

國立中興大學圖書資訊學研究所學生校外實習實施辦法

1080604 課程委員會會議通過

一、為推動本所專業課程實習制度，訂定本所學生校外實習實施辦法（以下簡稱本辦法）。

二、實施目標：

（一）透過實習過程協助學生結合理論與實務知識，以對圖書館工作的專業活動有更深入見解。

（二）培養學生獨立自主、溝通協調及團隊合作精神，並建立良好人際關係，累積就業專業能力。

三、本所於課程委員會中納入校外實習委員會之功能機制，所長為召集人，本所教師為當然委員，其成員得包含學生代表與合作機構代表各一人，任期一年，得連任之。本委員會須有二分之一（含）以上委員出席，始得開議，以多數決方式決議。

四、本委員會之任務如下：

（一）整體規劃及推動校外實習課程。

（二）確認合作機構之評估結果及選定。

（三）擬訂書面契約及學生個別實習計畫。

（四）協調處理學生申訴、爭議及意外事件。

（五）處理學生實習期滿前之終止實習。

（六）追蹤處理及檢討學生實習輔導訪視結果。

（七）其他學生權益保障相關事項。

五、校外實習單位包括各類型圖書館，如：國家圖書館、學術圖書館（含本校圖書館）、學校圖書館、公共圖書館及專門圖書館。

六、校外實習作業流程：

（一）相關作業流程如附件一，依作業流程辦理各項事務。

（二）研一非本科學生先與實習老師討論欲實習之單位，並向本所辦公室登記，於當學年度5月中旬前提送校外實習申請文件至課程委員會審查，審查通過後由所辦公室辦理發文事宜。

（三）實習學生不支薪。

（四）學生實習期間由本所辦理學生平安保險。

七、實習學分及實習成績考核規範：

（一）本所校外實習為0學分之選修課程「圖書資訊學實務」，研一非本科學生應於入學第二學年上學期補修，實習時間安排於研一升研二暑假進行，實

習時數至少 72 小時。具一年以上圖書館實務工作經驗者，得申請免修「圖書資訊學實務」。若學生有特殊情況需提早或延後進行實習，得提出書面申請由課程委員會另案審議。

- (二) 學生實習期間需撰寫實習報告，於指定時間內繳交給實習老師並參加實習成果分享會。
- (三) 實習成績滿分為 100 分，包含學習態度、負責程度、合作態度、工作績效等 4 個項目，合計實習佔 80%，實習報告佔 20%。實習期間成績由實習單位填寫實習考核表（附件二）進行評分。
- (四) 完成實習之學生須於下學年度上學期，依校訂選課時間內選修「圖書資訊學實務」課程，方能登錄成績，完成修課程序。

八、 本辦法經所課程委員會議通過後實施，修正時亦同。

Implementation Guidelines for Off-Campus Internships
Graduate Institute of Library and Information Science
National Chung Hsing University

