

亞洲大學室內設計學系學生校(海)外實務學習作業規範

106.05.09 105 學年度第 2 學期第 3 次系務會議修正通過

107.03.21 106 學年度第 2 學期第 1 次系務會議修正通過

109.06.24 108 學年度第 2 學期第 14 次系務會議修正通過

110.01.14 109 學年度第 1 學期第 10 次系務會議修正通過

110.10.14 110 學年度第 1 學期第 5 次系務會議修正通過

113.1.4 112 學年度第 1 學期第 11 次系務會議修正通過

113.4.25 112 學年度第 2 學期第 5 次系務會議修正通過

第一條 本規範依本校「亞洲大學學生校(海)外實習作業規範」相關辦法及「亞洲大學室內設計系學生實務學習實施要點」訂定之。(以下簡稱本規範)。

第二條 為擴大學生學習視野，瞭解設計相關產業的脈絡與執行，促使學生進入校外相關單位實習或跟隨教師實習設計相關專案進行等，藉以加深理論與實務經驗，培養術德專精的人才。

第三條 實習類別為校外實習，凡現行相關室內設計、建築設計、空間規劃或管理等工作性質相關行業等公民營單位，均視為學生至校外實習之範圍，並經「實務實習委員會」認可。

第四條 學生校外實習應以學校名義與實習機構簽訂實習合約書，並於實習前完成簽約。

第五條 校外實習須建立實習媒合機制，學生校外實習之登記與分發，應依以下程序辦理：

一、經由本系實務實習委員會審查「學生校外實習合作機構評估表」、「亞洲大學學生校外實習學習計畫表」，提供優良實習機構，學生則依個人專長、住宿、交通等考量選擇實習單位。如有學生選擇非居住地之校外實習機構地點時，學生與家長需妥善安排交通及食宿等安全問題。學生實習期間，所需相關費用，除實習機構同意負擔外，由學生自行負責。

二、學生自行選擇實習機構者，該機構須經系「實務實習委員會」評估合格，始可辦理實習登記。

三、學生應於實習期間繳交本校全額之學雜費，且自 106 學年度開始，學生須簽署切結書，若自願放棄實習機會者，未來不得再重複提出申請。

四、校級實習畢業門檻：至少 80 小時，若自願放棄本要點第五條第一款之實習機會者，應自行在畢業前利用寒暑假期間完成後列三項作業，

始得進行實習，並於完成實習後取得實習單位之及格考核證明書、繳交系實習委員會存查，以完成校級實習畢業門檻。

(1)自行尋找實習廠商並提出正式申請經系級實習委員會同意

(2)依實習委員會指定系上專任老師為輔導老師

(3)依據校級實習規定訂定合約書及完成相關行政作業

五、寒暑假實習授權由計畫主持人自訂遴選標準，惟應符合實習機構之要求(如外語能力標準或實習國當地語言或修讀過的語言課程)，本規範未盡事宜，悉依海外實習甄選及補助依「教育部鼓勵國內大專校院選送學生出國研修或國外專業實習補助要點」及本校相關辦法辦理。

第六條 學生在校外實習期間應遵守實習機構之人事規則，並接受該機構單位主管之指導。

第七條 實習輔導機制：

一、學生於校外實習前須參加由系上主辦之行前教育說明會及各項臨時協調會議，不得無故缺席。

二、實習期間，實習輔導老師須赴實習機構訪視學生，並繳回輔導記錄表。

第八條 學生校外實習期間由學校編列校外實習保險費，依據教育部辦理集中採購大專校院校外實習學生團體保險內容投保相關意外傷害保險。本系應於學生開始校外實習前 15 天，將保險需用資料繳交至學涯中心，俾供辦理保險作業。

第九條 102 至 105 學年度實施對象為本系已修習完大一至大三五門設計課之學生；106 學年度開始，實施對象為已修習完大一至大二四門設計課之學生。

第十條 執行時間：

一、102 至 105 學年度於大三下實施，實習時間以一學期為度，並應確實將「亞洲大學室內設計學系實習通知書」交予家長確認實習內容，並於實習前繳回「家長同意書」及「校外實習安全切結書」。

