

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 Master's Program Internship Course
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
民國 113 年 10 月 23 日第一次系實習委員會會議通過修正

Implemented following approval at the second department meeting on March 22, 2006

Amended following approval at the eleventh department meeting on January 14, 2015

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Amended following approval at the second department meeting on September 20, 2023

Amended following approval at the fifth department meeting on November 1, 2023

Amended following approval at the first department-level Student Practical Learning Committees on October 23, 2024

- 一、 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 internship course is designed to enrich the practical learning experience of master 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.

- 二、 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:

They cover regulations on the internship course, applications to internship institutions, outcome reports, and assessments of grades, all of which shall be conducted in accordance with these guidelines.

- 三、 本要點適用於本系碩士班學生。

Article 3:

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

- 四、 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 4 學分，實習時間為研一升研二的暑假 2 個月，總實習時數需達 320 小時。

Article 4:

This internship course is a required subject for second-year master's students in the

Department. Students must complete this internship before graduation. The course carries 4 mandatory credits, and the internship period spans two months during the summer between the first and second year of study. A total of 320 hours of internship experience is required.

- 五、 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 are required to independently select an internship institution related to health management or long-term care during the second semester of their first year. This includes opportunities for internships abroad. Students must complete the internship application form (see Attachment 1) and, upon approval by the Department's Practical Learning Committee, coordinate and facilitate communication with the selected institution.

- 六、 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 students start their off-campus internship, both the university and the student must sign an internship contract with the internship institution to protect the rights and interests of the student during the internship.

- 七、 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 their off-campus internships, the university is responsible for arranging accident and injury insurance coverage for each student before the start of the internship.

- 八、 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 Visiting of Internship Students

1. The internship is conducted as a project, with students collaborating with their internship supervisors to formulate the internship topic and execution plan.
2. Students are required to complete a progress report (see Attachment 2) every two weeks and submit it to the instructor in charge of the internship course. This helps monitor the students' internship status and track the progress of the project.
3. During the internship period, the Department may arrange for an advising instructor to visit the internship institution to provide professional guidance, communication, and coordination for the students.

九、 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: Evaluation of Internship Performance

1. Evaluation by the Internship Institution (50%): At the end of the internship period, the supervising personnel from the internship organization assess the student's performance using the Internship Evaluation Form (see Attachment 3), providing a score and overall comments. This evaluation is sealed and returned by mail or submitted by the student to the Department.
2. Evaluation by Department Faculty (50%): After the completion of the internship, during the first semester of the second year, students submit a written report on their internship project and participate in a presentation of their project outcomes. The course instructor conducts a comprehensive evaluation based on the written report, oral presentation of project results, and the progress reports submitted during the internship.

- 十、 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 the internship experience, the course instructor should require students to complete the "Pre/Post Internship Learning Outcomes Assessment Scale" (see Attachment 4) both before and after the internship. Additionally, students should fill out the "Internship Course Satisfaction Survey and Internship Outcomes Evaluation Questionnaire" (see Attachment 5) after the internship. Supervisors at the internship institution are also be asked to complete the "Internship Student Satisfaction Survey" (see Attachment 6). This feedback is used to gather insights from both students and internship organizations, providing valuable information for the planning and improvement of future internship courses.

十一、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. Students must adhere to the regulations of the internship institution and accept guidance from the supervising personnel. They are expected to conduct themselves professionally and avoid any behavior that could harm the reputation of the university. In cases of violations, the internship institution should notify the Department immediately for corrective action or disciplinary measures.
2. If students encounter situations during their internship that harm the reputation of

the institution, pose threats to their personal safety, lead to difficulties in adapting to the internship, or result in disputes with the internship organization, such matters are handled according to the Department's "Emergency Procedures for Student Internships."

3. In cases where students are unable to complete their internship due to special circumstances, the Department assesses the situation and provides supportive measures to help them earn their internship credits. These measures include viewing online professional courses, completing written assignments, and reading designated books, along with submitting reflections and reports. However, if the inability to complete the internship is due to the student's own negligence, such as excessive absences or failure to improve punctuality, the final evaluation is based on the assessment of the course instructor and feedback from the internship institution, as determined by the Practical Learning Committee. In such cases, no supportive measures are provided, and the student receives a failing grade.

十二、其他未盡事宜，悉依本系學生實務學習委員會討論後決議。

Article 12:

Other matters not covered herein shall be discussed and resolved by the Department-level Student Practical Learning Committee.

十三、本要點經系學生實務學習委員會及院學生實務學習委員會通過後實施，修正時亦同。

Article 13:

These regulations are to be implemented following approval at department-level and college-level Student Practical Learning Committees, and the same applies to amendments.