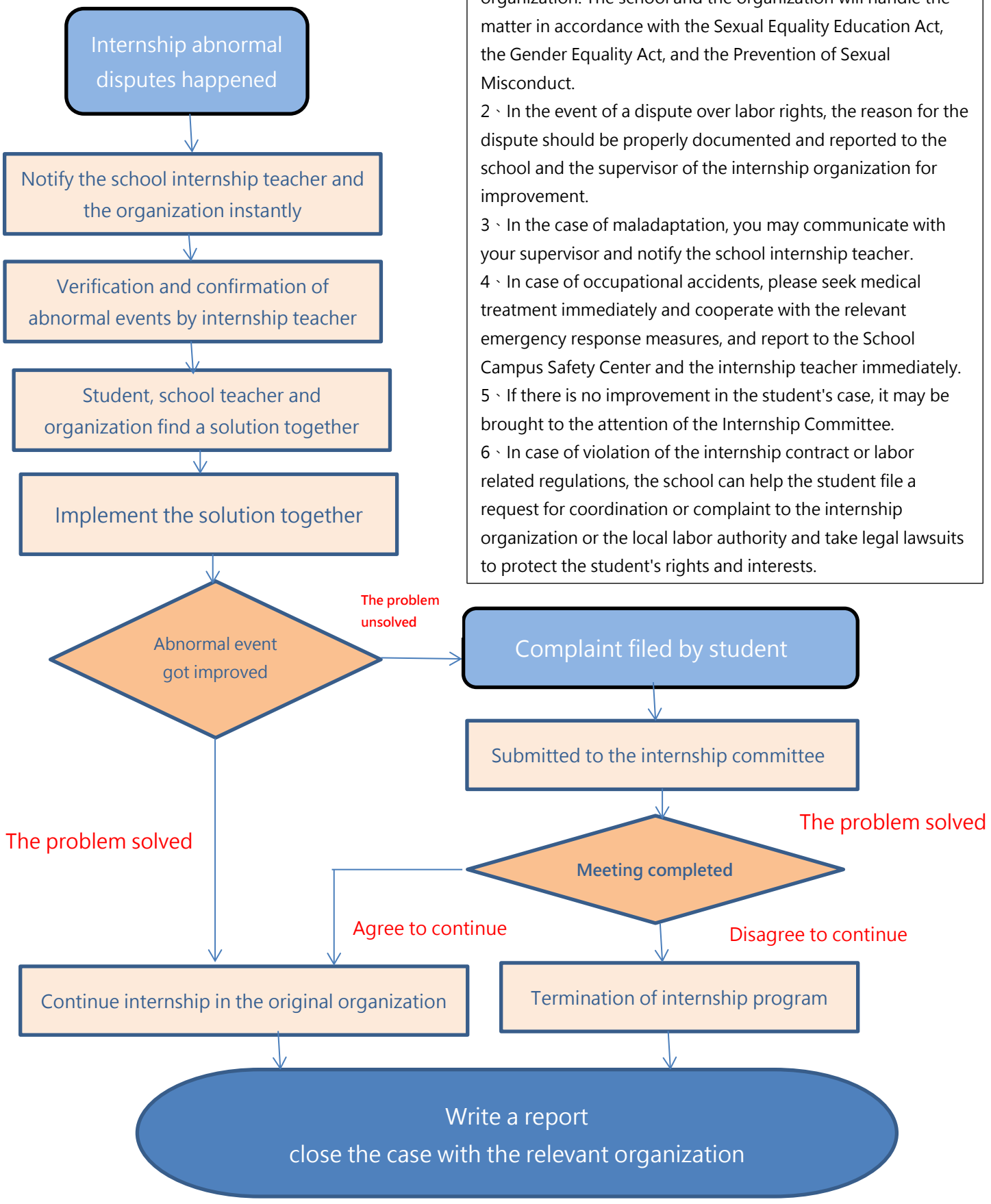
立合約書人：
甲　　方（學生姓名）：　　（簽章）
身分證號碼（護照號碼）：
法定代理人（監 護 人）：　　（簽章）（學生未成年需簽署）
身分證號碼（護照號碼）：
電　　話：
地　　址：