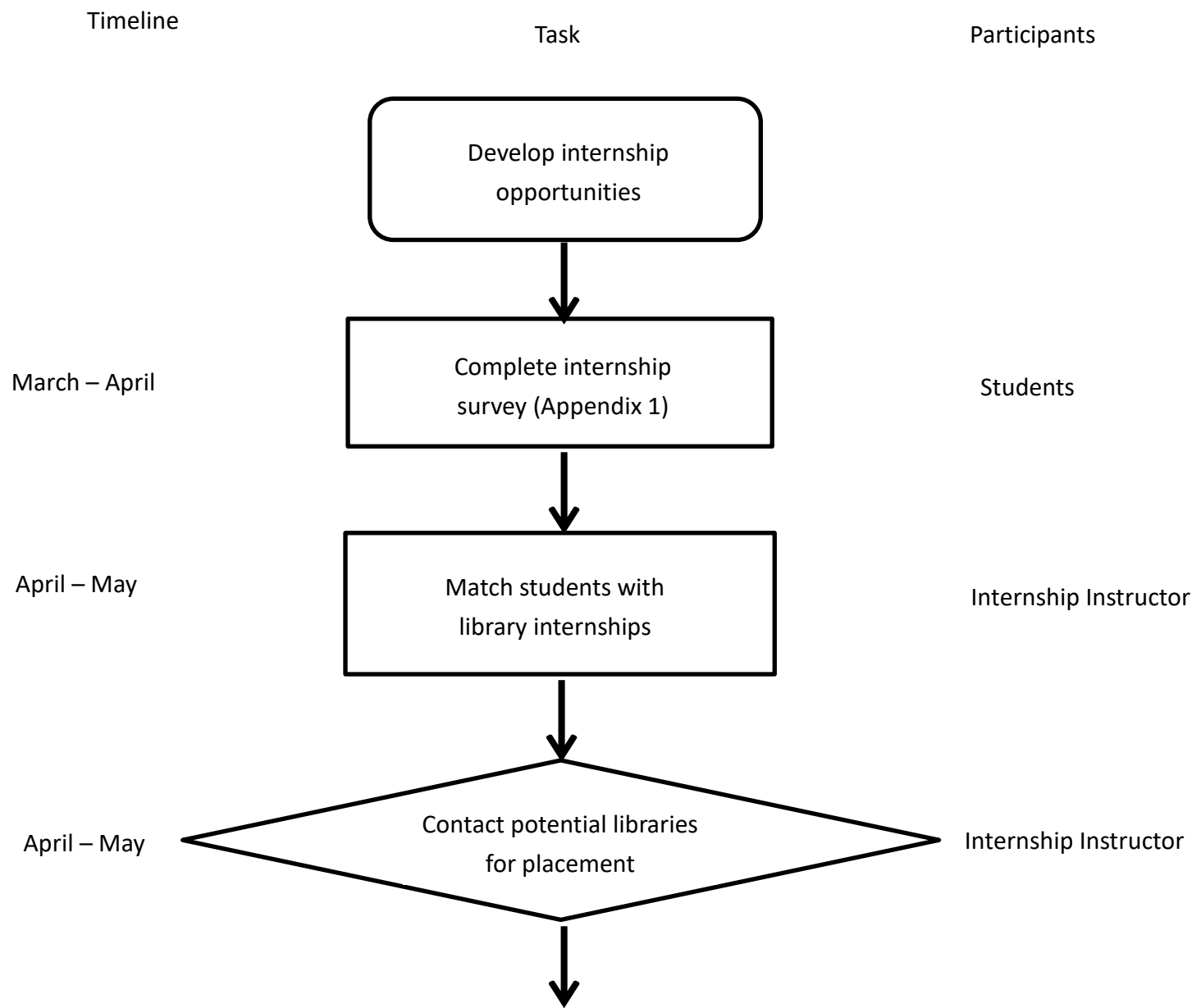
Approved by the Curriculum Committee on June 4, 2019

