國立高雄餐旅大學校外實習輔導實施要點

97 年 3 月 20 日第 176 次行政會議審議通過
98 年 2 月 4 日第 194 次行政會議修正通過
98 年 2 月 19 日第 195 次行政會議修正通過
99 年 3 月 25 日第 218 次行政會議修正通過
99 年 9 月 16 日第 228 次擴大行政會議修正通過
99 年 11 月 4 日 99 學年度第 1 學期第 2 次臨時校務會議修正通過（授權統一修正校名）
100 年 2 月 17 日第 236 次行政會議修正通過
101 年 8 月 29 日第 268 次行政會議修正通過
103 年 5 月 8 日第 304 次行政會議修正通過
106 年 7 月 12 日第 378 次行政會議修正通過
107 年 2 月 22 日第 392 次行政會議修正通過
110 年 2 月 25 日第 458 次行政會議修正通過
111 年 6 月 2 日第 488 次行政會議修正通過
111 年 11 月 23 日第 497 次行政會議修正通過
112 年 2 月 8 日第 501 次行政會議修正通過
112 年 5 月 17 日第 507 次行政會議修正通過
114 年 2 月 26 日第 545 次行政會議修正通過
114 年 8 月 27 日第 556 次行政會議修正通過
114 年 11 月 26 日第 559 次行政會議修正通過
115 年 10 月 21 日第 573 次行政會議修正通過

一、本校為落實實務教學，實施校外實習課程，使學生能於養成教育階段，培養實務專業能力，將理論與實務密切結合，成為符合業界需求之人才，特訂定本要點。

二、教學單位應成立各級實習委員會，並制定相關輔導辦法，以強化學生學習輔導。

（一）學院應設立院級實習委員會，制定委員會設置辦法及輔導實施要點，統籌院內各系（科）學程實習事項，院長、各系（科）學程主任及各系實習班導師代表一名為當然成員。

（二）系（科）學程應設置校外實習輔導小組，制定小組設置辦法及輔導實施要點，主任及校外實習班級導師為當然成員，並由校外實習班級且符合教授「專業課程」資格之導師擔任該班實習輔導教師為原則。

三、本校校外實習合作單位遴選，係由各系(科)學程、研究發展處或國際事務處選定可提供本校專業課程對應相關操作或研修之法人、非法人團體或機關（構）為實習合作對象，經系(科)學程教師實地訪評，再經系(科)學程實習輔導小組、院級實習委員會與校級實習輔導委員會審議通過後，始可成為本校實習合作單位。

四、為加強對學生之實習輔導，瞭解學生校外實習情況，並協助學生處理生活環境及工作適應問題，由各系（科）學程實習輔導教師若干人，實施校外訪視及輔導，並配合研究發展處及國際事務處作聯合訪視及輔導，其訪視差旅費由校實習輔導費預算項下支付。實習輔導教師每學期每位學生訪視紀錄至少 2 次，國內實地訪視不得低於 1 次。海外實習訪視請參照本校學生海外實習及研習輔導補充規定。

五、實習輔導教師之職責如下：

（一）密切與業界指導實習學生負責人連繫及研擬實習學習事宜。

（二）主動通報研究發展處及國際事務處校外實習學生及業界各項資料異動。

（三）評閱學生期中、期末專業實習報告、實習日誌或週記等。

（四）出席實習輔導小組會議，反映問題及提出解決建議。

（五）協助學校相關部門公佈相關注意事項，並負責學校與學生間溝通，主要工作細項如下：

1、按照計畫實施訪視及輔導。

2、填繳訪視及輔導記錄。

3、提供校刊有關訪視實習學生工作之照片與相關新聞訊息。

（六）評定實習成績，登錄業界評核實習成績，核算後繳交教務處。

（七）協助處理學生實習之生活及其他相關事宜。

六、各系（科）學程主任負責主持系（科）學程實習輔導小組會議，檢討校外實習輔導相關事宜，監督並於必要時協助代理實習輔導教師校外訪視及輔導工作。

七、學生校外實習期間之安全問題，應事前妥善詳盡規劃。

八、本校校外實習以全時全職工作為限，每週正常工時須符合勞動基準法之規定，海外實習則配合當地法令規範之；全學年實習須滿 12 個月、全學期實習須滿 6 個月。

九、實習學生單位轉換輔導與替代方案處理原則如下：

（一）至實習單位報到未滿三個月，不得任意轉換，但因個人身體因素、公司違反勞基法及職場性別不平等對待及其他特殊狀況等，得檢附相關佐證資料，另覓新實習單位。

（二）學生因各項因素申請轉換單位，經各系（科）學程實習輔導教師及主任同意後，繳交轉換實習單位申請表（學生填寫）及輔導表（導師填寫）予研究發展處實習輔導組備查，始得另覓新實習單位。