乙　　方：
代 表 人：　　（簽章）
統一編號：
電　　話：
地　　址：

丙　　方：慈濟學校財團法人慈濟大學
代 表 人：　劉怡均　　（簽章）
統一編號：　08152423
執行單位：
聯 絡 人 ：
電　　話：03-8572677 分機:
地　　址：花蓮市介仁街67號

中華民國　　年　　月　　日

Procedure of Handling Internship Abnormal Disputes



Remarks:

1、In the case of a gender equality incident, the student should immediately report it to the school and the internship organization. The school and the organization will handle the matter in accordance with the Sexual Equality Education Act, the Gender Equality Act, and the Prevention of Sexual Misconduct.

2、In the event of a dispute over labor rights, the reason for the dispute should be properly documented and reported to the school and the supervisor of the internship organization for improvement.

3、In the case of maladaptation, you may communicate with your supervisor and notify the school internship teacher.

4、In case of occupational accidents, please seek medical treatment immediately and cooperate with the relevant emergency response measures, and report to the School Campus Safety Center and the internship teacher immediately.

5、If there is no improvement in the student's case, it may be brought to the attention of the Internship Committee.

6、In case of violation of the internship contract or labor related regulations, the school can help the student file a request for coordination or complaint to the internship organization or the local labor authority and take legal lawsuits to protect the student's rights and interests.

實習異常事件處理流程

DMT Procedure of Handling Internship Abnormal Disputes

1. 實習異常事件是指什麼呢 What does an internship abnormal event refer to？
學生如果發生性別平等、薪資、工作時數、加班爭議、實習適應不良、意外事故、境外實習緊急事故等，即可列為職場實習異常事件。
If students encounter gender equality disputes, salary and working hours disputes, overtime disputes, poor internship adaptation, accidents, and emergencies during overseas internships, these incidents can be classified as workplace internship abnormal events.

2. 發生實習異常事件該怎麼辦呢 What should you do if an internship abnormal event occurs？
常見的實習異常事件如下，敬請依處理機制辦理並填寫「實習異常事件申請暨處理紀錄表」，詳細記錄異常事件事由，及後續輔導處理經過及結果，以利後續追蹤確認。
The common abnormal events of internship are as follows, please follow the handling procedures and fill out the " Procedure Form of Internship Abnormal Disputes " Thoroughly document the reasons for the abnormal event, the subsequent counseling and resolution process, and the outcomes to facilitate follow-up and verification.

類型 Type	性別平等爭議 Gender Equality Disputes	實習勞動權益爭議申訴 Internship Labor Rights Dispute Complaint	適應不良 Poor Adaptation	職安、上下班意外、境外緊急事故 Occupational Safety, Commuting Accidents, Overseas Emergency Incidents
型態 Type	性騷擾、性侵害、性霸凌 Sexual Harassment, Sexual Assault, Sexual Bullying	薪資、獎助學金、膳宿問題及休假等不符實習合約、實際工作地點及工作內容有落差、工作環境危險、遭遇不合理要求及對待等 Salary, scholarships,	企業文化和自我期待有落差，無法適應工作狀態融入企業團隊等 The gap between corporate culture and personal expectations, hard to integrate into the work environment and the corporate	因職務而受傷、上下班發生交通等意外、於境外遭遇緊急事故 Injuries due to job duties, accidents during commute or transportation, and encountering emergencies abroad.

