



## 英語教育實習管理規範

### ■ 實習簡介

英語教學實習是本校英語學士學位課程英語教育方向的必修科目，旨在為學生提供實踐教學理論的機會，讓學生將知識進一步轉化成實踐技能，具備英語教學的能力。

本實習的目標在於培養學生對英語教育領域的認識與了解，並結合理論與實務提升專業能力，期望能為未來進行教育工作的就業生涯規劃提供參考。而這份文件將為實習學生、實習機構、學院、實習指導老師等各方之間對實習內容提供相關資料，並對實習工作有更深入的了解。

### ■ 實習目的

- (1) 實踐各種教學技巧；
- (2) 融會並運用各種教學知識；
- (3) 於實際教學環境中實踐教學反思；
- (4) 建立教師專業教學態度。

### ■ 實習學分與時數

實習為 6 學分及 480 學時，按平均每個工作日工作 8 小時計算，實習期約 3 個月。內容包括但不限於：

- 實際教學
- 備課
- 觀課
- 協助教學
- 行政事務
- 科研相關工作
- 實習報告撰寫

(各項目實際時數將視實習機構要求及情況而有所調整)

### ■ 實習資格

所有英語學士學位課程的在讀學生在修完本專業大一、大二與大三英語教育方向的專業必修、選修科目後，均可申請參加實習。



## ■ 實習機會

實習機會可由(1)由學生自行聯繫實習機構，確認相關實習事項後再向學院通報，或(2)學院提供，將合作學校或機構的實習崗位提供給學生。

## ■ 實習崗位申請流程

1. 準備個人簡歷、作品集、照片等材料	
2. 選擇一 自行尋找實習機構	2. 選擇二 申請學院提供之合作機構的實習崗位
第一步： 聯繫實習單位，確定初步意向	第一步： 向學院提交申請崗位之簡介
第二步： 填寫「附件 1.實習申請表」，並提交學院審核；	第二步： 根據實習機構要求進行面試等；
第三步： 申請獲得通過後，自行與實習單位聯繫確定實習細節，並制定實習計劃。	第三步： 確認獲得實習崗位，根據實習單位要求做好實習準備，並制定實習計劃。
3. 開始實習	
4. 實習結束，將相關附件提交至學院。	

## ■ 實習內容

實習學生應於實習開始前與實習機構之負責人及本校實習指導老師共同制定實習計畫，作為實習輔導及評量之依據。實習計畫內容包括下列事項：

- (1) 教學實習重點項目：以教學實習為主，行政實習及研習活動為輔。
- (2) 教學實習計畫，包括教學實習機構概況、實習目標、實習活動、預定進度及評量事宜。

## ■ 評核標準

實習學生在順利完成實習計畫後，需向學院提交如下三份文件：

- (1) 實習報告，詳細記錄實習歷程中的英語教學工作、實習成果及個人反思；
- (2) 實習評價，實習結束後由實習機構根據學生的工作表現如實填寫（見附件 2）；
- (3) 自我評價，實習結束後由學生對自己實習期間的工作表現進行客觀評價（見附件 3）；

**注意：**

- 實習生如在無充分理由情況下未完成實習，將影響實習評分及相關學分；
- 實習生如在實習過程中被發現有弄虛作假，將被取消該科目之考評資格，考



核成績為零分；

- 評核成績總得分 50 分為合格；
- 實習學生實習須依據學院有關對學科合格/不合格之要求及規定處理。
- 鑒於環保及管理便利等原因，附件 1-3 將以線上問卷的方式進行收集與保存。

## ■ 角色和職責

### 一、實習機構：

- (1) 為實習學生提供學習機會及環境。
- (2) 實習機構應清楚實習計劃是幫助實習生通過投身工作而得到學習和發展的機會。
- (3) 制定實習方案，包括時間，地點及具體實習內容等計劃。
- (4) 選派實習督導/輔導老師，以指導實習學生。
- (5) 負責帶領實習學生認識本學校員工、環境與行政規範。
- (6) 確保實習生於實習計劃實施前接受健康與安全教育。
- (7) 允許實習學生參與機構之會議、訓練等活動。
- (8) 參與評估實習生的工作考核，定期督導實習學生檢討實習得失。
- (9) 實習結束時，提供詳盡的實習評價表（見附件 2）。
- (10) 實習生若有實習困難發生時，有責任通知我校。
- (11) 有不適合學生實習的情形發生時，應主動與我校聯絡。
- (12) 確保大學及時獲悉任何實習生可能遇到的潛在問題。
- (13) 不提供實習生任何額外的、不適當的利益（合同規定津貼除外），其中包括禮品和其他非正當之報酬。

