

慈濟大學英美語文學系實習委員會設置辦法

Tzu Chi University Guidelines for Setting up the Internship Committee of Department of English Language and Literature

108年12月11日(1081)第二次系務會議審議修訂通過

109年04月14日(1082)第一次院實習委員會會議修訂通過

109年05月08日(1082)第一次校級學生實習委員會會議修訂通過

第一條 本系為協助處理本系實習有關事務，特設置「實習委員會」（以下簡稱本會）。

Article 1 – The Internship Committee – hereinafter referred to as the Committee – is an independent departmental unit founded to assist in matters related to internships.

第二條 本會之組成如下：

Article 2 – The Committee members shall consist of the following:

一、本會置委員3至5人，由本系專任教師於系務會議推舉產生，任期1年，連選得連任。

A total personnel count of three (3) to five (5) persons; consisting of elected personnel from the Department's presently available pool of lecturers.

Elected personnels are subject to an one (1) year term and shall be eligible for re-election.

二、本會置召集人，由所有委員互相推選產生，任期1年，連選得連任。

A Chairperson will be elected by the Committee members. The Chairperson will hold the position for one (1) term, lasting one (1) year, and shall be eligible for re-election.

三、本會視議案需要得邀請學生及相關人員列席。

Student(s) representative(s) and relevant personnel(s) may be invited to attend if deemed necessary.

第三條 本會職掌如下：

Article 3 – The committee will be responsible for the following:

一、整體規劃及推動校外實習課程

Planning and promotion of the off-campus internship program (course).

二、確認合作機構之評估結果及選定

Matters of selection, evaluation, and confirming possible locations of internships.

三、擬訂書面契約及學生個別實習計畫。

Formation of written contracts, and designing individual internship plans for students.

四、協調、處理學生申訴、爭議及意外事件。

Coordination and handling of any student complaints, disputes, and accidents.

五、處理學生實習期滿前之終止實習。

Handling of any cases of students prematurely terminating internship contracts.

六、追蹤處理及檢討學生實習輔導訪視結果。

Tracking and reviewing the advisor(s)' report(s) and on-site visits to the students' location of internship.

七、其他學生權益保障相關事項。

Other matters related to the protection of students' rights.

第四條 本會每學期至少召開會議一次，得視需要召開臨時會議。

Article 4 – The Committee is to hold a minimum of one (1) meeting per semester, and may hold additional ad hoc meetings if deemed necessary.

第五條 本會應有超過半數委員出席方得開會，出席委員超過二分之一同意方為議決。對決議案應有三分之二以上出席，過半數同意使得覆議。

Article 5 – Over half of Committee Members must be present to constitute a meeting. For a proposal to pass, over half of the presented Committee members must vote "agree". A proposal is eligible for reconsideration if over two-thirds of the Committee Members are present in the meeting and over half of the Committee Member.

第六條 本辦法經系務會議、院級實習委員會會議審議通過，送校級實習委員會審議通過後實施，修正時亦同。

Article 6 – All measures and future amendments must be approved by the Department Affairs Meeting, the College-level and University-level Internship Committees before final implementation.