		accommodation and meals, and leave, discrepancies between the internship contract and actual job duties, unsafe working conditions, and encountering unreasonable demands and treatment.	team.	
處理機制 Handling Mechan-ism	A.明確拒絕 Explicit Rejection 遇到性平事件，應該要明確的告知自己的感受，要求對方停止該行為 When encountering a gender equality incident, you should clearly communicate your feelings and ask the other party to stop the behavior. B.紀錄蒐證 Record Collection and Documentation. 詳盡記下事情發生經過及當時感受，並保留相關或對話紀錄 Detailed account of	A.與主管溝通 Communicate with the supervisor. 工作若發生異常或疑慮時，可向主管報告或請益，掌握處理時機 If there are abnormalities or concerns in the work, you can report to or seek advice from the supervisor and determine the appropriate timing for handling the situation. B.通報學校實習老師 Report to your school internship teacher. 請將發生事由妥善記錄，並通報學校及業界實習老師 Please make proper records of the incident and report it to both the school internship teacher and the industry guidance teacher. C.查證及提出改善措施 Verify and Propose Improvement		A.請立即就醫治療並配合相關緊急應變措施 Please seek immediate medical treatment and cooperate with relevant emergency response measures. B.通報學校實習老師 Report to the school internship teacher. 本人或其他同學請立即通報家長、學校及業界實習老師、校安中心，專線為 03-8577822，了解意外或職災狀況並協助處理 The individual or other students should immediately inform their parents, the school, the school internship teacher, the industry guidance teacher, and

	the incident and feelings at the time, and keep relevant records or dialogue transcripts. 請目擊者或有類似事件的受害者一同站出 Encourage witnesses or other victims of similar incidents to come forward. 填寫實習異常事件申請暨處理紀錄表 Fill out the Procedure Form of Internship Abnormal Disputes. C.通報所屬主管及學校實習老師 Report to your supervisor and the school internship teacher. 將事發經過告訴學校實習老師及所屬主管並提供相關紀錄證據 Inform the school internship teacher and supervisor about the incident and provide relevant documentation and evidence. 學校實習老師於獲	Measures 實習老師需協助查證並與實習機構共同商議改善方案，並提出輔導改善措施 Internship teachers are required to assist in verification, consult with the internship institution to develop improvement plans, and propose improvement measures. D.爭議/不適應未獲改善 Unresolved Disputes/Adaptation Issues 若未獲改善，則需召開系級實習委員會，必要時提送校級實習委員會審議 If no improvement is achieved, a department-level internship committee meeting will be convened, and if necessary, it will be submitted for review to the university-level internship committee. 若學生及實習機構同意相關會議決議，則學生續留原實習機構 If both the student and the internship institution agree with the decision made in the relevant meeting, the student will continue the internship at the original institution. 若未能同意，則依實習合約進行解約 If an agreement cannot be reached, the termination process will be carried out in accordance with the terms of the internship contract.	the Campus Safety Center about the accident or occupational injury to understand the situation and seek assistance. The hotline：03-8577822 C.保留相關單據申請理賠 Keep relevant documents for insurance claims. 請檢附診斷證明書、收據等資料，向實習機構及學校申請保險理賠 Please provide diagnostic certificates, receipts, and other information to apply for insurance claims from both the internship institution and the school. 【境外實習緊急事故】 Overseas Internship Emergency A.學生就近向當地聯絡人或實習機構通報，並聯繫學程、實習老師及家長。 Contact the local contact person or the internship institution nearby and inform them about the situation. Also, contact your department, internship teacher, and parents.

	知 24 小時內立即向性別平等教育委員會完成通報，專線為 03-8577822 The school internship teacher should report the incident to the Gender Equality Committee within 24 hours upon being informed. The hotline：03-8577822 D.必要時可選擇終止實習。 You may choose to terminate the internship when necessary. E.拒絕成為加害者 Refuse to become an offender. 應尊重他人身體自主權及決定權，否則將可能承擔刑事責任或民事賠償 Respect others' bodily autonomy and decision-making, as failing to do so may lead to criminal liability or civil compensation.		B.必要時可向警察局或駐外單位求助，「外交部緊急聯絡中心」全年無休、24 小時輪值，聯繫處理旅外國人急難救助事件（「旅外國人緊急服務專線」電話 0800- 085-095【諧音「您幫我、您救我」】，海外付費請撥 +886-800-085-095【當地國國際碼】）。 If necessary, seek help from the police station or the foreign representative office. The "Emergency Call Center" of the Ministry of Foreign Affairs operates 24/7 and handles emergency assistance for foreigners ("Foreigners' Emergency Service Hotline" at 0800-085-095, the international code for overseas calls is +886-800-085-095).