### 二、本校實習指導老師職責如下：

- (1) 指導實習學生擬訂教學實習計畫。
- (2) 溝通協調實習學生與本校及教學實習機構間之意見。
- (3) 觀察實習學生教學實習，並給予回饋意見。
- (4) 評閱實習學生之作業及報告。
- (5) 評閱實習學生之教學實習檔案。
- (6) 評定實習學生之教學實習成績。
- (7) 其他有關實習學生之輔導事項。

### 三、實習機構負責人職責如下：

- (1) 輔導實習學生擬定教學實習計畫。
- (2) 輔導實習學生從事教學實習及輔導老師（班務）實習。
- (3) 協調提供實習學生行政實習及研習活動。
- (4) 輔導實習學生環境適應與心理調適問題。
- (5) 評閱實習學生之作業或報告。
- (6) 評核實習學生之教學演示及綜合表現成績。



(7) 對實習學生有關之其他協助及輔導。

#### 四、實習生：

- (1) 實習學生應在同一實習機構完成實習，實習時間以第四學年第二學期為主。
- (2) 實習生應了解實習是在指導老師和機構負責人的指引下，通過工作途徑學習的過程，學生須善加利用實習機會，並做出積極貢獻。
- (3) 實習生須遵從服務機構之政策及行政程序。
- (4) 實習生務必守時，確保出勤率。
- (5) 實習生因病或私人理由請假，必須補回或依據機構規章行事。
- (6) 實習生應代表學校優良傳統，在實習中應有專業表現。
- (7) 實習生須與服務對象，同事及指導老師維繫良好之工作關係。
- (8) 實習生在處理個案及相關資料時，務必遵守機構的工作守則。
- (9) 服裝儀容方面應遵照機構要求。
- (10) 積極參與機構所提供各項有利於學習之研習、會議或其它能夠促進專業發展與提升的活動。
- (11) 學習與機構中的其他專業人員合作，培養團隊精神。
- (12) 實習結束後，學生應完成相應工作紀錄與移交事項，並提交“自我評價表”至學院。
- (13) 如遇問題及聯繫信息更改時，應及時通知學院的工作人員。
- (14) 瞭解並遵從機構及學院有關之其他規定。

#### ■ 健康與安全

實習單位有責任確保實習生的健康與安全，向實習生提供相關健康與安全資訊並給予指導，提供健康與安全培訓與監督。實習生應當對自己負責，在實習期間遵守實習單位的指引，保護自身的健康與安全，履行應盡的責任。

澳門城市大學外語教育與研究中心極力建議每一位實習生在實習期間購買意外傷亡與疾病保險（保險費由實習生自行承擔），同時建議相關實習單位及時就實習計畫通告相關保險機構。



## 中英翻譯實習管理規範

### ■ 實習簡介

中英翻譯實習是本校英語學士學位課程中英翻譯方向學習的重要部分，它提供學生實踐翻譯理論的機會。其目的在於培養學生對英中翻譯領域的認識與了解，並結合理論與實務提升專業能力，期望能為未來進行翻譯工作的就業生涯規劃提供參考。而這份文件將為實習學生、實習機構、學院、實習指導老師等各方之間對實習內容提供相關資料，並對實習工作有更深入的了解。

### ■ 實習目的

- (1) 實踐各種翻譯技巧；
- (2) 融會並運用各種翻譯知識；
- (3) 於實際翻譯環境中實踐翻譯反思；
- (4) 建立翻譯員專業態度。

### ■ 實習學分與時數

實習為 6 學分及 480 學時，按平均每個工作日工作 8 小時計算，實習期約 3 個月。內容包括但不限於：

- 翻譯實務
- 文獻翻譯
- 口譯實習
- 教學輔助
- 行政事務
- 研究相關工作
- 實習報告撰寫

(各項目實際時數將視實習機構要求及情況而有所調整)

