

大葉大學視覺傳達設計學系暑期專題實習辦法

Dayeh University Visual Communication Department Summer internship Instructions

視覺傳達設計學系(102.12.03)系務會議 訂定

視覺傳達設計學系(107.09.11)系務會議 修定

壹、實習宗旨 The purpose

為視覺傳達設計學系(以下簡稱本系)學士班之選修課程，目的在於使學生於實際工作中，以實務驗證理論，並增進其專業技術與專業精神。

The internship program of the Visual Communication Program Department is designed for students to test and improve their skills by taking internship opportunities in related fields during Summertime.

貳、實習內容與目標 The Content and Goal

本項實習內容計分為「民間企業實習」、「政府機構實習」與「非營利組織實習」等三部分，其課程目標分述如下：

The internship program is diverted into three fields:

一、民間企業實習 Private Corporations

提供學生於民間相關機構或公司團體，實際從事於設計相關之工作，訓練學生專業工作技巧及職場適應，以作為未來從事本系領域之專業工作基礎。

This program provides relevant training and adequate knowledge for students pursuing a career as designer in commercial and private business.

二、政府機構實習 Governmental Facilities:

協助學生對各項設計管理行政實務工作有初步之認識，並激發學生對專業領域的興趣，以作為未來進入設計相關公部門服務之準備。

This program assists students in becoming familiarized with the design operations and services of public services and facilities.

三、非營利組織(NPOs)實習 Non-profit Organizations:

提供學生於民間相關組織、人民團體、基金會等非營利組織工作的機會，經由參與 NPOs 所推動各項計畫、業務、訓練課程等，學習 NPOs 求新、求變、有別於第一部門、第二部門的服務社會大眾精神，開創本系學生日後就業的新方向。

This program allows students to participate in the works and operations of non-profit organizations, charities and humanitarian groups in the designated field.

叁、實習辦法 **How to apply**

一、修習時間及學分數 **Qualifications** :

於三年級升四年級之暑假實習，合計 2 學分(暑假實習結束，學分於實習完成後次學年之上學期授予)。

Applicant must be a senior student by the fall after the summer internship.

Participants will receive 2 course credits at the conclusion of the internship.

二、考評辦法 **Test process** :

由實習機構督導及學校指導老師分別評定實習生之表現後，由學校督導老師評定成績。評分指標包括下列各項

Students will be eligible once with the assessment and approval of the department administrator and their teacher as well as their grades being approved by the school superintendent.

(一).專業能力 Professionalism

(二).創造性 Creativity

(三).執行能力 Execution

(四).完成度 Completion

(五).主動積極 Initiation

(六).出勤情形 Participation

(七).積極性 Enthusiastic

(八).溝通能力 Communication

(九).負責態度 Responsiveness

(十).配合度 Cooperativeness

三、相關規定 **Rules and Standards** :

(一). 實習時間至少不得低於 20 個工作天(每工作天以 8 小時計)。

Interns must participate in their selected field for at least 20 working days.

(二).實習內容含平面設計、多媒體網頁設計、影像製作、3D 動畫、行銷企劃等。

Each intern job must include contents such as graphic design, multimedia web design, film and video production, 3D animation, marketing and etc.

肆、實習安排 **Internship priorities**

由指導老師全權負責，依學生興趣及實習機構規定安排。

The administrative teacher will be in charge of arranging and assigning interns to the different fields based on their interests.

(一).實習前的準備 **Preparation**

1. 選擇機構的一般條件 **Selecting Concern** :

機構實習目的在於讓學生了解職場環境與實務運作之過程，並進一步了解自己未來就業之方向，故學生在選擇機構時必須慎重考慮自己的個性傾向、學習能力及未來希望，有計劃的選擇實習機構，如有疑慮，應與指導老師討論。

Students must choose wisely based on their abilities and interests in order to fulfill the goal of the internship. And in order to pave the steps in developing a successful career, student should discuss details with their supervisors.