慈濟大學國際數位媒體科技學士學位學程
實習異常事件申請暨處理紀錄表
DMT Procedure Form of Handling Internship Abnormal Disputes

A. Basic info	
Student's name：	Student's ID：
Period of internship：	Internship teacher：
Organization name：	Organization instructor：

B. Type of event

☐Disputes ☐Emergency (Domestic or Overseas) ☐Gender equality disputes ☐Poor adaptation ☐other (please describe it)_____

C. Event Description (Please describe the event with clarity)：

D. Description of Counseling/Processing Process (by the internship teacher)

E. Counseling/Results

☐continue internship in the original organization ☐changing internship organization
☐internship termination ☐other (please describe it)_____

※alternative plan：

※Other Supplementary Info：(For example, the program will stop cooperating with the internship organization in the future...etc.)

signatures			
student	instructor	program	chairperson

慈濟大學國際數位媒體科技學士學位學程

學生校外實習轉換實習機構申請表

DMT Application for Transferring Internship Organizations

Application date：y m d

name		**student ID**	
cellphone			
Previous internship organization		**Leaving date**	y m d
new internship organization		**When to start working**	y m d
The reason of leaving			
What you've learnt	Student's signature：		
The feature plan and assessment of the new organization	□agree □disagree the student to transfer to the new organization Instructor's signature：		
Remarks	The Program's approval is required before a change of internship organization can be made.		
student	**instructor**	**program**	**chairperson**

慈濟大學國際數位媒體科技學士學位學程

新實習單位轉入同意書

Consent Form for Student Transferring to a New Internship Unit

Application date：y____/m____/d____

I,_____(student ID_____) study at Bachelor Program in Digital Media and Technology. Previously I worked in _____ (organization name) as an intern. I got the approval from the original internship organization on y____/m____/d_____ that I will transfer to _____ (organization name) from y____/m____/d____.

Bachelor Program in Digital Media and Technology Tzu Chi University

applicant：_____

cellphone:_____

instructor：_____

chairperson：_____

head of the company：_____

Seal of Internship company

慈濟大學國際數位媒體科技學士學位學程校外實習週誌

DMT internship weekly blog

實習生姓名 Student's name		實習生學號 Student ID No.	
實習機構/部門 Company name/ Internship Department		課程名稱 Course name	
實習期間：_____年_____月_____日至 _____年_____月_____日 總時數 小時 Internship Period Year Month Day to Year Month Day Total hours			

The _____ week	Weekly blog content
_____年Year _____月Month _____日Day ～ _____年Year _____月Month _____日Day	● Internship work specifications： ● Observation and what you learned：（**至少300字**） ● Problems and suggestions：

Internship instructor's signature：_____

Remarks：

Interns should increase or decrease the number of weekly logs according to the length of the internship period and submit them to the internship instructor in charge at the end of the internship to serve as a basis for the instructor's counseling and evaluation.

慈濟大學國際數位媒體科技學士學位學程(DMT)

見實習報告 Internship Report

學生姓名 Name：

學號 Student ID No：

申請日期 Application Date：_____年 Year _____月 Month _____日 Day

實習結束後，學生繳交由實習單位主管簽核之「實習評量表」以及「實習心得報告」一份，報告應包含以下內容：

Upon completion of the internship, the student should turn in the DMT Internship Evaluation Form completed and signed by the internship supervisor, and Internship Report, which includes the following:

1. 報告摘要 Summary of internship experience

2. 實習單位簡介 Company background

3. 具體實習內容 Internship work specifications

4. 學習自評與心得 Self-evaluation based on learning objectives

慈濟大學國際數位媒體科技學士學位學程（DMT）

學生對實習課程的滿意度評量表

Internship Course Evaluation Form (for students)

Student's name		Student ID No.	
Company name/ Internship Department		Course name	

Internship Period Y/ M/ D to Y/ M/ D Total hours

Excellent； Good； Acceptable； Improvement desirable

	Evaluation Criteria	Excellent	Good	Acceptable	Improvement desirable
1	The internship enables me to acquire new knowledge and broaden my horizons.				
2	This internship provides me with the opportunity to apply my knowledge further.				
3	The internship will enhance my practical skills.				
4	The internship will help me to think independently and improve my problem solving skills.				
5	The internship enables me to understand the needs of the industry.				
6	The internship will help me develop a responsible work attitude				
7	The internship allows me to build good interpersonal relationships.				
8	The internship develops my teamwork spirit.				
9	The internship will help me understand and plan my career direction.				
10	The internship arranged by DMT is helpful for my study.				