### ■ 實習資格

所有英語學士學位課程的在讀學生在修完本專業大一、大二與大三中英翻譯的專業必修、選修科目後，均可申請參加實習。

### ■ 實習機會

實習機會可由(1)由學生自行聯繫實習機構，確認相關實習事項後再向學院通報，或(2)學院提供，將合作學校或機構的實習崗位提供給學生。

### ■ 實習崗位申請流程



1. 準備個人簡歷、作品集、照片等材料	
2. 選擇一 自行尋找實習機構	2. 選擇二 申請學院提供之合作機構的實習崗位
第一步： 聯繫實習單位，確定初步意向	第一步： 向學院提交申請崗位之簡介
第二步： 填寫「附件 1.實習申請表」，並提交學院審核；	第二步： 根據實習機構要求進行面試等；
第三步： 申請獲得通過後，自行與實習單位聯繫確定實習細節，並制定實習計劃。	第三步： 確認獲得實習崗位，根據實習單位要求做好實習準備，並制定實習計劃。
3. 開始實習	
4. 實習結束，將相關附件提交至學院。	

### ■ 實習內容

實習學生應於實習開始前與實習機構之實習輔導人員及本校實習指導老師共同制定實習計畫，作為實習輔導及評量之依據。實習計畫內容包括下列事項：

- (1) 翻譯實習重點項目：以翻譯實習為主，行政實習及研習活動為輔。
- (2) 翻譯實習計畫，包括翻譯實習機構概況、實習目標、實習活動、預定進度及評量事宜。

### ■ 評核標準

實習學生在順利完成實習計畫後，需向學院提交如下三份文件：

- (1) 實習報告，詳細記錄實習歷程中的翻譯工作、實習成果及個人反思；
- (2) 實習評價，實習結束後由實習機構根據學生的工作表現如實填寫（見附件 2）；
- (3) 自我評價，實習結束後由學生對自己實習期間的工作表現進行客觀評價（見附件 3）；

#### 注意：

- 實習生如在無充分理由情況下未完成實習，將影響實習評分及相關學分；
- 實習生如在實習過程中被發現有弄虛作假，將被取消該科目之考評資格，考核成績為零分；
- 評核成績總得分 50 分為合格；
- 實習學生實習須依據學院有關對學科合格/不合格之要求及規定處理。
- 鑒於環保及管理便利等原因，附件 1-3 將以線上問卷的方式進行收集與保存。



澳門城市大學  
Universidade da Cidade de Macau  
City University of Macau

【附件十六】實習科目規章



## ■ 角色和職責

### 一、實習機構：

- (1) 為實習學生提供學習機會及環境。
- (2) 實習機構應清楚實習計劃是幫助實習生通過投身工作而得到學習和發展的機會。
- (3) 制定實習方案，包括時間，地點及具體實習內容等計劃。
- (4) 選派實習督導，以指導實習學生。
- (5) 負責帶領實習學生認識公司/機構員工、環境與行政規範。
- (6) 確保實習生於實習計劃實施前接受健康與安全教育。
- (7) 允許實習學生參與機構之會議、訓練等活動。
- (8) 參與評估實習生的工作考核，定期督導實習學生檢討實習得失。
- (9) 實習結束時，提供詳盡的實習生考核表（見附件3）。
- (10) 實習生若有實習困難發生時，有責任通知我校。
- (11) 有不適合學生實習的情形發生時，應主動與我校聯絡。
- (12) 確保大學及時獲悉任何實習生可能遇到的潛在問題。
- (13) 不提供實習生任何額外的、不適當的利益（合同規定津貼除外），其中包括禮品和其他非正當之報酬。

### 二、本校實習指導老師職責如下：

- (1) 指導實習學生擬訂實習計畫。
- (2) 溝通協調實習學生與本校及翻譯實習機構間之意見。
- (3) 觀察實習學生翻譯實習，並給予回饋意見。
- (4) 評閱實習學生之作業及報告。
- (5) 評閱實習學生之翻譯實習檔案。
- (6) 評定實習學生之翻譯實習成績。
- (7) 其他有關實習學生之輔導事項。