二、自 106 學年度入學之學生開始，將於其大三上學期由住宅空間組進行實習分流課程；大三下學期由商業空間組同學進行實習分流課程。

三、校外實習學分數及實習時數，應依課程核實設計，並具合理性；其修習時間以週一至週五白天為原則。

第十一條 實施方式：

- 一、由實務實習委員會提供校外實習單位名單，學生填寫校外實習申請表，並附校外實習計畫書申請之。
- 二、學生得另覓實習單位並取得廠商同意書及校外實習計畫書送實務實習委員會認可，始得赴校外實習。
- 三、實習單位須實習滿一學期，並遵守實習單位各項規定及職業倫理，通過者始可給予實習證明並給予 15 學分。113 學年度後入學之學生，給予 9 學分。
- 四、106 學年度入學之新生，住宅組於大三上學期實習，該組之系專業選修學程將不開設，未實習之該組學生准予改修另一組之專業選修學程，並予以認抵於畢業學分；商空組於大三下學期實習，標準亦同；智慧組依該年度實習委員會決議之上下學期實習員額實施之。
- 五、學生須於實習結束後兩個星期內繳交實習週報表(內含工作日誌、心得報告)至系辦，交由實務實習委員會評閱與考核。
- 六、未通過此實習方案之學生，得於隔年重修實習課程。

第十二條 校外實習成績由實習單位與本系輔導老師共同評定。評分標準為實習單位佔 40%、實習成果佔 60%(書面：實習心得與工作日誌、上台簡報)。

第十三條 校外實習單位職責：

- 一、實習期間實習單位對學生應適當要求，並於期滿後給予評分；實習單位應要求部門主管務必以公正、客觀之標準進行評分。
- 二、本實習制度並未訂定薪酬協議，實習單位得視實習學生之工作表現與工作量酌量給予獎金以資鼓勵。實習時數每週以四十小時為原則，若超過工作時數或加班時，實習單位應依勞基法規定，給予實習學生適當的工資，以維護學生的權益與個人安全。
- 三、實習單位應提供安全衛生之實習課程及場所，並不得令實習生從事危險、違法之實習活動。學生如於實習期間表現不佳、無法適任者，實習單位應儘速聯絡本系處理。

第十四條 不適應輔導與轉換

- 一、若學生有不適應之情事，無論是由實習學生本身或合作機構反映，皆由本系輔導教師於第一時間與學生聯繫及輔導，並持續追蹤學生適應狀況或其他權益受損改善情形。
- 二、若學生仍未能適應實習環境或合作機構的異常情形未改善，輔導教師應協助學生申請終止實習或轉換其他合作機構，並經實習委員會審核後處置。

第十五條 實習爭議協商處理

- 一、學生若與合作機構產生爭議，應向學系輔導教師即時反映，由學校輔導教師與合作機構共同商議爭議改善方案，如未獲改善，可向實習委員會或依學生申訴機制提出申訴。受理單位應立即啟動爭議協商與處理機制，並儘速召開會議進行討論。
- 二、本系得邀請爭議事件當事人(學生)及當事人所屬合作機構代表出席，並具體陳述相關事實，以利進行客觀之評斷及決議。會後應將會議決議或結果作成紀錄，並將會議決議通知申訴當事人(學生)及當事人所屬合作機構，要求合作機構或學生依據決議進行調整及改善，若有任一方不同意決議結果，則應啟動實習轉換機制並安排學生轉換合作機構。
- 三、若實習合作機構明確違反實習合約之規定，本系將主動提供或負擔學生法律諮詢，協助學生向地方勞動主管機關提請協調或申訴，並依法採取相關法律途徑及訴訟，以確保學生的實習權益。

第十六條 指定實習申請方案

- 一、學生若無法透過本系媒合機制取得實習合作單位者，始得申請系上指定實習申請方案，交由系實習委員會審核。通過後，由系上指定委託合作機構。
- 二、學生申請指定實習方案需檢附資料如下：指定實習申請方案實習計畫書、在校歷年成績單、個人設計作品集、指定實習合作機構評估表、指定實習學習計畫表、指定實習方案實習合約、指定實習申請方案家長同意書、學生安全切結書。

第十七條 其他如有未盡事宜者，以學校有關單位之校外實習要點為原則。

第十八條 本規範經系務會議通過後實施，修正時亦同。

Implementation Guidelines for International and Off-campus Practical Internships for Department of Interior Design at Asian University

Article 1

This specification is formulated in accordance with the relevant measures of the "Asia University Student (Overseas) Practical Internship Specification" and the "Key Points for the Implementation of Practical Learning for Students of the Department of Interior Design of Asia University". (Hereinafter referred to as this specification).

Article 2

In order to expand students' learning horizons, understand the context and operation of design-related industries, promote students to enter relevant off-campus units for internship or follow teachers' internship design-related projects, etc., so as to deepen theoretical and practical experience and cultivate talents with professional ethics.

Article 3

The internship category is off-campus internship. All current civil-camp units such as relevant interior design, architectural design, space planning or management and other related industries shall be regarded as the scope of the student to the off-campus internship and approved by the "Practical Internship Committee".