2. 選擇機構的自我衡量 Self Estimation :

(1).檢視自己修習過的課程，決定實習的類別。

Assess one's classes taken and based the selected field of internship on it.

(2).檢視自己的個性與生理、心理狀態。

Assess one's own interest, personality and physical abilities.

(3).考慮自己畢業後之發展方向。

Assess one's career direction after graduation.

(4).實習工作地點的選擇。

Assess one's working location after graduation.

(二).登記及分發流程 Registration and assigning procedure

1.領取實習申請表 Retrieve application form 。

2.按規定時間繳交實習申請表，逾期不予受理

Submit the application before the designated deadline.

3.辦理保險事宜

Apply for liability insurance.

4.由指導老師依各機構需要及學生實習志願安排實習機構

The administrative teacher is responsible for assigning each intern to the selected fields.

5.公佈實習名單。

Finalist announced.

6.指導老師與實習學生舉行行前會議。

A meeting will be held between all interns and the administrative teacher.

7.實習正式開始。

Internship begins

8.繳交成績考核表與實習心得報告。

At the end of the internship turn in the grade and report.

註: (1).若學生選擇相同領域機構者，以作品集及相關課程之成績為評比。

(2).若選擇之區域已額滿，則參考學生第二意願區域為分發標準，以此

類推。

伍、職責 Responsibilities

一、機構的職責 The responsibilities of the internship facility

(一)與實習學生共同擬定實習方案，以達教育學生之目的。

Work with the intern to outline their goals.

(二).選派機構督導指導學生。

Assign someone to lead the interns.

(三).機構儘可能提供適當環境予學生。

Ensure an adequate environment.

(四).機構帶領學生認識機構員工、環境、政策與功能。

Ensure interns are familiar with the work environment, personnel and function.

(五).機構應配合學習進度，提供適當實務工作機會。

Follow each intern's performance in order to find a matching job position.

(六).參與評估學生實習進展情形，定期督導學生檢討實習得失。

Evaluate each intern's progress and provide advises for improvement.

(七).若實習學生發生實習困難情事，機構有責任通知本系。

Notifying the school if an intern encounters obstacles.

(八) 機構若有不適合學生實習的情形發生時，應主動與本系聯絡。

Requesting new interns if current ones fails to achieve adequacy.

二、指導老師的職責 Administrative teacher responsibilities:

(一).協助學生瞭解自己的興趣與未來就業走向，選擇適合自己的實習機構。

Assist students in finding one's interest to ensure an suitable career in the future.

(二).協助學生選擇適當機構，並安排有利於學生實習的機構環境。

Assist the student in selecting the suitable program and facility.

(三).協助學生認識機構的工作性質及環境，並提供學生相關資料。

Assist the student in learning about the essence of the internship and work environment.

(四).與機構之間應定期或不定期聯繫，以評估學生在機構內之實習情形。

Communicate with the internship facilities on a regular basis.

三、實習學生的職責 Intern responsibilities:

(一).瞭解自己的興趣，選擇適合之實習機構。

Understand one's own interest and select the right program.

(二).若機構要求實習前面試，學生必須通過面試方能至該機構實習。

Participate in interviews if the internship facility request so.

(三).機構要求預先充實有關之專業知識，應先行準備。

Prepare an resume and references if the facility request so.

(四).自行負責往返實習機構之交通、食宿。

Ensure one's own access to commute and food.

(五).應讓學校指導老師及機構督導瞭解學生的實習情形及所遭遇的困難。

Report to the school and the administrative teacher should any issues arise.

(六).完成本系及機構規定之實習時數及作業。

Complete the assignments and duties given by the facility and the school on time.

(七).遵守機構上下班時間，必須請假時，要事先報告機構督導，並於事後補足時數。

Follow the schedule and work hours of the facility. If one needs to be excused please contact the facility administrator.

(八).學習與機構中的工作人員合作。

Work and cooperate with the facilities' personnel.

(九).瞭解並遵從機構及本系有關實習的其他規則。

Follow the instructions and rules set by the facility.