### 三、實習輔導員職責如下：

- (1) 輔導實習學生擬定實習計畫。
- (2) 輔導實習學生從事翻譯工作。
- (3) 協調提供實習學生行政實習及研習活動。
- (4) 輔導實習學生環境適應與心理調適問題。
- (5) 評閱實習學生之翻譯工作或報告。
- (6) 評核實習學生之翻譯演示及綜合表現成績。
- (7) 對實習學生有關之其他協助及輔導。

### 四、實習生：

- (1) 實習學生應在同一實習機構完成實習，實習時間以第四學年第二學期為主。
- (2) 實習生應了解實習是在指導老師和機構負責人的指引下，通過工作途徑學



習的過程，學生須善加利用實習機會，並做出積極貢獻。

- (3) 實習生須遵從服務機構之政策及行政程序。
- (4) 實習生務必守時，確保出勤率。
- (5) 實習生因病或私人理由請假，必須補回或依據機構規章行事。
- (6) 實習生應代表學校優良傳統，在實習中應有專業表現。
- (7) 實習生須與服務對象，同事及督導維繫良好之工作關係。
- (8) 實習生在處理個案及相關資料時，務必遵守機構的工作守則。
- (9) 服裝儀容方面應遵照機構要求。
- (10) 積極參與機構所提供各項有利於學習之研習、會議或其它能促進專業發展與提升的活動。
- (11) 學習與機構中的其他專業人員合作，培養團隊精神。
- (12) 實習結束後，學生應完成相應工作紀錄與移交事項，並提交“自我評價表”至學院。
- (13) 如遇問題及聯繫信息更改時，應及時通知學院的工作人員。
- (14) 瞭解並遵從機構及學院有關之其他規定。

## ■ 健康與安全

實習單位有責任確保實習生的健康與安全，向實習生提供相關健康與安全資訊並給予指導，提供健康與安全培訓與監督。實習生應當對自己負責，在實習期間遵守實習單位的指引，保護自身的健康與安全，履行應盡的責任。

學院建議每一位實習生在實習期間購買意外傷亡與疾病保險（保險費由實習生自行承擔），同時建議相關實習單位及時就實習計畫通告相關保險機構。



## Regulations of English Education Internship and Report

### ■ Brief Introduction

English Education Internship is a compulsory course for students who have chosen the English Education Track in the program of Bachelor of Arts in English. This internship provides students with the opportunities to apply teaching theories learnt during their studies, allowing them to acquire the necessary skills in English teaching.

Bridging theories and practice, this teaching internship aims to cultivate students' knowledge and improve their professional abilities in the field of English education, thus allowing them to be better prepared for their future teaching career. This document provides information to all the involved parties in the internship, which include interns, mentors and relevant internship organizations or schools, giving them a better understanding about the internship.

### ■ Objectives

Students are required to finish an internship worth 6 credits with a duration of three months. With assessment of students' teaching practice and their written reports, students are expected to be able to:

- 1) Use various teaching techniques,
- 2) Integrate and apply their knowledge in teaching,
- 3) Reflect on their teaching in an authentic education environment, and
- 4) Establish a professional teaching attitude.

### ■ Credits and Duration

The total internship consists of 6 credits and 480 hours of practical experience. The internship content includes, but is not limited to:

- Practical teaching
- Lesson preparation
- Classroom observation
- Assisting in teaching
- Administrative tasks
- Research-related work
- Writing internship reports

(The actual hours for each item may be adjusted based on the requirements and circumstances of the internship organization.)

### ■ General Internship Requirements

All students enrolled in the Bachelor of Arts in English program are eligible to apply for the internship after completing the compulsory and elective courses of the English Education track in the first three years of study.

### ■ Internship Opportunities

Internship opportunities may be offered either by (1)the students themselves, by



contacting the internship organisations and confirming the relevant internship matters before reporting to the Faculty, or (2) the Faculty, by offering internship positions in partner schools or organisations to the students.

