

國立高雄餐旅大學國際觀光學士學位學程校外實習輔導實施要點

106 年 5 月 23 日 105 學年度第 2 學期第 3 次學程會議審議通過

106 年 8 月 23 日第 381 次行政會議通過本校『法規提案審議作業規範』第六點（法規最末條條文統一修正）

107 年 04 月 10 日 106 學年度第 2 學期第 3 次學程會議修正通過

- 一、國際觀光學士學位學程(以下簡稱本學程)為加強學生之校外實習輔導，瞭解學生在業界實習現況，並解決業界與學生實習期間可能發生之困難，依據「國立高雄餐旅大學校外實習課程訪視及輔導實施要點」第 2 點訂定本要點。
- 二、為考核學生實習情況，增進學生之輔導，瞭解生活適應能力及服務熱忱等問題，本學程設置實習輔導小組。
- 三、本學程實習輔導小組由學程主任暨各班導師共三到七人組成，由學程主任及校外實習班級導師為當然成員，並由校外實習班級導師擔任該班實習輔導教師。本學程每學期需至少召開兩次校外實習輔導小組會議，討論及決議本學程學生實習相關事宜；討論事項需經由半數以上委員同意方可決議之。
- 四、本學程實習輔導小組審核並推薦校外實習單位，討論及決議學程學生實習相關事宜。
- 五、本學程學生實習課程視導事宜，由實習輔導教師配合研發處及國際事務處辦理。
- 六、校外實習訪視及輔導活動之訪視差旅費由校實習輔導費預算項下支付。
- 七、實習輔導教師之職責如下：
 - (一) 密切與業界指導實習學生負責人連繫及研擬實習學習事宜。
 - (二) 主動通報研究發展處實習輔導組及國際事務處國外實習組校外實習學生及業界各項資料異動。
 - (三) 評閱學生期中、期末專業實習報告、實習日誌或週記等。
 - (四) 出席實習輔導小組會議，反映問題及提出解決建議。
 - (五) 協助學校相關部門公佈相關注意事項，並負責學校與學生間溝通，主要工作細項如下：
 1. 按照計畫實施訪視及輔導。
 2. 填繳訪視及輔導記錄。
 3. 提供校刊有關訪視實習學生工作之照片與相關新聞訊息。
 - (六) 評定實習成績，登錄業界評核實習成績，核算後繳交教務處。
 - (七) 協助處理學生實習之生活及其他相關事宜。
- 八、實習課程之訪視與輔導分平時定期訪視輔導及聯合訪視與輔導，其內容及方式由研究發展處另訂之；國外部分由國際事務處訂定之。
- 九、海外實習或姐妹校進修學生之輔導：

- (一) 實習或進修學校配合研發處及國際事務處辦理。
- (二) 以各種方式隨時關懷。
- (三) 每月定期收報告，以為期中、期末成績之依據。
- (四) 姐妹校進修之學期平均成績等同實習單位評定之成績。
- (五) 學分之抵免依據本校教務處及國際事務處之規定辦理。
- (六) 本學程之學分抵免以校外實習學分及校外參訪研習學分為限。

十、本學程實習輔導教師校外個別視導及巡迴視導，得按規定，提出申請公差假及報支差旅費。

十一、 實習單位轉換輔導辦法如下：

- (一) 至實習單位報到未滿三個月，不得任意轉換，但因個人身體因素、公司違反勞基法及職場性別不平等對待，請檢附相關佐證資料，得另尋覓新實習單位。
- (二) 學生因各項因素申請轉換單位，經輔導後，實習輔導教師應於各系(科)學程實習輔導小組會議中說明轉換單位原由並獲通過後，填寫轉換實習單位申請表(學生)及輔導表(導師)，交予研究發展處實習輔導組備查，始得另覓新實習單位。
- (三) 學生實習單位之轉換，若係因學生之過失(含不適應)，得視情節輕重，依校外實習請假及獎懲要點懲處，並送實習輔導委員會核備。
- (四) 針對特殊個案學生，由各系(科)學程實習輔導小組決議其實習方式後移交系務會議通過，送交實習輔導委員會討論。

十二、 本實施要點經學程會議通過，陳請 學程主任核定後實施，而修正時亦同。

本規章負責單位：國際學院國際觀光學士學位學程

**Implementation Guidelines for Off-Campus Internship Counseling International
Bachelor Program in Tourism Management National Kaohsiung University of
Hospitality and Tourism**

