

亞洲大學健康產業管理學系

健康管理實習課程實施要點

Guidelines for the Implementation of the Health Management Internship Program Department of Healthcare Administration, Asia University

民國 95 年 3 月 22 日第二次系務會議通過實施
民國 104 年 4 月 29 日第六次系務會議通過修正
民國 112 年 9 月 20 日第二次系務會議通過修正

Implemented following approval at the second department meeting on March 22, 2006
Amended following approval at the sixth department meeting on April 29, 2015
Amended following approval at the second department meeting on September 20, 2023

第一條 目的

為增進亞洲大學健康產業管理學系(下稱本系)大學部學生之實務學習經驗，特規劃健康管理實習課程，且為使此實習課程相關作業有所遵循，特訂立本要點。

Article 1: Purpose

To enhance the practical learning experience of undergraduate students in the Department of Health Industry Management of Asia University (hereinafter referred to as "the Department"), a health management internship program has been planned. These guidelines have been established to provide a basis for the implementation of related tasks for this internship program.

第二條 適用範圍及對象

- 一、適用範圍：有關實習機構之申請、名額分發、實習計畫、成果報告，及成績評核等作業，均按本要點規定辦理。
- 二、適用對象：健康管理實習之修課學生及本系實習相關成員。
此課程為本系大四上學期必修，但前置作業於學生大三期間進行，校外實習為大三升大四暑假期間，成果發表及書面報告，則於大四上學期進行。

Article 2: Scope and Applicability

1. Scope: The application for internship institutions, allocation of positions, internship planning, results reporting, and performance assessment shall be carried out in accordance with these guidelines.
2. Applicants: Students enrolled in the health management internship course and members of the Department involved in the internship. This course is compulsory for seniors in their first semester; however, preparatory work is conducted during their junior year. The off-campus internship occurs during the summer break between the junior and senior years, and the presentation of results and written reports takes place in the first semester of the senior year.

第三條 修課規定及分發作業

- 一、修課規定：大一至大三上(共五學期)之「院基礎課程+系核心課程+系專業選修學程」實際修得學分數未達應修學分數 2/3 者，無法進行校外實習。轉學生原則上仍依此規定，但得由學生實務學習委員會進行個別學生實習資格認定。
- 二、實習機構分發原則：因各機構提供實習名額有限，本系將以學生前四學期修課課程(排除通識、語文等校定必修課程)之總平均成績排序，成績較高者優先依其志願序安排實習機構。分發結果將在實習分發說明會公布。

Article 3: Course Enrollment and Allocation Tasks

1. Course Enrollment Requirements: From the first year to the first semester of the junior year (totaling five semesters), students who have not obtained two-thirds of the required credits from "basic courses of the college + core courses of the Department + elective professional tracks of the Department" are not eligible for off-campus internships. Transfer students are generally subject to this rule; however, exceptions can be made by the Student Practical Learning Committee to certify an individual student's eligibility for the internship.
2. Principles for Distributing Internship Institutions: Due to the limited number of positions offered by institutions, the Department will prioritize students based on the average grades of the courses taken in the first four semesters (excluding general education and mandatory language courses). The allocation results will be announced at the Internship Allocation Meeting.

第四條 權責區分

一、課程負責老師：

1. 於學生大三上學期中，舉辦實習機構申請說明會，說明實習施行流程。
2. 提供學生「學生實習學習指南」(醫療機構管理學程/長期照護管理學程)(附件一)，供學生參閱。
3. 於學生大三上學期末前，舉辦實習機構分發說明會。
4. 於學生大三下學期末前，舉辦實習行前說明會。
5. 實習報告之評分與意見彙總，並主責檢討與改進。

二、修課學生：

1. 於大三上學期中，根據修習學程填具「健康管理實習課程實習機構申請表」向系辦公室提出申請。
2. 於大三上學期末前，繳交實習計畫書。唯實際實習內容，仍依機構安排。
3. 準時辦理報到手續，並繳交「學生實習期間簽到表」(附件二)、「學生實習考核表」(附件三)及相關文件(如照片、體檢報告證明等)。
4. 在機構實習期間(約兩個月)，須遵守實習機構規章制度出勤實習，若有違犯經查明屬實者，當依校規處理。
5. 每週填寫「學生實習週誌」(附件四)，並回傳給實習輔導老師。

6. 實習結束後須依規定，參與成果發表之口頭報告，並提交書面報告。

三、系行政助理：

1. 彙整學生申請表後，提請學生實務學習委員會審查，並協助實習分發作業。
2. 第一階段分發作業完成後，連同「實習機構調查表」行文至各機構，協請安排實習作業。
3. 提請學生實務學習委員會安排各機構之實習輔導老師。
4. 公告或通知學生實習之時間、地點、應備文件及相關事宜。
5. 確認學生實習機構後完成實習合約書簽訂。
6. 學生前往實習之前由系上協助投保意外傷害險之作業，並於實習前提供保險證予實習學生。
7. 協助課程負責教師舉辦實習成果發表會、彙收學生實習報告等相關事宜。