（三）學生實習單位之轉換，若係因學生之過失，得視情節輕重，依各系（科）學程實習輔導小組審議懲處，並送院級與校級實習委員會核備。

（四）學生因身心狀況無法完成校外實習者，應提具中央衛生主管機關評鑑合格之醫療機構診斷證明及學生家長知悉確認單，報請各系（科）學程實習輔導小組審議返校採用替代方案，並經院級實習委員會議備查。學生申請終止實習並返校修讀「校外實習」替代課程者，應由所屬系（科）學程課程委員會審議替代課程是否是與實習課程教學目標相符之實務替代課程。時程於當學期加退選截止日前，得申請於當學期返校修課；時程於當學期加退選截止日後，則延至下一學期之後辦理選課，且均須修習 10 學分與實習課程教學目標相符之實務替代課程，以抵免校外實習課程。

（五）前款醫療機構比照「公務人員一般健康檢查實施要點」第 5 點規定。

十、國內實習成績考核之評定方式：

（一）實習單位工作表現及出勤之考核成績占總成績百分之六十。

（二）本校實習輔導老師訪視輔導考核成績占總成績百分之二十。

（三）實習作業及心得報告考核成績占總成績百分之二十。

十一、海外實習成績考核之評定方式：

（一）修課期間，學習成績（含課業及輔導成績）占總成績百分之六十；輔導老師訪視輔導考核成績占總成績百分之四十。

（二）實習期間，實習單位工作表現及出勤之考核成績占總成績百分之六十；輔導老師訪視輔導考核成績占總成績百分之四十。

十二、學生前往校外實習，各系（科）學程遴選校外實習單位應審慎安排，讓學生瞭解校外實習為校內課程之延伸，並應顧及學生課程中理論與實際之銜接性。

十三、本校學生前往業界實習前，除辦理學生平安保險外，另加保校外實習團體保險，各系（科）學程應於校內辦理行前座談會，將有關實習規定及生活作息等注意事項，詳細說明，俾讓實習學生瞭解遵循。