1. To strengthen students' off-campus internship counseling, understand students' current internship situations in the industry, and resolve difficulties that may occur between the host companies and students during the internship period, the International Bachelor Program in Tourism Management (hereinafter referred to as the Program) formulates these guidelines based on Point 2 of the "National Kaohsiung University of Hospitality and Tourism Implementation Guidelines for Off-Campus Internship Visitations and Counseling."
2. To evaluate students' internship performance, enhance student counseling, and understand issues such as life adaptability and service enthusiasm, the Program establishes an Internship Counseling Committee.
3. The Program's Internship Counseling Committee consists of three to seven members, including the Program Director and class advisors. The Program Director and the advisors of the classes undergoing off-campus internships are ex-officio members, and these class advisors will serve as the Internship Advisors for their respective classes. The Program must convene at least two off-campus internship counseling committee meetings each semester to discuss and resolve matters related to the internships of the Program's students; decisions require the approval of a majority of the committee members.
4. The Program's Internship Counseling Committee reviews and recommends off-campus host companies and discusses and resolves matters related to the students' internships.
5. Matters concerning the inspection of the internship courses for the Program's students shall be handled by the Internship Advisors in coordination with the Research and Development Office and the International Affairs Office.
6. Off-campus internship visitation travel expenses are covered by the university's internship counseling budget.
7. The duties of the Internship Advisors include the following:

- (1) Maintain close communication with site supervisors at host companies to develop students' internship learning plans.
 - (2) Proactively report any changes regarding the students or host companies to the Internship Counseling Section (Research and Development Office) and the Overseas Internship Section (International Affairs Office).
 - (3) Review and grade students' midterm and final internship reports, as well as their daily or weekly logs.
 - (4) Attend Internship Counseling Committee meetings to report issues and propose solutions.
 - (5) Serve as the primary liaison between the university and students and assist relevant offices in disseminating announcements. Specific duties include:
 - ①. Conducting scheduled internship visits and counseling sessions.
 - ②. Completing and submitting visit and counseling records.
 - ③. Providing photos and updates from site visits for university publications.
 - (6) Assess overall internship performance by incorporating the host company's evaluations and submitting final grades to the Office of Academic Affairs.
 - (7) Provide support for students regarding life adaptation and other related matters during their internship.
8. The visitation and counseling of internship courses are divided into regular visits and joint visits. Their content and methods shall be separately stipulated by the Research and Development Office; the overseas portion stipulated by the International Affairs Office.
9. Counseling for students in overseas internships or studying at sister schools:
- (1) The internship or study school handles this in coordination with the Research and Development Office and the International Affairs Office.
 - (2) Provide ongoing support through various communication channels.
 - (3) Collect reports regularly every month as the basis for midterm and final grades.
 - (4) The average semester grade for studying at a sister school is equivalent to the grade evaluated by a host company.
 - (5) Credit waivers shall be handled according to the regulations of the Office of Academic Affairs and the International Affairs Office.
 - (6) Credit waivers for this Program are limited to off-campus internship credits and off-campus study tour credits.

10. The Internship Advisors of this Program conducting off-campus individual inspections and patrol inspections may, according to regulations, apply for official leave and claim travel expenses.
11. The regulations for changing host companies are as follows:
 - (1) Students who have reported to their host company for less than three months may not arbitrarily change companies. However, due to personal health factors, the host company violating the Labor Standards Act, or gender inequality in the workplace, students may find a new host company by attaching relevant supporting documents.
 - (2) If a student applies to change host companies due to various factors, after counseling, the Internship Advisor should explain the reason for the change in the program's Internship Counseling Committee meeting. Upon approval, the advisor should fill out the student's internship host company change application form and the advisor's counseling form, and submit them to the Internship Counseling Section of the Research and Development Office for record before the student seeks a new host company.
 - (3) If the change of a student's host company is due to the student's fault (including maladjustment), they may be penalized depending on the severity of the circumstances in accordance with the off-campus internship leave and reward/punishment guidelines, and the case will be submitted to the Internship Counseling Committee for record.
 - (4) For special case students, the program's Internship Counseling Committee will decide their internship method, which will then be transferred to the department meeting for approval and submitted to the Internship Counseling Committee for discussion.
12. These implementation guidelines are implemented after being approved by the Program Meeting and submitted to the Program Director for approval. The same applies when amended.

Responsible unit: International Bachelor Program in Tourism Management