■ **Internship Opportunities**

<b>1. Prepare resume, portfolio, photos, etc.</b>	
<b>2. Option 1</b> Find your own internship organization	<b>2. Option 2</b> Apply for internship positions in partner organizations offered by the Faculty
Step 1: Contact the internship organization to confirm your initial interest	Step 1: Provide a brief overview of the applied position to the Faculty
Step 2: Complete “Attachment 1. Internship Application Form” and submit it to the Faculty for review	Step 2: Conducting interviews, etc. as required by the internship organization
Step 3: After the application is approved, contact the internship organization to determine the details and formulate an internship plan.	Step 3: Confirm the internship position, prepare for the internship according to the requirements, and formulate an internship plan.
<b>3. Start internship</b>	
<b>4. At the end of the intership, submit the relevant evaluation forms to the Faculty.</b>	

■ **Internship Content**

Intern students should jointly formulate a internship plan with the contact person from the organization and the supervisor from the Faculty before the start of the internship, which will serve as the basis for internship counseling and assessment. The internship plan includes the following items:

- (1) Primary Focus: Teaching internships, with secondary emphasis on administration and research.
- (2) Teaching plan: This includes an overview of the organization, internship objectives, planned activities, timeline, and assessment criteria.

■ **Assessment Criteria**

After successfully completing the internship plan, students must submit the following three documents to the Faculty:

- (1) Internship Report: A detailed record of English teaching work and outcomes, along with a reflection on the experience.
- (2) Internship Evaluation: A performance evaluation completed by the internship



organization based on the student's work performance (see Attachment 2).

- (3) Self-Evaluation: An objective assessment of the student's work performance during the internship, completed by the student (see Attachment 3).

**Notes:**

- If interns fail to complete the internship without valid reasons, it will affect their internship grades and related credits.
- If interns are found to have committed any form of dishonesty during the internship, they will be disqualified from assessment for that course, receiving a score of zero.
- A total score of 50 points is required to pass.
- Internship students must adhere to the Faculty's requirements and regulations regarding passing or failing the course.
- For environmental and management convenience, Attachments 1-3 will be collected and stored via online surveys.

■ **Roles and Responsibilities**

**I. Responsibilities of the Organization**

- (1) Provide learning opportunities and a supportive environment for interns.
- (2) Clearly understand that the internship program aims to help interns learn and develop through practical work experience.
- (3) Develop an internship plan that includes the schedule, location, and specific content of the internship.
- (4) Appoint a mentor to guide the interns throughout their experience.
- (5) Facilitate interns in getting to know the school's staff, environment, and administrative procedures.
- (6) Ensure interns receive health and safety training before the internship begins.
- (7) Allow interns to participate in organizational meetings, training sessions, and other activities.
- (8) Participate in evaluating the interns' work performance and regularly supervise them in reviewing their internship experiences.
- (9) Provide a detailed internship evaluation form at the end of the internship (see Attachment 2).
- (10) Notify the university if any difficulties arise during the internship.
- (11) Contact the university proactively if there are any issues that make the internship unsuitable for the student.
- (12) Ensure the university is promptly informed of any potential problems the intern may encounter.
- (13) Do not offer interns any additional or inappropriate benefits (excluding allowances specified in the contract), including gifts or other improper rewards.



## II. Responsibilities of the Faculty Internship Supervisor

- (1) Guide interns in developing their teaching internship plans.
- (2) Facilitate communication and coordination between interns, the university, and the internship organization.
- (3) Observe interns during their teaching practice and provide constructive feedback.
- (4) Review interns' assignments and reports.
- (5) Evaluate interns' teaching internship portfolios.
- (6) Assess interns' performance in the teaching internship.
- (7) Address any other matters related to the guidance of interns.

## III. Responsibilities of the Organization Contact Person

- (14) Manage the overall internship program and ensure it meets educational objectives.
- (15) Provide guidance and support to interns throughout their internship experience.
- (16) Facilitate the integration of interns into the organization's work environment.
- (17) Conduct regular evaluations of interns' performance and provide feedback.
- (18) Communicate any issues or concerns regarding interns to the university.
- (19) Ensure that interns receive appropriate training and orientation related to their roles.
- (20) Support the development of a positive learning environment for interns.