十四、辦理校外學生實習績優之業界及指導人員，經訪視及輔導人員建議，校外實習輔導委員會通過後，由學校報請其主管機關獎勵之。

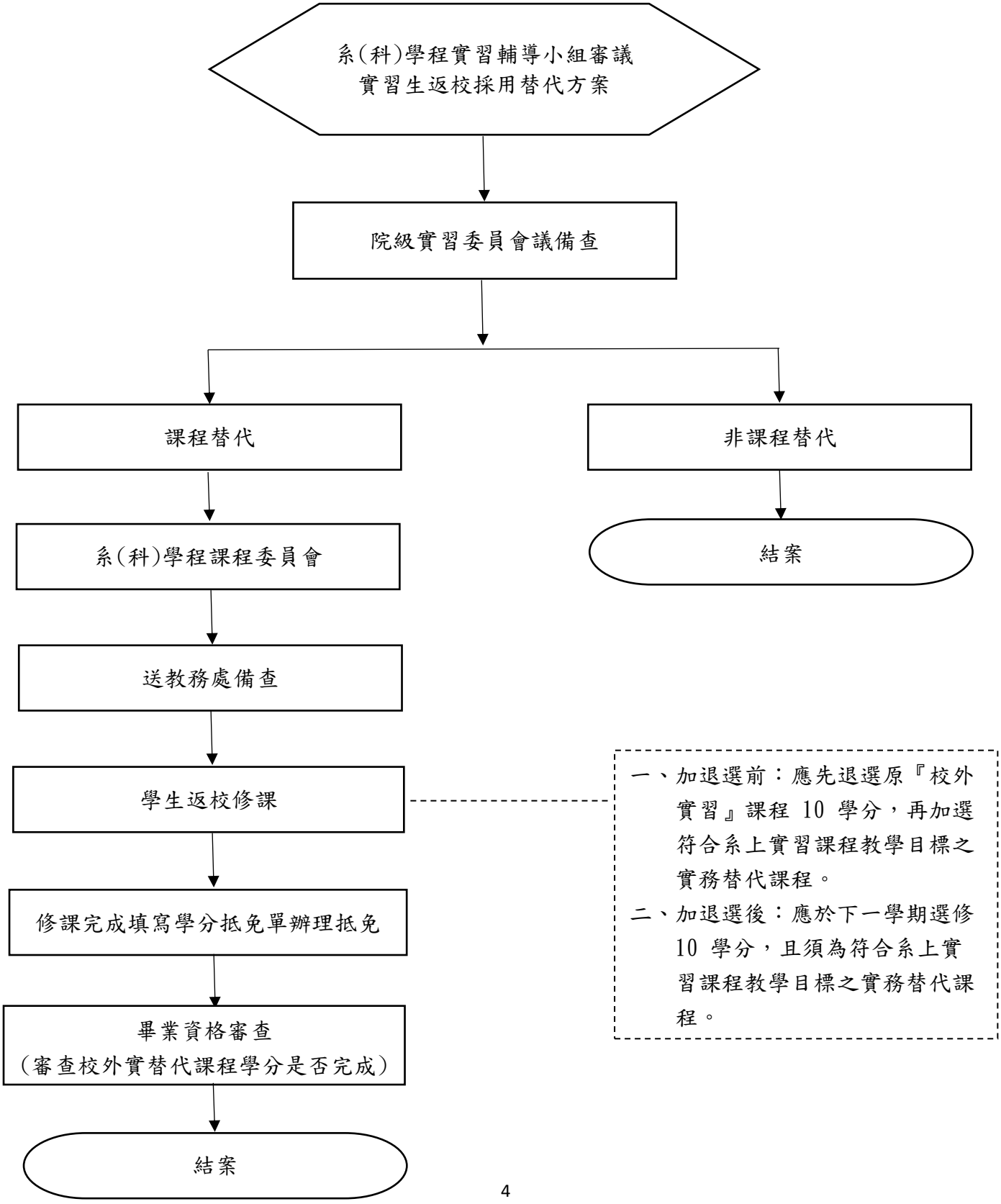
十五、為因應學生至海外實習的特殊性，海外實習生之實習及輔導得依國際事務處所訂之海外實習及研習輔導補充規定辦理。

十六、本要點經實習輔導委員會議及行政會議審議通過，陳請校長核定後實施，修正時亦同。

本規章負責單位：研究發展處實習輔導組

「校外實習課程」替代方案標準作業流程圖

111 年 6 月 2 日第 488 次行政會議通過
114 年 11 月 26 日第 559 次行政會議修正通過



National Kaohsiung University of Hospitality and Tourism Guidelines for the Implementation of Off-Campus Internship Supervision

Approved at the 176th Administrative Meeting on March 20, 2008
Amended at the 194th Administrative Meeting on February 4, 2009
Amended at the 195th Administrative Meeting on February 19, 2009
Amended at the 218th Administrative Meeting on March 25, 2010
Amended at the 228th Expanded Administrative Meeting on September 16, 2010
Amended at the 2nd Extraordinary University Affairs Meeting of the 1st Semester, Academic Year 2010 on November 4, 2010 (authorized unified revision of the University name)
Amended at the 236th Administrative Meeting on February 17, 2011
Amended at the 268th Administrative Meeting on August 29, 2012
Amended at the 304th Administrative Meeting on May 8, 2014
Amended at the 378th Administrative Meeting on July 12, 2017
Amended at the 392nd Administrative Meeting on February 22, 2018
Amended at the 458th Administrative Meeting on February 25, 2021
Amended at the 488th Administrative Meeting on June 2, 2022
Amended at the 497th Administrative Meeting on November 23, 2022
Amended at the 501st Administrative Meeting on February 8, 2023
Amended at the 507th Administrative Meeting on May 17, 2023
Amended at the 545th Administrative Meeting on February 26, 2025
Amended at the 556th Administrative Meeting on August 27, 2025
Amended at the 559th Administrative Meeting on November 26, 2025
Amended at the 573th Administrative Meeting on October 21, 2026