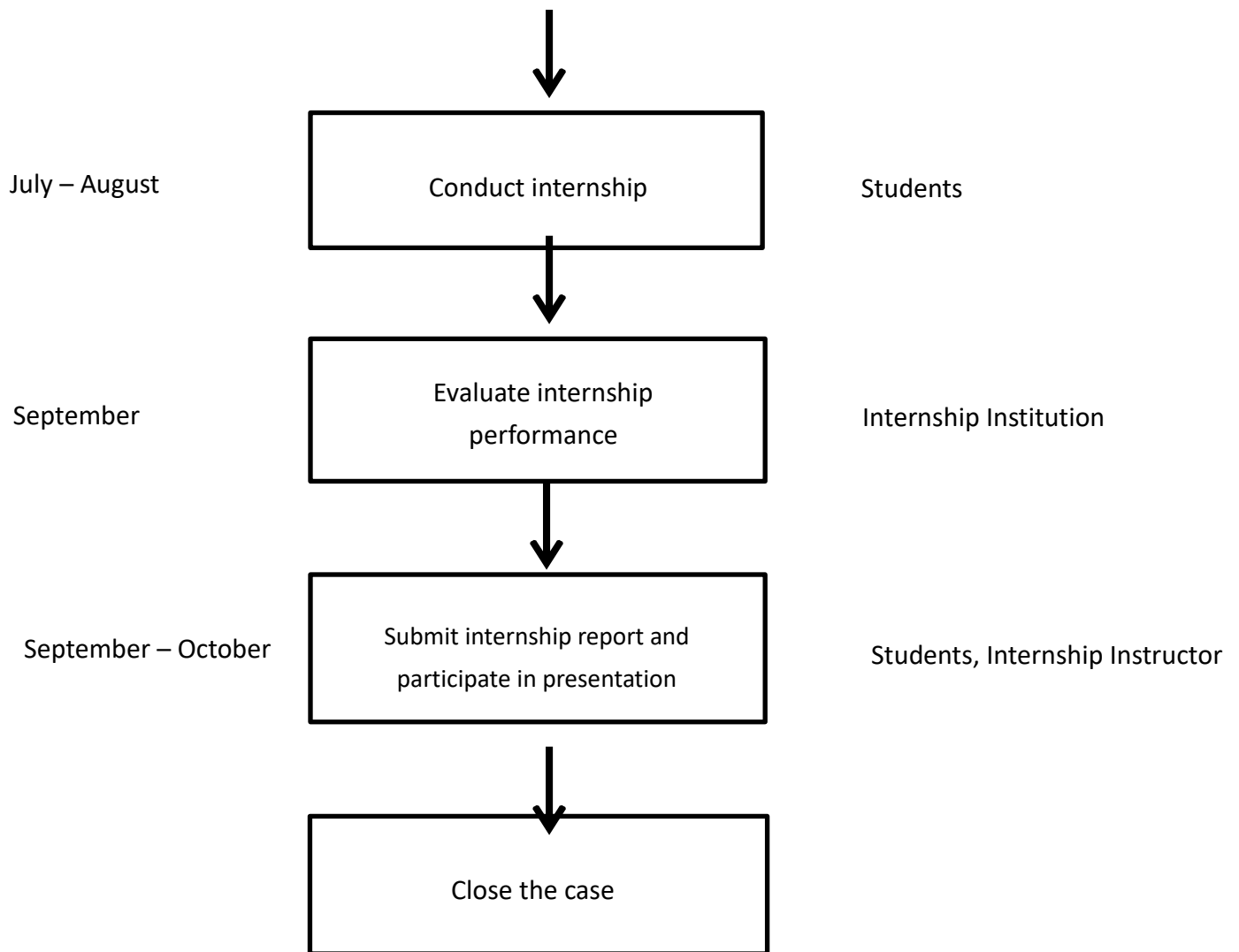
1. To promote the internship system for professional courses at the Institute, these implementation guidelines for off-campus internships (hereinafter referred to as "the Guidelines") are established.
2. Objectives of Implementation:
 - (1). Through the internship process, assist students in integrating theoretical and practical knowledge for a deeper understanding of professional library activities.
 - (2). Cultivate students' independence, communication and coordination skills, teamwork spirit, and the ability to build good interpersonal relationships, thereby enhancing their employability.
3. The Curriculum Committee incorporates the functions of the Off-Campus Internship Committee. The director serves as the convener, and faculty members are ex officio members. The committee may also include one student representative and one representative from a partner organization, each serving a one-year term, renewable. The committee requires the attendance of at least half of its members to convene and passes resolutions by majority vote.
4. Duties of the Committee:
 - (1). Overall planning and promotion of off-campus internship courses.
 - (2). Confirming and selecting partner organizations based on evaluation results.
 - (3). Drafting written agreements and individual student internship plans.
 - (4). Coordinating and handling student complaints, disputes, and incidents.
 - (5). Addressing cases of early termination of internships.
 - (6). Following up on and reviewing student internship counseling and visitation results.
 - (7). Other matters related to student rights and interests.
5. Partner organizations include various types of libraries, such as national libraries, academic libraries (including the university library), school libraries, public libraries, and specialized libraries.
6. Internship Procedures:
 - (1). The related procedures are outlined in Appendix 1 and will be followed for all matters.

