

國立臺北教育大學學習與教學國際碩士學位學程
國內校外專業實習作業辦法
National Taipei University of Education
International Master's Program of Learning and Instruction
Guidelines for Domestic Off-Campus Professional Internships

114.02.27 113 學年度第 2 學期第 1 次學習學程事務會議審議通過
Approved on Feb. 27, 2025, by the 1st Program Affairs Meeting of International Master's Program of Learning and Instruction, second semester of the academic year 2024

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Approved on Apr. 8, 2025, by the 1st Career Counseling and Industry Internship Committee Meeting, second semester of the academic year 2024

114.6.3 第 54 次校務會議審議通過
Approved on Jun. 3, 2025, by the 54th Academic Affairs Meeting.

一、本學程為落實學生「學以致用」與「理論與實務結合」之目的，爰依本校「國內校外專業實習辦法」，特訂定本辦法。

I. To fulfill the program's goals of applying knowledge and integrating theory with practice, these Guidelines are established in accordance with the University's "Regulations for Domestic Off-Campus Professional Internships."

二、本學程辦理校外專業實習，係指在本學程專門課程架構下，於二年級開設校外專業實習課程，以增強學生實務專業能力、理論應用為目的，安排學生至實習機構進行職場屬性實務學習，並於實習期滿，經本學程實習指導教授及實習機構共同評核成績合格者，採計為學分數，每學分實習時數 60 小時。

II. The off-campus professional internship offered by the program refers to an internship course established in the second year under the specialized curriculum, aimed at enhancing students' practical competencies and application of theory. Students will be placed in professional institutions for workplace-based experiential learning. Upon completion, if the student's performance is evaluated as satisfactory by both the supervising faculty and the internship institution, credit will be granted, with 60 internship hours corresponding to 1 academic credit.

三、本學程校外專業實習委員會負責整體規劃及推動校外專業實習相關業務，其設置要點另定之。

III. The Program's Off-Campus Professional Internship Committee is responsible for the overall planning and implementation of internship-related matters. Its establishment guidelines are defined separately.

四、本學程篩選及評估合作實習機構，按下列實習場所分類進行作業，以實習工作內容專業性、實習權益保障、實習場所安全性為評估重點，並做成評估紀錄，且經本學程校外專業實習委員會審核通過者方可合作實習。

IV. The program selects and evaluates potential internship institutions based on the following categories. Evaluations emphasize professional relevance, intern rights protection, and workplace safety. Records of evaluation must be kept, and partnerships may only be established upon approval by the Off-Campus Professional Internship Committee.

(一)政府機關：指中央、地方各級機關及其設立之實（試）驗、研究、文教、醫療及特種基金管理等機構，應選擇與本學程職能培育需求相關，並至勞動部網站查詢3年內有無違反勞動法令及違反性別平等工作法之紀錄，確實檢視實習機構適切性。

(1) Government Agencies: Refers to central or local government bodies and their affiliated laboratories, research institutions, educational, cultural, medical, or special fund management organizations. These institutions must align with the program's competency development goals. A check must be conducted via the Ministry of Labor's website to ensure no violations of labor laws or gender equality regulations in the past three years.

(二)其餘公民營機構、法人、團體：應選擇經政府核准立案，與本學程職能培育需求相關，並至勞動部網站查詢3年內有無違反勞動法令及違反性別平等工作法之紀錄，確實檢視實習機構適切性，並應派員實地進行實習場所安全性評估。

(2) Other public or private institutions, legal entities, or organizations: Must be government-registered, align with the program's competency development needs, and pass a compliance check on the Ministry of Labor website (as above). A safety inspection of the internship site must also be conducted by the program.

五、本學程於實習生前往實習機構實習前，應完成下列事項：

V. Before students commence internships, the following preparations must be completed:

(一)使用本校校級校外專業實習委員會通過之「公版實習契約」與實習機構簽約。如實習機構欲與本學程修改單次實習契約內容，應依照「專科以上學校產學合作實施辦法」第6條之1規定，並經本學程有校外法律學者專家出席之校外專業實習委員會審議通過後方得簽訂，修訂後實習契約應送校級校外實習委員會核備。如實習生至公部門實習，未能簽訂合約時，得以公文及實習生個別實習計畫取代實習契約。

(1) A standard internship agreement approved by the University-level Off-Campus Professional Internship Committee must be signed with the internship institution. If modifications are required, they must comply with Article 6-1 of the "Regulations for

Industry-Academia Collaboration in Tertiary Institutions” and be approved by the Program’s Internship Committee with external legal experts present. The revised agreement must be submitted for University-level filing. If public institutions do not sign contracts, official correspondence and an individualized internship plan may be used as substitutes.