## IV. Responsibilities of the Intern

- (1) Interns should complete their internship at the same organization, primarily during the second semester of their fourth year.
- (2) Interns must adhere to the policies and administrative procedures of the organization.
- (3) Interns are expected to be punctual and maintain a high attendance rate.
- (4) If interns need to take leave due to illness or personal reasons, they must make up for missed time or follow the organization's regulations.
- (5) Interns should uphold the university's traditions and demonstrate professionalism during the internship.
- (6) Interns must maintain good working relationships with service recipients, colleagues, and supervisors.
- (7) When handling cases and related information, interns must comply with the organization's work guidelines.
- (8) Dress and appearance should adhere to the organization's requirements.
- (9) Interns are encouraged to actively participate in workshops, meetings, or other activities that promote learning and professional development.
- (10) Collaborate with other professionals in the organization to foster team spirit.
- (11) At the end of the internship, students should complete all necessary work records and handover tasks, and submit the Self-Evaluation Form to the Faculty.



- (12) If issues arise or contact information changes, interns should promptly notify the university staff.
- (13) Understand and comply with other regulations set by the organization and the Faculty.

■ **Health and Safety**

The internship organization is responsible for ensuring the health and safety of interns by providing relevant information and guidance, as well as health and safety training and supervision. Interns must take responsibility for themselves during the internship, adhere to the organization's guidelines, and protect their own health and safety.

The Faculty recommends that each intern purchase accident and illness insurance during the internship (with the cost borne by the intern). It also advises relevant organizations to promptly inform insurance providers about the internship plan.



## **Regulations of Chinese-English Translation Internship and Report**

### **■ Brief Introduction**

The Chinese-English translation internship is an essential part of the Bachelor of Arts in English program at City University of Macau, focusing on translation studies. It provides students with the opportunity to apply translation theory in practice. The aim is to cultivate students' understanding and knowledge of the field of Chinese-English translation, integrating theory with practice to enhance their professional skills. This experience is expected to serve as a reference for future career planning in translation.

This document provides relevant information about the internship content for all parties involved, including interns, internship organizations, the Faculty, and internship supervisors, offering a deeper understanding of the internship work.

### **■ Objectives**

Students are required to finish an internship worth 6 credits with a duration of three months. With assessment of students' translation practice and their written reports, students are expected to be able to:

- (1) Practice various translation techniques.
- (2) Integrate and apply different translation knowledge.
- (3) Reflect on translation practices in a real-world translation environment.
- (4) Develop a professional attitude as a translator.

### **■ Credits and Duration**

The total internship consists of 6 credits and 480 hours of practical experience. The internship content includes, but is not limited to:

- Translation practice
- Literature translation
- Interpretation internship
- Teaching assistance
- Administrative tasks
- Research-related work
- Writing internship reports

(The actual hours for each item may be adjusted based on the requirements and circumstances of the internship organization.)

### **■ General Internship Requirements**

All students enrolled in the Bachelor of Arts in English program are eligible to apply for the internship after completing the compulsory and elective courses of the Chinese-English Translation track in the first three years of study.

### **■ Internship Opportunities**

Internship opportunities may be offered either by (1)the students themselves, by



contacting the internship organisations and confirming the relevant internship matters before reporting to the Faculty, or (2) the Faculty, by offering internship positions in partner schools or organisations to the students.

■ **Internship Opportunities**

<b>1. Prepare resume, portfolio, photos, etc.</b>	
<b>2. Option 1</b> Find your own internship organization	<b>2. Option 2</b> Apply for internship positions in partner organizations offered by the Faculty
Step 1: Contact the internship organization to confirm your initial interest	Step 1: Provide a brief overview of the applied position to the Faculty
Step 2: Complete “Attachment 1. Internship Application Form” and submit it to the Faculty for review	Step 2: Conducting interviews, etc. as required by the internship organization
Step 3: After the application is approved, contact the internship organization to determine the details and formulate an internship plan.	Step 3: Confirm the internship position, prepare for the internship according to the requirements, and formulate an internship plan.
<b>3. Start internship</b>	
<b>4. At the end of the internship, submit the relevant evaluation forms to the Faculty.</b>	

■ **Internship Content**

Intern students should jointly formulate an internship plan with the contact person from the organization and the supervisor from the Faculty before the start of the internship, which will serve as the basis for internship counselling and assessment. The internship plan includes the following items:

- (1) Primary Focus: Translation internships, with secondary emphasis on administrative tasks and research activities.
- (2) Translation Internship Plan: This includes an overview of the organization, internship objectives, planned activities, timeline, and evaluation criteria.