Article 4

Students who elect to go on off-campus internship shall sign an internship contract with the internship institution in the name of the school and complete the contract before the internship.

Article 5

The internship media mechanism shall be established for off-campus internships. The registration and distribution of off-campus internships for students shall be handled in accordance with the following procedures:

- I. Through the review of the "Evaluation Form of Student Off-campus Internship Cooperation Institutions" and the "Out-of-School Internship Learning Plan of Asian Universities" by the Department's Practical Internship Committee, excellent internship institutions are provided,

and students choose internship units according to their personal expertise, accommodation, transportation, etc. If a student chooses the location of an off-campus internship institution without a place of residence, students and parents need to properly arrange safety issues such as transportation, food and accommodation. During the student internship, the relevant expenses shall be borne by the students themselves, except for the consent of the internship institution.

- II. If students choose their own internship institutions, the institution must pass the evaluation of the "Practical Internship Committee" and can apply for internship registration.
- III. Students should pay the full amount of tuition and miscellaneous fees of the school during the internship, and from the beginning of the 106th academic year, students must sign the closing letter. If they voluntarily give up the internship opportunity, they shall not apply again in the future.
- IV. School-level internship graduation threshold: at least 80 hours. If you voluntarily give up the internship opportunity in Article 5, paragraph 1 of this point, you should use the winter and summer vacation period to complete the following three assignments before graduation, and then you have to carry out the internship. After completing the internship, you should obtain the pass assessment certificate of the internship unit and submit it to the internship committee. Check to complete the graduation threshold for school-level internships.
 - a. Find an internship manufacturer by yourself and submit a formal application with the consent of the department-level internship committee.
 - b. According to the internship committee, the full-time teacher of the department is designated as the tutor
 - c. Contracts and complete relevant administrative tasks in accordance with school-level internship regulations

- V. The internship authorization for winter and summer vacation shall be customized by the host of the program, but it should meet the requirements of the internship institution (such as the foreign language ability standard or the local language of the internship country or the language courses that has been taken). The matters that have not been completed in this specification shall be selected in accordance with the overseas internship selection and subsidy in accordance with the "Ministry of Education encourages domestic colleges and colleges to send students abroad for study Or the main points of foreign professional internship subsidies" and the relevant methods of the school.

Article 6

During the off-campus internship, students shall abide by the personnel rules of the internship institution and accept the guidance of the leaders of the institution.

Article

7 Internship and Guidance Mechanism:

I. Students must participate in the pre-departum education briefing and various temporary coordination meetings hosted by the department before the off-campus internship, and shall not be absent for no reason.

II. During the internship, the internship tutor must go to the internship institution to visit the students and return the tutoring record form.

Article 8

During the student's off-campus internship period, the school shall compile the off-campus internship insurance premium, and apply for the relevant accident injury insurance according to the centralized purchase of the group insurance content of the internship students outside the college according to the Ministry of Education. The department should submit the insurance information to the academic center 15 days before the students start the off-campus internship, so that they can handle the insurance work.

Article 9

The implementation target of the 102 to 105 academic year is for students

who have completed the design courses from the first to third year of the department; from the beginning of the 106 academic year, the implementation target is students who have completed the design courses from the first to the second year.

Article 10

Internship Period

I. Internship for 102nd to 105 academic years will be implemented in the junior year. The internship duration is one semester. The "Internship Notice of the Department of Interior Design of Asian University" should be given to the parents to confirm the content of the internship, and the "Parent's Consent Letter" and the "Out-campus Internship Safety Cut Letter" should be submitted before the internship.

II. Starting from the students enrolled in the 106th academic year, the residential space group will carry out the internship diversion course in the first semester of their junior year; the students in the commercial space group will carry out the internship diversion course in the second semester of the junior year.

III. The off-campus internship scores and internship hours should be verified and designed according to the course and should be rational; the study time shall be based on the principle of Monday to Friday daytime.

Article 11 Implementation method:

- I. The practical internship committee shall provide a list of off-campus internship units, and students shall fill in the off-campus internship application form and attach the off-campus internship plan for application.
- II. Students shall find another internship unit and obtain the manufacturer's consent and the off-campus internship plan to be sent to the practical internship committee for approval, and then they can go to the off-campus internship.

- III. The internship unit must complete the internship for one semester and abide by the regulations and professional ethics of the internship unit. Those who pass the internship can be given an internship certificate and 15 credits. Students who enter after the 113th academic year will be given 9 credits.
- IV. For the new students enrolled in the 106th academic year, the residential group will practice in the first semester of the junior year. The professional elective course of the department of this group will not be opened. Students in the group who do not practice will be allowed to renovate the elective course of another group of majors and be recognized for graduation credits; the business group will practice in the next semester of the junior year, and the standards will be the same; the wisdom group will be based on the actual practice of the year. The study committee decided to implement the internship posts in the next semester.
- V. Students must submit the internship weekly report (including work log and experience report) to the department within two weeks after the end of the internship, and submit it to the practical internship committee for evaluation and assessment.
- VI. 6. Students who fail to pass this internship program may re-study the internship course in the next year.

