義守大學校外實（見）習課程訪視學生督導記錄表

Records of Supervision for Off-Campus Internship Courses, I-Shou University

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| --- | --- | --- | --- |
| 開課系級Dept. |  | 課程名稱Course Title |  |
| 實習機構名稱/部門Internship Company/Dept. |  |
| 訪視日期Date of Visit | 年 月 日(星期　　) 時 分 至 時 分y m d (Day of the week:　　) Time: |
| 學生姓名Name of Student(s) |  (共 名)(Number of Students: ) |
| 訪 視 內 容Details of the Visit |
|  |

實習機構接洽人簽章：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ( 年 月 日)

*Signature of Internship Contact Person*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ( y m d)

訪視教師簽章： 系主任簽章：

*Signature of Instructor*： *Signature of Dept. Chair*：

【備註】：1.訪視時間每次至少1小時，訪視費以1小時為基準計算。

The duration of each visit should last at least an hour. The instruction fees are counted hourly.

2.申請差旅費、指導費以及陳報告書皆應附本督導記錄表，並請以正本申請差旅費。

This form should be attached when applying for travel allowances and instruction fees and filling out the application form. The original of this form should be provided to apply for travel allowances.