1. In order to implement practice-oriented instruction through the conduct of off-campus internship courses, enable students to develop professional practical competencies during their formative education stage, closely integrate theory with practice, and cultivate talents that meet industry needs, the University hereby establishes these Guidelines.
2. Teaching units shall establish internship committees at various levels and formulate relevant guidance and supervision measures to strengthen academic and learning support for students.
   (1) Each college shall establish a college-level internship committee and formulate its regulations governing committee organization and internship guidance implementation. The committee shall coordinate internship matters among the departments (or programs) within the college. The Dean, the Chairpersons (or Program Directors) of each department (or program), and one representative internship class advisor from each department shall serve as ex officio members.
   (2) Each department (or program) shall establish an off-campus internship guidance group and formulate its regulations governing group organization and internship guidance implementation. The Chairperson (or Program Director) and the internship class advisor(s) shall serve as ex officio members. In principle, the internship guidance instructor for each class shall be an advisor of the internship class who is qualified to teach “professional courses.”

3. The selection of off-campus internship partner institutions of the University shall be conducted by the relevant departments (or programs), the Research and Development Office, or the International Affairs Office. Legal entities, unincorporated organizations, or governmental agencies capable of providing operational or training opportunities corresponding to the University's professional curricula may also be selected as internship partners. Such institutions shall be subject to on-site evaluation by faculty members of the relevant department (or program) and, upon review and approval by the department-level internship guidance group, the college-level internship committee, and the University-level Internship Guidance Committee, may be designated as official internship partner institutions of the University.
4. To strengthen internship guidance, understand students' off-campus internship status, and assist students in addressing issues related to living environments and workplace adaptation, designated internship guidance instructors from each department (or program) shall conduct off-campus site visits and provide guidance. Joint visits and guidance may also be conducted in coordination with the Research and Development Office and the International Affairs Office. Travel expenses incurred for such visits shall be covered by the University's internship guidance budget. Each internship guidance instructor shall conduct and record at least two (2) student visits per semester, including no fewer than one (1) on-site domestic visit per student. Overseas internship visits shall be conducted in accordance with the University's Supplementary Guidelines for the Guidance of Students Participating in Overseas Internships and Training Programs.
5. The duties and responsibilities of internship guidance instructors are as follows:
   (1) To maintain close liaison with the industry supervisors responsible for guiding student interns and to jointly plan and coordinate internship learning activities.
   (2) To proactively notify the Research and Development Office and the International Affairs Office of any changes to information relating to off-campus student interns or internship host institutions.
   (3) To review and evaluate students' midterm and final professional internship reports, internship logs, weekly journals, and other related materials.
   (4) To attend meetings of the internship guidance group, report issues encountered, and propose recommendations for resolution
   (5) To assist relevant University units in disseminating important notices and to serve as the primary liaison between the University and students. The principal duties include:
      a. Conducting site visits and providing guidance in accordance with approved plans.

b. Completing and submitting records of site visits and guidance activities.

c. Providing photographs and relevant news information concerning internship site visits for publication in the University bulletin.

(6) To assess internship performance, record industry evaluation results, calculate final internship grades, and submit the results to the Academic Affairs Office.

(7) To assist in addressing students' living arrangements and other matters related to their internships.

6. The Chairperson (or Program Director) of each department (or program) shall preside over meetings of the department-level internship guidance group, review matters related to off-campus internship guidance, and supervise, and when necessary assist with or act on behalf of, internship guidance instructors in conducting off-campus site visits and guidance.

7. Safety matters relating to students during the off-campus internship period shall be properly and comprehensively planned in advance.

8. Off-campus internships at the University shall be limited to full-time, full-duty positions. The normal weekly working hours shall comply with the Labor Standards Act; overseas internships shall comply with applicable local laws and regulations. A full academic year internship shall have a minimum duration of twelve (12) months, and a full academic semester internship shall have a minimum duration of six (6) months.

9. The principles governing guidance for changes in internship host institutions and the handling of alternative arrangements for student interns are as follows:

(1) Students who have reported to their internship host institution for less than three (3) months shall not arbitrarily change their internship placement. However, where changes are necessitated by personal health conditions, violations of the Labor Standards Act by the host institution, workplace gender inequality or discriminatory treatment, or other special circumstances, students may seek a new internship host institution upon submission of relevant supporting documentation.