四、本系實習輔導老師：

1. 實習期間對學生實習情形之了解與輔導。
2. 填寫「學生校外實習輔導紀錄表」，回傳系辦公室。

Article 4: Responsibilities and Authorities

1. Course Instructors: a. Hold an internship application briefing during the junior year to explain the process of the internship. b. Provide students with a "Student Internship Learning Guide" (for the Medical Institution Management Program/Long-Term Care Management Program) (Appendix 1) for reference. c. Organize an internship allocation briefing by the end of the junior year. d. Conduct a pre-internship briefing by the end of the second semester of the junior year. e. Grade the internship reports and summarize feedback, with primary responsibility for reviewing and improving.
2. Enrolled Students: a. During the junior year, submit an "Internship Institution Application Form" for the Health Management Internship Course to the department office. b. Submit an internship plan by the end of the junior year. However, the actual internship activities are subject to the arrangements of the institution. c. Complete the check-in procedure on time and submit the "Student Internship Attendance Sheet" (Appendix 2), "Student Internship Assessment Form" (Appendix 3), and related documents (such as photos, medical report proofs, etc.). d. During the two-month internship period at the institution, abide by the institution's regulations and attend the internship. If any violations are confirmed upon investigation, they shall be dealt with according to the university's regulations. e. Fill in a "Student Internship Weekly Journal" (Appendix 4) every week and send it back to the internship mentor. f. After the internship, participate in the oral presentation of results as required, and submit a written report.
3. Department Administrative Assistant: a. Compile student applications for review by the Student Practical Learning Committee and assist with the internship allocation. b. After the first phase of allocation, communicate with the institutions using the "Internship Institution Survey Form" to arrange the internship. c. Request the Student Practical Learning Committee to appoint internship mentors for each institution. d. Announce or notify students of the internship time, location,

required documents, and related matters. e. Confirm the student's internship institution and complete the signing of the internship contract. f. Assist the department in insuring students against accidental injuries before the internship and provide insurance proof to the intern students before the internship. g. Assist course instructors in organizing the internship results presentation and collecting student internship reports.

4. Department Internship Mentors: a. Understand and mentor students during the internship period. b. Fill in the "Off-campus Internship Guidance Record Form" and return it to the department office.

第五條 實習學生小組長之遴選與職責

一、小組長之遴選：由課程負責老師遴選各實習機構小組長一至二人。

二、小組長之職責：

1. 回報系行政助理，實習首日實際報到情形。
2. 掌握同學在實習期間的動向和意見。必要時，應轉知實習輔導老師，以即時解決問題。
3. 擔任本系、實習機構主管或負責人員傳遞訊息給實習同學之窗口。

Article 5: Selection and Responsibilities of Internship Student Team Leaders

1. Selection of Team Leaders: The course instructors shall select one to two team leaders for each internship institution.
2. Responsibilities of Team Leaders: a. Report the actual check-in situation on the first day of the internship to the department administrative assistant. b. Keep track of the movements and opinions of classmates during the internship period. When necessary, inform the internship mentor to promptly resolve any issues. c. Serve as the liaison for conveying messages from the department, internship institution supervisors, or responsible persons to the intern students.

第六條 學生實習期間之獎懲建議

學生實習期間之工作與日常行為，應符合實習機構之規範。工作績效與行為表現之評核，統一於實習結束後辦理獎懲。情形特殊或影響重大之事件，得即時辦理獎懲建議，以收時效。

Article 6: Recommendations for Rewards and Punishments During the Student Internship

The work and daily behavior of students during the internship should meet the standards of the internship institution. The assessment of work performance and behavior will be uniformly conducted after the end of the internship for rewards and punishments. In cases of particularly exceptional circumstances or significant impact, immediate recommendations for rewards and punishments may be made for effectiveness.

第七條 實習考勤與評核及學期成績計算方式

一、學生出勤紀錄：

學生於實習期間之出勤，應記錄於「學生實習期間簽到表」(附件二)，並請實習單位主管簽章。實習結束後，繳回系辦公室。請假及缺曠之相關規定原則如下，若實習單位另有規範，得依實習單位之規定辦理。

1. 請假

- a. 實習期間請假須依本系「學生實習請假規定」(附件五)，填寫「學生實習請假單」(附件六)提出申請。
- b. 請假後是否需補時數，悉依實習機構規定或負責主管認定辦理。
- c. 請假時數超過本學期實習總時數三分之一以上者，該生實習課程必須重修。

2. 曠課(曠職)

- a. 缺曠每 1 小時扣學期總成績 1 分。
- b. 累積曠課時數超過(不含)16 小時，須重修該課程學分。
- c. 曠課時數，若經實習機構主管同意，得以補時數方式銷抵。

二、實習機構主管對學生之評核：

請實習機構(或實習單位)主管，依學生實習期間之綜合表現，參考本系提供之「學生實習考核表」(附件三)進行評分。並請以 Email 或傳真等方式，回傳本系行政助理，作為該課程負責教師評核實習成績之依據。

