

**亞洲大學健康產業管理學系碩士班實習課程實習要點**  
**Regulations for Internship Course of Master's 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 1 月 14 日第十一次系務會議修正通過  
民國 107 年 5 月 23 日第七次系務會議修正通過  
民國 112 年 9 月 20 日第二次系務會議修正通過  
民國 112 年 11 月 1 日第五次系務會議修正通過

Implemented following approval at the second departmental meeting on March 22, 2006  
Amended and approved at the eleventh departmental meeting on January 14, 2015  
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Amended and approved at the fifth departmental meeting on November 1, 2023

第一條 為增進亞洲大學健康產業管理學系(下稱本系)碩士班學生之實務學習經驗，特規劃實習課程，且為使此實習課程相關作業有所遵循，特訂立本要點。

**Article 1**

The health management internship course aims to enrich the practical learning experience of Master's program students in the Department of Healthcare Administration at Asia University (hereinafter referred to as "the Department"). These regulations serve as guidelines for the implementation of tasks related to this internship program/course.

第二條 有關實習課程規定、實習機構之申請、成果報告，及成績評核等作業，均按本要點規定辦理。

**Article 2**

Regulations governing the internship course, including applications for internship institutions, reporting, and performance evaluations, will be conducted in accordance with this regulations.

第三條 本要點適用於本系碩士班學生。

**Article 3**

These regulations apply to Master's program students in the Department.

第四條 本實習課程為本系碩士班學生研二上學期必修課，學生須於畢業前修習本實習課程，該課程為必修 2 學分，實習時間為研一升研二的暑假 1 個月，總實習時數需達 160 小時。

**Article 4**

The internship course is a mandatory requirement for Master's program students during their first semester of the second year of study. Students must complete this internship before graduation. This course carries 2 compulsory credits, with an internship duration of one month during the summer break between the first and second year of the Master's program, requiring a

total of 160 internship hours.

第五條 學生需於研一下學期自行選擇健康管理/長期照護相關實習機構(含境外實習)，並填妥實習機構申請單(如附件一)，經本系學生實務學習委員會認定後配合接洽與發函。

#### **Article 5**

Students must select a health management/long-term care-related internship institution (including international internships) during the second semester of their first year and complete the Internship Institution Application Form (see Appendix 1). After approval by the Student Practical Learning Committee of the Department, the Department will assist with the coordination and correspondence.

第六條 學生至校外實習前，本校及實習學生應與實習機構簽訂實習合約書，以保障學生之實習權益。

#### **Article 6**

Before commencing the off-campus internship, the university and the internship students must sign an internship contract with the internship institution to protect the students' internship rights.

第七條 為保障學生校外實習之安全，本校應於學生開始實習前為每位學生辦理實習期間相關意外傷害保險之投保事宜。

#### **Article 7**

To ensure the safety of students during the off-campus internship, the university must arrange relevant accidental injury insurance for each student before the internship begins.

第八條 實習學生之輔導及訪視

- 一、 學生實習以專案方式進行，由學生與實習機構指導老師共同擬定實習題目與執行計畫。
- 二、 學生每二週需填寫實習進度報告表(附件二)，並按時回傳給實習課程負責老師，以利了解學生的實習狀況並掌握專案執行進度。
- 三、 實習期間本系得安排輔導老師赴實習機構訪視實習學生，負責專業實務實習輔導、溝通及協調工作。

#### **Article 8: Guidance and Visits for Internship Students**

1. Student internships are conducted on a project basis, jointly planned by the student and the internship institution's advisor.
2. Every two weeks, students must submit an Internship Progress Report (see Appendix 2) to

the internship course instructor, enabling the instructor to understand the students' internship situations and monitor project progress.

3. During the internship, the Department may arrange for mentor teachers to visit the internship students at their institutions. These mentor teachers are responsible for providing professional practical internship guidance, communication, and coordination.

#### 第九條 實習成績之評核

- 一、實習機構部分(50%)：於實習期滿由實習單位指導人員依學生實習成績考核表(如附件三)評分並加註綜合評語後，彌封寄回或由學生攜回本系。
- 二、本系教師部分(50%)：學生實習結束後，研二上學期需繳交實習專案書面報告一份，並舉辦實習專案成果發表會進行口頭報告。由課程負責老師依據實習專案書面報告、實習專案成果口頭發表及實習進度報告等綜合評定。

#### Article 9: Grading

1. From the internship institution (50%): At the end of the internship, the advisor of the internship unit evaluates the student's performance and provides comprehensive feedback using the Student Internship Performance Assessment Form (see Appendix 3). The form will be sealed and sent back to the Department or returned by the students.
2. From the Department Instructor (50%): Following the conclusion of the internship, during the first semester of the second year of study, students must submit a written report of the internship project and conduct an oral presentation at the internship project presentation meeting. The course instructor will comprehensively grade the students based on the written report, the oral presentation, and the internship progress reports.

第十條 為確保學生之實習成效，課程負責老師應於實習前及實習後，請學生填寫「實習學習成效前/後測評估量表」(如附件四)；並請學生於實習後填寫「實習課程滿意度調查及實習成效評估調查問卷」(如附件五)；並請實習機構指導老師填寫「對實習學生滿意度調查問卷」(如附件六)，藉以蒐集學生及實習機構之回饋意見，提供後續實習課程規劃與改進之參考。

#### Article 10

To ensure the effectiveness of students' internships, the course instructor should require students to complete the "Pre/Post-Internship Learning Effectiveness Assessment Form" (see Appendix 4) before and after the internship. After the internship, students should fill out the "Internship Course Satisfaction Survey and Internship Effectiveness Evaluation Questionnaire"

(see Appendix 5). The internship institution's advisor should also complete the "Satisfaction Survey for Internship Students" (see Appendix 6). Feedback from students and internship institutions will provide references for subsequent internship course planning and improvement.

#### 第十一條 實習問題協調與實習權益保障

- 一、 學生實習時，應遵守實習機構之規定及接受實習單位指導、敬業樂群，不得有影響校譽之行為，違者請實習單位隨時通知本系，予以糾正或懲處。
- 二、 學生實習期間，如有未按規定從事有損實習機構聲譽、遭遇危及人身安全、實習不適應、與實習機構發生實習糾紛或爭議等情事時，依本系「學生實習緊急事件處理要點」處理。
- 三、 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 11: Coordination of Internship Issues and Protection of Internship Rights**

1. During the internship, students must adhere to the regulations of the internship institution, accept guidance from the unit, be dedicated and cooperative, and refrain from any behavior that may tarnish the university's reputation. Violators will be reported by the internship unit to the Department for correction or disciplinary action.
2. If students encounter any issues during the internship, such as actions that damage the reputation of the internship institution, situations endangering personal safety, difficulty adapting to the internship, or disputes with the internship institution, they will be handled according to the Department's "Emergency Procedures for Student Internships."
3. If a student is unable to complete the internship due to special circumstances, the Department will assess the situation to provide support measures to help the student complete the internship credits. Support measures may include online professional courses, clerical work practice, designated readings, and submitting reflections and reports. If the reason for failing to complete the internship can be attributed to the student's negligence, such as excessive absences or failure to address tardiness or early departure properly, the decision of the Student Practical Learning Committee, based on feedback from the internship supervisor and the internship institution, may lead to a failure without providing support measures.

第十二條 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。

**Article 12**

Other matters not covered herein shall be discussed by the Department's Student Practical Learning Committee and submitted to the department meeting for resolution.

第十三條 本要點經系務會議通過後實施，修正時亦同。

**Article 13**

These guidelines are to be implemented following approval at a department meeting and the same applies to amendments.