(二)為實習生敦請實習指導教授，並協助確認該師與實習機構、實習生共同擬定「個別實習計畫書」，內容應包含實習目標、實習期間不同階段或輪調崗位的實習工作內容，送本學程校外專業實習委員會確認與存查，以為實習合作機構輔導與教師訪視時之檢核參考依據。如該次實習屬各類專門職業之技術人員考試所定應考資格條件，得免除實習生實習計畫之訂定，但其實習內容及形式，應符合國家考試規定。

(2) A supervising faculty advisor must be appointed for each student. The advisor, the internship institution, and the student shall jointly draft an individualized internship plan, including objectives, timeline, tasks, and rotations. The plan must be reviewed and archived by the Program’s Internship Committee and will serve as a reference for supervision and faculty visits.

If the internship is required for eligibility to take a licensure exam for a specialized profession, the internship plan may be waived, provided that the internship content and structure comply with the relevant examination requirements.

(三)與實習機構協定實習生保險事宜，如實習機構有投保之制度，由實習機構負責實習生實習期間保險相關事宜；如實習機構無投保之制度，由本學程負責投保「大專校院校外實習學生團體保險」或其他相關意外傷害保險。所有實習生投保證明應送本學程校外實習委員會確認與存查。

(3) Arrangements regarding student insurance must be made. If the institution provides coverage, it is responsible for handling insurance matters during the internship period. Otherwise, the Program shall purchase coverage under the “Group Insurance for Off-Campus Internships” or other relevant accident insurance. Proof of insurance must be submitted to the Committee for verification.

(四)舉辦實習行前說明會及安全講習，向實習生說明實習內容、成績評核方式、安全衛生、職場倫理、勞動權益、性平規定、實習期間之權利義務及實習期間若發生意外事件時安全處理、通報與因應等事項。

(4) A pre-internship briefing and safety training session must be held. Topics include internship content, grading criteria, occupational safety and health, workplace ethics, labor rights, gender equality regulations, rights and responsibilities during the internship, and

emergency handling and reporting procedures.

(五)編定「校外專業實習手冊」，內容包含實習相關法規、實習課程修課相關規定、合作書面契約書範本、安全防護相關措施、勞動權益與性平規定、實習成績評核、實習期滿調查問卷、申訴規定與程序及緊急聯絡電話等資訊，以提供實習指導教授及實習生參考。

(5) An Off-Campus Internship Handbook must be compiled, including relevant regulations, course policies, agreement templates, safety measures, labor and gender equality laws, evaluation criteria, post-internship surveys, complaint procedures, and emergency contact information for use by faculty advisors and interns.

六、實習指導教授原則上以本學程專任教師擔任，其主要工作項目為實習之監督及執行，細項工作包括：

VI. Internship advisors, primarily full-time faculty members of the Program, are responsible for internship supervision and implementation. Their duties include:

(一)與實習機構、實習生共同擬訂實習生個別實習計畫。

(1) Assisting in drafting the individualized internship plan.

(二)於實習期間，每3個月應有1次赴實習生實習場所輔導與訪視，並繳交「訪視輔導紀錄表」，以瞭解實習生實習狀況、實習機構環境，協助其處理實習期間生活及工作適應問題。「訪視輔導紀錄表」應送本學程校外實習委員會確認與存查。

(2) Visiting the internship site at least once every three months, and submitting a “Site Visit and Counseling Record” to assess student performance, site conditions, and help address any adjustment issues. This record must be submitted to the Committee for filing.

(三)應與實習機構共同評定實習成績。

(3) Collaborating with the internship institution to evaluate and assign internship grades.

(四)必要時參加實習機構座談會。

(4) Participating in meetings held by the internship institution when necessary.

七、有關實習生進行實習之規定如下：

VII. The following regulations apply to internship students:

(一)實習生務必全程參與本學程舉辦之「行前說明會及安全講習」。

(1) Students must attend the pre-internship briefing and safety training.

