

亞洲大學管理學院會計與資訊學系學生實務學習委員會設置要點

105.09.29 105學年度第1學期第3次系務會議通過訂定

- 一、亞洲大學管理學院會計與資訊學系（以下簡稱本系）為培育務實致用人才，提升學生職場適應力與競爭力，達成「畢業即就業，上班即上手」之目標，依據本校學生實務學習實施辦法第六條，特訂定本要點。
- 二、實務學習依地點分校內外(含海外)兩類，並依課程區別如下：
 - (一)學分實習課程(內含寒暑假、半年期或一年期實習)。
 - (二)一般課程(內含企業參訪、與課程有關之實務學習、見習、實習、協同教學、服務學習課程及其他系課程委員會核定之實務學習項目)。
 - (三)產學合作計畫之實習。
- 三、為落實實務學習之品質，本系成立「學生實務學習委員會」(以下簡稱實務學習委員會)為推動單位。
- 四、實務學習委員會由系主任、教師、學生代表、或校外專家學者與產業界人士等五至十人組成，由系主任擔任主任委員。實務學習委員會除應定期召開會議外，如遇學生實習申訴、爭議或緊急案件應召開臨時會議。
- 五、實務學習委員會職掌如下：
 - (一)實習課程之規劃與推動。
 - (二)實習合作機構與實習機會之選定。
 - (三)擬定書面契約及學生個別實習計畫。
 - (四)學生實習不適應輔導與轉換。
 - (五)學生申訴與爭議案件之處置。
 - (六)實習成效評估。
 - (七)追蹤處理及檢討學生實習輔導訪視結果。
 - (八)學生緊急事故、工安職災、勞動權益之檢討。
 - (九)辦理海外實習規劃及合作模式之審核。
 - (十)其他學生權益保障相關事項。
- 六、如辦理必修之校外實習課程，或半年期與一年期之實習計畫，其有關實習期間規劃、輔導方式、學分認定及評量等內容，除應循課程制定程序和時程，經課程審議委員會通過(修正亦同)外，並應於事前公告及向學生說明。針對有特殊情況未能實習之學生，應有完善之配套與替代方案。
- 七、本要點經系務會議通過，陳請系主任核定後發布實施，修正時亦同。

Department of Accounting and Information Systems, College of Management, Asia
University

Establishment Guidelines for the Student Practical Learning Committee

1. The Department of Accounting and Information (hereinafter referred to as "the Department") of the College of Management at Asia University aims to cultivate practical and employable talents, enhance students' adaptability and competitiveness in the workplace, and achieve the goal of "employment upon graduation, ready for work immediately". In accordance with Article 6 of the Practical Learning Implementation Measures for Students of the university, these guidelines are hereby established.
2. Practical learning is divided into two categories: on-campus and off-campus (including overseas), and is distinguished by the following courses:
 - (1) Credit Internship Courses (including internships during winter and summer vacations, semester-long or year-long internships).
 - (2) General Courses (including corporate visits, practical learning related to courses, internships, cooperative teaching, service learning courses, and other practical learning projects approved by the departmental curriculum committee).
 - (3) Internships under industry-academia cooperation projects.
3. To ensure the quality of practical learning, the Department has established the "Student Practical Learning Committee" (hereinafter referred to as the "Practical Learning Committee") as the promoting unit.
4. The Practical Learning Committee consists of five to ten members, including the department head, faculty members, student representatives, external experts and scholars, and industry professionals, with the department head serving as the chairman. In addition to regular meetings, the Practical Learning Committee shall convene emergency meetings in the event of student internship complaints, disputes, or urgent cases.
5. The responsibilities of the Practical Learning Committee are as follows:
 - (1) Planning and promoting internship courses.
 - (2) Selecting internship cooperation institutions and opportunities.
 - (3) Drafting written contracts and individual internship plans for students.
 - (4) Providing counseling and assistance for students who are not adapting well to their internships and facilitating transitions.
 - (5) Handling student complaints and disputes.
 - (6) Evaluating internship effectiveness.
 - (7) Tracking and reviewing the results of student internship counseling visits.

(8) Reviewing student emergencies, occupational safety incidents, and labor rights and interests.

(9) Reviewing plans for overseas internships and cooperation models.

(10) Addressing other matters related to safeguarding student rights and interests.

6. For mandatory off-campus internship courses or semester-long and year-long internship programs, the planning, counseling methods, credit recognition, and evaluation during the internship period should follow the course development procedures and timelines. They should be approved (or amended) by the Curriculum Review Committee and announced in advance to students. For students who cannot participate in internships due to special circumstances, appropriate alternative arrangements should be provided.

7. These guidelines are approved by the Departmental Affairs Meeting and are to be implemented after being confirmed by the department head. Any revisions should follow the same procedure.