- (2). First-year graduate students who did not major in Library and Information Science should discuss their desired internship unit with the assigned internship advisor, register with the Institute's office, and submit their application documents to the Curriculum Committee for review by mid-May of the academic year. Approved applications will be processed by the office.
 - (3). Internship students will not receive a stipend.
 - (4). During the internship period, the Institute will provide students with personal accident insurance.
7. Credits and Assessment for Internships:
 - (1). The off-campus internship course, "Library and Information Science Practice," is a 0-credit elective. First-year graduate students from non-Library and Information Science backgrounds must complete this course during the first semester of their second academic year. Internships are scheduled for the summer between the first and second academic years, requiring a minimum of 72 hours. Students with more than one year of practical library experience may apply for an exemption. Students with special circumstances may apply in writing for an early or deferred internship, subject to Curriculum Committee review.
 - (2). Students must write an internship report, submit it by the designated deadline to the internship advisor, and participate in an internship results sharing session.
 - (3). The internship grade is 100 points, comprising four components: learning attitude, responsibility, cooperation, and work performance, totaling 80% for the internship and 20% for the report. Partner organizations will complete the evaluation form (Appendix 2) for grading during the internship period.
 - (4). Students who complete the internship must register for the "Library and Information Science Practice" course in the first semester of the following academic year during the university's course selection period to record their grades and complete the course requirements.
8. These Guidelines are implemented upon approval by the Curriculum Committee of the Institute and are subject to the same procedure for amendments.

Standard Internship Procedure

Supervisor: Internship Instructor
Eligible Students: First-year non-library science background students
Minimum Internship Hours: 72 hours
Internship Content: Tailored to student interests and the needs of the library





國立中興大學圖書資訊研究所學生實習考核表

實習學生		實習期間	
實習單位		實習時數	
工作項目			

出席情形 (註明時數)	出席 小時	事假 小時	病假 小時	曠職 小時	
考核項目	學習態度 (0-25 分)	負責程度 (0-25 分)	合作態度 (0-25 分)	工作績效 (0-25 分)	總成績 (0-100 分)
分 數					
學生工作表現 之綜合評語					
實習建議事項					
實習輔導人員 (簽章): _____ 日期: _____ 實習單位主管 (簽章): _____ 日期: _____					
備註	1. 實習考核表屬保密文件，學生本人不會得知考評結果，為切實瞭解學生在實習期間的問題，懇請實習單位惠予意見與指正。 2. 敬請實習單位於同學實習結束後，將本考核表寄至： 402 台中市南區興大路 145 號(人文大樓 7 樓) 國立中興大學圖書資訊學研究所 宋慧筠老師。或是 Email: hsung@dragon.nchu.edu.tw 3. 如有任何疑問，請電：04-22840815 轉 724。				

Appendix 2

Internship Evaluation Form

Student Name		Internship Period	
Internship Institution		Total Internship Hours	
Job Responsibilities			

Attendance Record	Present _____ hours	Personal Leave _____ hours	Sick Leave _____ hours	Absence _____ hours	
Category	Learning Attitude Score (0-25 each)	Responsibility Score (0-25 each)	Teamwork Score (0-25 each)	Work Performance Score (0-25 each)	Total Score (0-100)
Score					
Overall Performance and Comments					
Internship Feedback & Suggestions					
<p>Signatures</p> <p>Internship Supervisor: _____ (Date: _____)</p> <p>Internship Institution Supervisor: _____ (Date: _____)</p>					

<p>Confidentiality Notice</p>	<ol style="list-style-type: none"> 1. The evaluation form is confidential and will not be disclosed to the student. Internship institutions are encouraged to provide candid feedback. 2. Upon completion of the internship, please send this form to: Assistant Professor I-Ling Cheng Graduate Institute of Library and Information Science, National Chung Hsing University No. 145, Xingda Road, South District, Taichung City 402, Taiwan Email: ilingcheng@dragon.nchu.edu.tw 3. Phone: +886-4-2284-0815 ext. 724
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