Final Grade 0~100		※Grade Point Ratio 90-100 is superior, 80-90 is A, 70-80 is B, 60-70 for C, below 60 for D (Failing)
Do you have any other comments or suggestions for Internship course?		

Student's Signature：_____ Date：_____

慈濟大學 國際數位媒體科技學士學位學程
電話：03-857-2677（分機：33110）
地址：970花蓮市介仁街67號 / E-mail：jilldar@gms.tcu.edu.tw

慈濟大學國際數位媒體科技學士學位學程（DMT）

學生對實習機構的滿意度評量表(Company Evaluation Form for students)

Student's name		Student ID No.	
Company name/ Internship Department		Course name	

Internship Period Y/ M/ D to Y/ M/ D Total hours

Excellent； Good； Acceptable； Improvement desirable

	Evaluation Criteria	Excellent	Good	Acceptable	Improvement desirable
1	The job you are assigned by the internship organization is a good match for the actual job.				
2	You are able to perform all the tasks assigned to you by the internship organization.				
3	Functional training in the internship organization enhances your career skills.				
4	The work of the internship organization allows me to apply the professional knowledge and skills I have learned in school.				
5	You get along well with your colleagues at the internship organization.				
6	Being an intern at the internship organization enhances your practical skills.				
7	Being an intern at the internship organization helps you improve your problem solving skills.				
8	An off-campus internship allows you to get to know the operation of a company, which helps you in your future career development.				
9	Are you satisfied with your learning and development during your internship?				
10	You will recommend the school to seek internship opportunities from the internship organization and recommend your classmates for internships with the organization.				

Final Grade 0~100		※Grade Point Ratio 90-100 is superior, 80-90 is A, 70-80 is B, 60-70 for C, below 60 for D (Failing)
Do you have any other comments or suggestions for the company?		

Student's Signature：_____ Date：_____

慈濟大學 國際數位媒體科技學士學位學程
電話：03-857-2677（分機：3114）/ 傳真：03-846-6918
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慈濟大學國際數位媒體科技學士學位學程

（DMT）見實習評量表(機構用)

Internship Evaluation Form (for organizations)

見實習生姓名 Student's name		見實習生學號 Student ID No.	
見實習機構/部門 Company name/ Internship Department		課程名稱 Course name	

見實習期間：_____年 _____月 _____日至 _____年 _____月 _____日，總時數:_____小時
Internship Period Year Month Day to Year Month Day Total hours hours

非常好=Excellent；佳=Good；尚可=Acceptable；待加強=Improvement desirable

	評量項目Evaluation Criteria	非常好	佳	尚可	待加強
1	準時上班Punctuation				
2	學習意願Willingness to learn				
3	認真負責Responsibility				
4	團隊精神 Teamwork				
5	專業能力Professional ability				
6	表達能力Expression ability				
7	適應能力adaptive ability				
8	溝通能力communication ability				
9	工作成果Over all Performance				

總成績Final Grade 0~100分score		※總成績比率 90-100為優等、80-90為甲等、70-80為乙等、60-70為丙等、60以下為丁(不及格) ※Grade Point Ratio 90-100 is superior, 80-90 is A, 70-80 is B, 60-70 for C, below 60 for D (Failing)
實習生值得嘉許或需改進之處？ What do you consider the intern's most significant strength?		
對於本學程的課程評語或建議？ Do you have any other comments or suggestions for the courses of DMT?		

評量者簽章：_____ 填表日期：
Evaluator's Signature Fill-in Date

公司/部門章
Company/Departmental Seal

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