國立陽明交通大學土木工程學系學生校外實習作業要點

Department of Civil Engineering

National Yang Ming Chiao Tung University

Directions for Off-Campus Internship

2021年11月17日110學年度第1學期第3次系務會議通過

Adopted at the 3rd Department Affairs Meeting of the 1st Semester of Academic Year 2021 on November 17, 2021

1. 為強化本系學生將理論與工程實務技能相結合，使人才培育更符合產業界需求，依據本校「國立交通大學校外實習課程辦法」與本系「國立交通大學土木工程學系校外實習課程委員會設置辦法」，特訂定本要點。

These Directions are adopted in accordance with the NYCU Regulations for Off-Campus Internships and the NYCU Department of Civil Engineering Regulations for Establishment of Off-Campus Internship Committee, in order to improve the melding of theories and engineering practices and skills in the Department, and to make talent training better fit the industry's needs.

1. 為確保學生實習品質，實習企業或單位(以下統稱機構)應為本系核列之合作機構，或提出申請並經本系校外實習課程委員會同意之機構，且機構須與本系簽訂「學生校外實習合約書」，經雙方協商後，安排學生前往實習。

In order to ensure the quality of the students’ internships, the enterprises or entities (hereinafter referred to as the organizations collectively) shall be the cooperative organizations identified by the Department, or the organizations approved by the Department’s Internship Committee upon request. The organizations must also execute the “Students Internship Agreement” with the Department. Students may be assigned to take the internship upon both parties’ agreement through negotiation.

1. 本系於每年四月與十月中旬，公告暑期與次學期校外實習課程相關申請資訊，內容分述如下：

The Department will announce information about applications for off-campus internships for the summer and the next semester in April and the middle of October each year. The relevant details are as follows:

1. 暑期實習：

Summer internships:

1. 為暑期實習課程，計1學分選修，列入畢業學分。

The summer internship refers to an elective course for 1 credit, to be included in graduation credits.

1. 申請資格：本系大學部二年級以上學生(含大四升本系研究所學生)，且前一學期操行成績應至少75分。

Eligibility: Sophomores or above of the Department (including senior students who are going to study their master’s degree program at the Department), with a conduct grade of at least 75 in the previous semester.

1. 申請方式：

Application:

* 1. 依機構提供實習名額，系辦於每年四月公告，學生應於五月中旬填寫「校外實習申請表」，並檢附歷年成績單，向系辦提出申請，經校外實習課程委員會同意後，至合作機構實習，並應於次學年第一學期開學前完成實習。

The number of internships offered by the organizations is announced by the Department Office in April of each year. Students may complete the Off-Campus Internship Application Form in mid-May, and submit the application form with attached transcripts to the Department Office. They may take the internship at the cooperative organizations’ premises upon approval by the Off-Campus Internship Committee, and shall complete the internship by the 1st semester of the next academic year.

* 1. 分配優先原則依序如下：

The order of priority is determined by:

1. 高年級學生優先；

Level of study (senior students first);

1. 以前兩學期平均成績高低排序；

GPA of the previous two semesters;

1. 曾主動舉辦或熱心參與、協助系上所舉辦活動者；

Participation in actively organizing the Department’s activities, or enthusiastically participating or assisted in the activities organized by the Department;

1. 申請志願序；

Applications for volunteer programs;

1. 經上述原則排序後或仍同序，則由校外實習課程委員會議抽籤決議之。

If students are still tied in priority after applying said principles, the resolution shall be based on the drawing of lots by the Off-campus Internship Committee.

註：申請並經分發，無故放棄者，次年度申請將列為最低順位。

Note: Any student who is assigned upon request who waives the internship without justified causes will be assigned to be the lowest priority applicant the next year.

1. 學期實習：

Mid-semester internships:

1. 為大學部下學期課程，計6學分選修，列入畢業學分。

Mid-semester internships refer to elective courses for 6 credits, to be included in graduation credits.

1. 申請資格：本系大學部學生，且前一學期操行成績應至少75分。

Eligibility: Undergraduates from the Department with a conduct grade of at least 75 in the previous semester.