Article 12

The results of off-campus internship shall be jointly evaluated by the internship unit and the tutor of the department. The scoring criteria are 40% for internship units and 60% for internship results (written: internship experience and work log, presentation on the stage).

Article 13

Responsibilities of off-campus internship units:

- I. During the internship period, the internship unit shall give appropriate requirements to the students and give a score after the expiration of the period; the internship unit shall require the department head to score with fair and objective standards.

- II. This internship system has not concluded a salary agreement. The internship unit may give bonuses to encourage the internship students according to their work performance and workload. The internship hours are based on the principle of 40 hours per week. If the working hours are exceeded or overtime, the internship unit shall give the internship students appropriate wages in accordance with the provisions of the Labor Law to protect the rights and interests and personal safety of students.

- III. 3. The internship unit shall provide safety and health practice courses and places, and shall not allow interns to engage in dangerous and illegal internship activities. If students do not perform well during the internship and are unable to be qualified, the internship unit should contact the department as soon as possible.

Article 14

Unsuitable for coaching and conversion

- I. If students have any discomfort, whether it is reported by the intern students themselves or cooperative institutions, the tutors of the department will contact and tutor the students at the first time, and continue to track the adaptation status of students or other impaired rights and interests.

- II. If the student is still unable to adapt to the internship environment or the abnormal situation of the cooperative institution has not improved, the tutor shall assist the student to apply for the termination of the internship or the conversion of other cooperative institution, and deal with it after review by the internship committee.

Article 15

Consultation on Internship Disputes

17. If there is a dispute between students and the cooperative institution, they should immediately report it to the tutoring teacher of the department. The tutoring teacher of the school and the cooperative institution shall jointly discuss the dispute improvement plan. If it is not

improved, they can appeal to the internship committee or according to the student complaint mechanism. The acceptance unit shall immediately activate the dispute consultation and handling mechanism, and convene a meeting for discussion as soon as possible.

17. The department may invite representatives of the parties (students) to the dispute and the cooperating institutions to which the parties belong to attend, and specifically state the relevant facts to facilitate objective evaluation and resolution. After the meeting, the resolution or result of the meeting shall be recorded, and the resolution of the meeting shall be notified to the complainant (students) and the cooperating institution to which the party belongs, and the cooperative institution or student shall be required to adjust and improve in accordance with the resolution. If either party does not agree with the result of the resolution, the internship conversion mechanism shall be activated and the student shall be arranged to be converted to the cooperative institution.

17. If the internship cooperation organization clearly violates the provisions of the internship contract, the department will take the initiative to provide or bear the legal advice of students, assist students to submit coordination or appeals to the local labor authorities, and take relevant legal channels and lawsuits in accordance with the law to ensure the internship rights and interests of students.

Article 16 Designated Internship Application Scheme

17. If students are unable to obtain an internship cooperation unit through the department's media mechanism, they must apply for a designated internship application plan in the department and submit it to the internship committee for review. After approval, the department will designate the entrusted cooperation agency.

17. The materials to be attached to the student's application for the designated internship plan are as follows: the internship plan of the designated internship application plan, the transcript of the school calendar year, the personal design portfolio, the evaluation form of the designated internship cooperation institution, the designated

internship study plan, the internship contract of the designated internship program, the parental consent of the designated internship application plan, and the safety of the student Cut the whole book.

Article 17

If there are any other outstanding matters, the principle shall be based on the off-campus internship points of the relevant units of the school.

Article 18

This specification shall be implemented after the adoption of the department meeting, and shall be the same when amended.

2017.05.09

Revised and adopted by the 3rd department meeting of the second semester of the 105 academic year

2018.03.21

The first departmental meeting of the second semester of the 106 academic year was amended and approved

2020.06.24

Revised and approved by the 14th Departmental Affairs Meeting of the Second Semester of the 108th Academic Year

2021.01.14

Revised and adopted by the 10th department meeting of the first semester of the 109th academic year

2021.10.14

The 5th Departmental Affairs Meeting of the First Semester of the 110th Academic Year was amended and approved

2024.1.4 The 11th Departmental Affairs Meeting of the 1st Semester of the 112 Academic Year was amended and adopted

2024.4.25 Revised and adopted by the 5th department meeting of the second semester of the 112 academic year