**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

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| 開課系所Dept. |  | 課程名稱CourseTitle |  | 課程代號Course No. |  | 學分/小時數Credits/hours | / |
| 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 /DInstruction 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 |
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| 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 |
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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.