1. 申請方式：

Application:

依機構提供實習名額，系辦於每年十月中旬公告，學生須備妥相關申請文件，於規定期限內繳交至系辦，並由機構進行面試。

The number of internships offered by the organizations is announced by the Department Office in mid-October of each year. Students shall prepare related application documents and submit the same to the Department within the announced time frame and undergo an interview conducted by the organizations.

1. 實習期間，除依規定返校進行座談報告外，學生應全時於指定地點實習。

During the internship, students shall take the internship at the designated location on a full-time basis, except if required to return to the school to present reports.

1. 成績評定方式：

Performance evaluation method:

1. 作業：實習期間，學生應每週至本校New e3系統上傳「實習週誌」；如申請「學期實習」，須另依規定返校進行座談分享與報告。

Homework: During the internship, students shall upload the "Internship Weekly Log" to NYCU’s New e3 system on a weekly basis. Students who apply for a mid-semester internship have to return to the school to present reports and share their experience.

1. 期末報告：完成實習後，學生須於規定時間內繳交「實習成果報告」至本系辦公室，由授課老師進行評分。

Final report: Upon completion of the internship, students must submit their "Internship Results Report" to the Department Office within the specified time frame to be graded by the course instructor.

1. 實習機構評量：機構視學生實習狀況，須於實習完成後填寫「學生校外實習評量成績表」，並加蓋單位關防與主管章，以茲證明，經彌封後交至本系辦公室彙辦。

Evaluation by the organizations: Subject to the students’ internship status, the organizations must complete the Off-Campus Internship Student Performance Evaluation Form after students complete the internship, and affix the relevant unit’s seal and supervisor's seal thereto as proof. The form will be sealed and then submitted to the Department Office.

1. 成績之計算原則如下：

The student’s grades will be calculated as following:

1. 作業10%

Homework 10%

1. 期末報告30%

Final report 30%

1. 實習機構評量60%

Evaluation by the organization 60%

1. 學生實習相關規範：

Internship requirements:

申請實習之學生應於實習前簽收下列注意事項表，並應於實習期間，遵守表列規定：

Students who apply for an internship shall sign to acknowledge the following instructions prior to the internship, and comply with them during the internship:

1. 確實於實習單位實地學習、工作，如有不實或欺瞞行為，經實習單位舉報或於成績表紀錄者，其實習成績得以零分計算。

Students shall learn and work seriously at the internship unit. If there is any deceitful behavior or cheating reported by the internship unit or marked in their report card, their internship score shall be calculated as zero.

1. 禁止有違反校譽之行為，違者依校規處理。

Students are prohibited from violating NYCU’s reputation. Those in violation of the requirements shall be disciplined according to NYCU’s School Regulations.

1. 工作時應注意自身安全防護。

Students shall take care of their personal safety while working.

1. 學生開始實習後，應遵守實習單位之規定與指導，若發現原實習規定與實際工作性質不符時，應儘速與系主任聯繫協調之。

Upon commencement of the internship, students shall comply with the requirements and directions given by the internship unit. If they find any inconsistency between the original internship requirements and actual nature of the job, they shall contact and coordinate with the Department Chair as soon as possible.

1. 實習期間，應完成實習工作，不得任意中途離職。

Students shall complete their internship work during the internship, and are prohibited from resigning prior to completion of the work.

1. 開課教師輔導與相關事項：

Tutorship by the course instructor and related matters:

1. 協助學生處理生活環境及工作適應問題，如遇到學生申訴或情節重大之事情等，須視狀況召開校外實習課程委員會。

The course instructor shall help students deal with problems concerning their living environment and adaption to work. If any student files a complaint or any significant event arises, an off-campus internship committee meeting shall be convened as necessary.

1. 實習期間，開課老師應定期進行訪視，協助解決學生適應問題，並檢討改進校外實習制度。

During the internship, the course instructor shall periodically visit to help students adapt to work, and review and improve the off-campus internship system.

1. 本要點如有未盡事宜，悉依本校教務相關法規辦理。

Matters not provided for in the Directions shall be subject to NYCU academic regulations.

1. 本要點經校外實習課程委員會通過並提系務會議核備後實施，修訂時亦同。

These Directions are approved by the Off-Campus Internship Committee and implemented upon approval by the Department Affairs Committee Meeting. The same shall apply where the Directions are amended.