

義守大學__學年度第__學期完成「校外實(見)習課程」報告書

“Off-Campus Internship Lessons” Reports in the _____ Semester of Academic

Year_____, I-Shou University

附件資料/Attached Documents：

☐ 「校外實(見)習課程」鐘點費、指導費申請表/Application Form of hourly pay and instruction pay for “Off-Campus Internship Lessons”

☐ 督導紀錄表 Supervision Records

填寫日期/Date: 年/Y 月/M 日/D

開課系所 Dept.	課程名稱 CourseTitle	課程代號 Course No.	學分/小時數 Credits/hours	/
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校外實習天數__天，共__小時；實習期間： 年 月 日~ 年 月 日(星期： 時間： ~)

Off-campus internship for _____ days and _____ hours; duration: /Y /M /D~ /Y /M /D

Internship day(s) : _____(Mon.~Sun.) Time: _____~_____

校內授課天數__天，共__小時；授課期間： 年 月 日~ 年 月 日(星期： 節次： ~)

In-campus instruction for _____ days and _____ hours; duration: /Y /M /D~ /Y /M /D

Instruction day(s) : _____(Mon.~Sun.) Time: _____~_____

註：(校外實習時數+校內授課時數)>=學分/小時數(校務系統)×18週。

Note: (Off-campus internship hours+ In-campus teaching hours) >= credits/hours(school administration system) ×18 weeks

支領項目/Item：☐鐘點費 B 案/hourly pay of B type ☐鐘點費 C 案/ hourly pay of C type

☐指導費/Instruction pay

☐鐘點/指導費混合 hourly pay and instruction pay

☐不支領鐘點費和指導費/pay free

鐘點費 B、C 案不得支領指導費（未依計畫完成訪視者，於次學期扣還鐘點費，並會影響教師相關評鑑。）

Those with hourly pay of B or C type cannot collect instruction pay (teachers who don't complete the supervisions as planned will be given a pay cut in hourly pay in the next semester. Relevant teacher appraisals will also be affected.)

指導教師 /Instructor	職 稱/Position Title	指導 學生數 /Number of students	應領鐘點數 (含訪視總時 數換算之鐘 點)/Completed instruction hours(including off-campus supervision hours)	實際訪視次 數/Number of supervisions	實際訪視 時數合計 /Total supervision hours	指導費合計 (250 元/ 時)/Total instruction pay(NTD 250/h)	其他 說明 /Notes

實習成果報告 Internship performance report :							
負責教師 Supervision Instructor		單位主管 Dean of Dept.		院 長 President			

注意事項/Notes：一、校外實(見)習課程結束後，各課程皆應填寫本報告書，送院長簽核後，影本送課務組存查。

After the off-campus internship lessons end, one report shall be filled out for each lesson and certified by the president with one photocopy of the report reserved for verification in the Curriculum Section.

二、向會計室請領指導費者，應檢附本報告書、督導紀錄表以及領據，依程序請領。

For those who apply for instruction pay from the Cashier Section, please apply it in the regulated procedure with this report, the Supervision Records, and the receipt.