(二)實習生須於完成實習結束後2週內繳交「實習成果報告書」(內容另訂之)予實習指導教授。

(2) Students must submit an Internship Report (format defined separately) to their advisor within two weeks of completing the internship.

(三)實習生於實習期間，應遵守實習機構之指導。

(3) Students must follow the guidance and rules of the internship institution.

(四)在實習過程中，實習生對實習有任何問題，應立即向實習指導教授報告。

(4) Any problems encountered during the internship must be immediately reported to the advisor.

八、本學程與實習機構相互合作之事項：

VIII. Responsibilities between the Program and internship institutions:

(一)允諾參與實習課程之單位，須安排實習場所之督導人員，其督導事項如下：

1. 與本學程協調實習課程相關事宜。

2. 安排實習生實習期間之工作。

3. 考核實習生之實習成效；實習生實習期滿兩週內，請實習機構填寄「校外專業實習課程評分表及證明」至本學程審核。

(1) Internship institutions must appoint a site supervisor with the following responsibilities:

i. Coordinating with the Program on internship-related matters.

ii. Assigning and supervising the student's tasks.

iii. Evaluating student performance and submitting the "Evaluation Form and Certificate for Off-Campus Internship" to the Program within two weeks after completion.

(二)在實習過程中，本學程與實習機構應共同維護實習生之安全，並請隨時與本學程實習指導教授或學程辦公室保持聯絡。

(2) The Program and the institution are jointly responsible for student safety and must maintain communication with the advisor or Program Office.

九、實習生於實習期間內，如有下列情事者，則該次實習時數不予採認：

IX. Internship hours will not be recognized under the following circumstances:

(一)違反實習機構規定或實習契約書所載規則。

(1) Violating the institution's rules or the terms of the internship agreement.

(二)未經實習指導教授與實習機構核准而擅離實習工作。

(2) Leaving the internship without approval from the advisor and institution.

(三)所填報之實習文件不實，經查證屬實者。

(3) Submitting false internship documentation.

(四)於實習機構發生違法或嚴重影響校譽之行為。

(4) Committing illegal acts or behavior that seriously damages the University's reputation.

十、若實習生有不適應之情事，本學程應先安排實習指導教授、實習機構及實習生進行協調改善方案。如仍未改善，本學程應依照本校校外專業實習不適應輔導與轉換之作業程序，協助實習生終止實習或轉換其他實習機構，相關不適應輔導與轉介過程應作成紀錄，送本

學程校外專業實習委員會確認與存查。

X. If a student experiences maladjustment during the internship, the Program shall first convene a meeting with the advisor, institution, and student to develop improvement strategies. If the situation remains unresolved, the Program shall follow the University's procedures for internship maladjustment, including internship termination or reassignment. The entire process must be documented and filed with the Committee.

十一、本學程實習生或實習機構認為對方不當損及其權益者，應向實習指導教授即時反應，由實習指導教授與實習機構共同商議爭議改善方案。如未獲改善，得依本校學生申訴辦法提出申訴，本學程應配合相關會議協助調查。

XI. If the student or the institution believes their rights have been violated by the other party, they shall immediately notify the advisor. If the issue is not resolved through discussion, the student may file a formal complaint under the University's Student Appeal Regulations. The Program shall assist with the investigation and relevant meetings.

十二、本學程於實習完成後應向實習生、實習機構進行期滿問卷調查，包含實習生對實習課程、對實習機構滿意度調查；實習機構對實習課程及對實習生之滿意度調查。

XII. Upon completion of the internship, the Program shall conduct surveys with both students and institutions, assessing satisfaction with the internship course and the internship experience.

十三、本學程應於每學期進行實習效益評估與檢討，以作為課程革新之參考依據，並提送本學程及校級校外專業實習委員會報告。

XIII. Each semester, the Program shall evaluate the effectiveness of the internship and use the findings to improve the curriculum. Reports shall be submitted to both the Program-level and University-level Internship Committees.

十四、本辦法如有未盡事宜，依相關法規辦理。

XIV. Matters not covered in these Guidelines shall be handled in accordance with relevant laws and University regulations.

十五、本辦法經學習與教學國際碩士學位學程事務會議、校級校外專業實習委員會及校務會議通過後公告實施。

XV. These Guidelines shall take effect upon approval by the Program Affairs Meeting, University-

level Internship Committee, and University Affairs Council.

免責聲明：

本文件中英文版本如有任何不一致之處，概以中文版本為準。

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