三、學期成績計算方式：

1. 實習機構評分佔學生實習之學期總成績 50%。
2. 學生返校後，應參照「實習報告內容大綱」(附件七)完成實習報告(口頭及書面)。實習報告及在校實習作業期間綜合表現合計佔 50%。
3. 未依規定如期完成實習報告者，視情況扣學期總成績，嚴重者應予重修。

Article 7: Attendance and Evaluation of Internship and Calculation Method for Semester Grades

1. Student Attendance Records: Students' attendance during the internship must be recorded on the "Student Internship Attendance Sheet" (Appendix 2) and signed by the supervisor of the internship unit. After the internship ends, it must be submitted to the department office. The principles for leaves of absence and absences are as follows; if the internship unit has its own regulations, they shall be followed. a. Leaves of Absence i. During the internship, leaves of absence must be applied for by filling in the "Student Internship Leave Form" (Appendix 6) according to the Department's "Student Internship Leave Regulations" (Appendix 5). ii. Whether to make up for the hours after taking leave shall be determined according to the internship institution's regulations or the responsible supervisor's decision. iii. If the total hours of leave exceed one-third of the total internship hours of the semester, the student must retake the internship course. b. Absences i. For every hour of absence, 1 point is deducted from the total semester grade. ii. If accumulated absence hours exceed (not including) 16 hours, the student must retake the course credit. iii. Absence hours, if agreed upon by the internship institution's

supervisor, may be offset by making up the hours.

2. Assessment by the Supervisor of the Internship Institution: Please have the supervisor of the internship institution (or unit) evaluate the student based on overall performance during the internship, referring to the "Student Internship Assessment Form" (Appendix 3) provided by the Department. Please return the form to the department administrative assistant by email or fax, to be used as a basis for the course instructor to assess the internship grade.
3. Method for Calculating Semester Grades: a. The evaluation by the internship institution accounts for 50% of the total semester grade for the internship. b. After returning to school, students must complete the internship report (oral and written) according to the "Outline of Internship Report Content" (Appendix 7). The internship report and the overall performance during the in-school internship period together account for 50%. c. Failure to complete the internship report as required by the regulations may result in a deduction of the total semester grade, with serious cases requiring retaking of the course.

第八條 實習成效之檢討與改進

本系主任、課程負責老師及所有實習輔導老師應對學生實習成效定期檢討，以求完善。其具體途徑包括：

- 一、課程負責老師應於實習結束後，蒐集學生之回饋意見，例如請學生填寫「學生實習回饋單」，以提供後續實習課程規劃與改進之參考。
- 二、課程負責老師應於實習結束後，蒐集實習機構(或實習單位)主管之回饋意見，例如填寫「實習機構對實習課程問卷」，以提供未來課程設計與教學改進之參考。
- 三、各實習機構之輔導老師應擇期訪視實習學生，適時關懷並指導學生。並協助彙整相關意見，回報本系學生實務學習委員會或系主任，以利檢討和改進。
- 四、系主任應每學期召開實習會議，以檢討和協調實習工作，並裁示相關作業。
- 五、學生因特殊情形而無法完成實習者，本系將評估實際狀況以提供配套措施，協助學生完成實習學分。配套措施包含觀看線上專業課程、文書作業練習、指定書籍，並需繳交心得及成果報告。若無法完成實習之原因可歸咎於學生個人疏失，包含但不限於缺曠異常、未能確實改善遲到早退等因素，得依實習總負責老師評分、實習機構意見，並經學生實務學習委員會決議，予以不通過，而無須提供配套措施。

Article 8: Review and Improvement of Internship Effectiveness

The department head, course instructors, and all internship mentors shall regularly review the effectiveness of student internships for improvement. Specific approaches include:

1. Course Instructors: a. After the internship ends, collect student feedback, such as asking students to fill out a "Student Internship Feedback Form," to provide references for subsequent internship course planning and improvement. b. After the internship ends, collect feedback from the supervisors of the internship institution (or unit), such as filling out an "Internship Institution Feedback Questionnaire," to provide references for future course design and teaching improvements.

2. Internship Mentors from Each Institution: a. Visit the intern students at appropriate times, show timely concern, and provide guidance. Also, assist in compiling relevant opinions and reporting back to the department's Student Practical Learning Committee or department head for review and improvement. b. The department head shall convene an internship meeting each semester to review and coordinate internship work and give directions for related tasks. c. If a student is unable to complete the internship due to special circumstances, the department will assess the actual situation to provide support measures to help the student complete the internship credits. Support measures include watching online professional courses, practice with clerical work, designated readings, and submitting reflections and reports. If the reason for failing to complete the internship can be attributed to the student's own negligence, including but not limited to excessive absences, failure to properly improve tardiness or leaving early, etc., the internship supervisor and the internship institution's feedback, upon the decision of the Student Practical Learning Committee, may lead to a failure without providing support measures.

第九條 其他

- 一、其他未盡事宜，悉以本系學生實務學習委員會討論後，呈報系務會議決議。
- 二、本要點經系務會議通過後實施，修正時亦同。

Article 9: Miscellaneous

1. Other matters not covered herein shall be discussed by the department's Student Practical Learning Committee and submitted to the department meeting for resolution.
2. These guidelines are to be implemented following approval at a department meeting and the same applies to amendments.