(2) Where a student applies to change an internship host institution for any reason, the change shall be subject to the approval of the internship guidance instructor and the Chairperson (or Program Director) of the relevant department (or program). Upon approval, the student shall submit a Change of Internship Host Institution Application Form (completed by the student) and a Guidance Form (completed by the advisor) to the Internship Guidance Section of the Research and Development Office for recordation, after which the student may seek a new internship host institution.

(3) Where a change of internship host institution is attributable to the student's fault, disciplinary measures may be imposed, depending on the severity of the circumstances, upon review by the department-level internship guidance group, and shall be reported to the college-level and University-level internship committees for recordation.

(4) Where a student is unable to complete the off-campus internship due to physical or mental conditions, the student shall submit a medical diagnosis certificate issued by a medical institution accredited by the central competent health authority, together with a parental acknowledgment and confirmation form. Upon review by the department-level internship guidance group, the student may be permitted to return to the University and adopt an alternative arrangement, subject to recordation by the college-level internship committee. Students applying to terminate their internship and return to the University to enroll in alternative courses in lieu of the "Off-Campus Internship" course shall have the proposed alternative courses reviewed by the curriculum committee of the relevant department (or program) to determine whether such courses constitute practice-oriented alternatives consistent with the instructional objectives of the internship course. If the application timeline falls on or before the add/drop deadline of the current semester, the student may return to the University to enroll in courses during the same semester. If the application timeline falls after the add/drop deadline, course enrollment shall be deferred until the following semester. In all cases, the student shall complete ten (10) credits of practice-oriented alternative courses aligned with the instructional objectives of the internship course in order to substitute for the off-campus internship course.

(5) The medical institutions referred to in the preceding subparagraph shall comply with the standards set forth in Point 5 of the "Implementation Guidelines for General Health Examinations of Civil Servants."

10. Assessment Criteria for Domestic Off-Campus Internships:

(1) Evaluation of work performance and attendance by the internship host institution shall account for sixty percent (60%) of the total grade.

(2) Evaluation based on site visits and guidance conducted by the University's internship guidance instructor shall account for twenty percent (20%) of the total grade.

(3) Evaluation of internship assignments and reflective reports shall account for twenty percent (20%) of the total grade.

11. Assessment Criteria for Overseas Off-Campus Internships:

(1) During the coursework period, academic performance (including coursework and guidance assessments) shall account for sixty percent (60%) of the total grade, and evaluation based on site visits and guidance conducted by the guidance instructor shall account for forty percent (40%).

(2) During the internship period, evaluation of work performance and attendance by the internship host institution shall account for sixty percent (60%) of the total grade, and evaluation based on site visits and guidance conducted by the guidance instructor shall account for forty percent (40%).

12. When arranging off-campus internships for students, each department (or program) shall prudently select internship host institutions and ensure that students understand off-campus internships as an extension of on-campus coursework, with due regard to the alignment and continuity between theoretical instruction and practical application.
13. Prior to students undertaking off-campus internships, the University shall arrange student accident insurance and provide additional off-campus internship group insurance coverage. Each department (or program) shall conduct a pre-internship orientation session on campus, during which internship regulations, daily living arrangements, and other relevant matters shall be explained in detail to ensure students' understanding and compliance.
14. Internship host institutions and industry supervisors demonstrating outstanding performance in supporting student internships may, upon recommendation by visiting and guidance personnel and approval by the Off-Campus Internship Guidance Committee, be nominated by the University to the relevant competent authority for commendation.
15. In consideration of the particular nature of overseas internships, the implementation and guidance of overseas internships shall be conducted in accordance with the Supplementary Guidelines for the Guidance of Overseas Internships and Training Programs promulgated by the International Affairs Office.
16. These Guidelines shall take effect upon approval by the Internship Guidance Committee and the Administrative Meeting and upon ratification by the President. The same procedure shall apply to any amendments hereto.

Responsible Unit: Internship Section, Research and Development Office

Standard Operating Procedure Flowchart for the Alternative Arrangement to the "Off-Campus Internship Course"

Approved at the 488th Administrative Meeting on June 2, 2022

Amended at the 559th Administrative Meeting on November 26, 2025