■ **Assessment Criteria**

After successfully completing the internship plan, students must submit the following three documents to the Faculty:

- (1) Internship Report: A detailed record of translation work and outcomes, along with a reflection on the experience.



- (2) Internship Evaluation: A performance evaluation completed by the internship organization based on the student's work performance (see Attachment 2).
- (3) Self-Evaluation: An objective assessment of the student's work performance during the internship, completed by the student (see Attachment 3).

**Notes:**

- If interns fail to complete the internship without valid reasons, it will affect their internship grades and related credits.
- If interns are found to have committed any form of dishonesty during the internship, they will be disqualified from assessment for that course, receiving a score of zero.
- A total score of 50 points is required to pass.
- Internship students must adhere to the Faculty's requirements and regulations regarding passing or failing the course.
- For environmental and management convenience, Attachments 1-3 will be collected and stored via online surveys.

■ **Roles and Responsibilities**

**I. Responsibilities of the Organization**

- (1) Provide learning opportunities and a supportive environment for interns.
- (2) Clearly understand that the internship program aims to help interns learn and develop through practical work experience.
- (3) Develop an internship plan that includes the schedule, location, and specific content of the internship.
- (4) Appoint a mentor to guide the interns throughout their experience.
- (5) Facilitate interns in getting to know the school's staff, environment, and administrative procedures.
- (6) Ensure interns receive health and safety training before the internship begins.
- (7) Allow interns to participate in organizational meetings, training sessions, and other activities.
- (8) Participate in evaluating the interns' work performance and regularly supervise them in reviewing their internship experiences.
- (9) Provide a detailed internship evaluation form at the end of the internship (see Attachment 2).
- (10) Notify the university if any difficulties arise during the internship.
- (11) Contact the university proactively if there are any issues that make the internship unsuitable for the student.
- (12) Ensure the university is promptly informed of any potential problems the intern may encounter.



- (13) Do not offer interns any additional or inappropriate benefits (excluding allowances specified in the contract), including gifts or other improper rewards.

## **II. Responsibilities of the Faculty Internship Supervisor**

- (1) Guide interns in developing their translation internship plans.
- (2) Facilitate communication and coordination between interns, the university, and the internship organization.
- (3) Observe interns during their translation practice and provide constructive feedback.
- (4) Review interns' assignments and reports.
- (5) Evaluate interns' translation internship portfolios.
- (6) Assess interns' performance in the translation internship.
- (7) Address any other matters related to the guidance of interns.

## **III. Responsibilities of the Organization Contact Person**

- (14) Manage the overall internship program and ensure it meets educational objectives.
- (15) Provide guidance and support to interns throughout their internship experience.
- (16) Facilitate the integration of interns into the organization's work environment.
- (17) Conduct regular evaluations of interns' performance and provide feedback.
- (18) Communicate any issues or concerns regarding interns to the university.
- (19) Ensure that interns receive appropriate training and orientation related to their roles.
- (20) Support the development of a positive learning environment for interns.

## **IV. Responsibilities of the Intern**

- (1) Interns should complete their internship at the same organization, primarily during the second semester of their fourth year.
- (2) Interns must adhere to the policies and administrative procedures of the organization.
- (3) Interns are expected to be punctual and maintain a high attendance rate.
- (4) If interns need to take leave due to illness or personal reasons, they must make up for missed time or follow the organization's regulations.
- (5) Interns should uphold the university's traditions and demonstrate professionalism during the internship.
- (6) Interns must maintain good working relationships with service recipients, colleagues, and supervisors.
- (7) When handling cases and related information, interns must comply with the organization's work guidelines.
- (8) Dress and appearance should adhere to the organization's requirements.
- (9) Interns are encouraged to actively participate in workshops, meetings, or other activities that promote learning and professional development.



- (10) Collaborate with other professionals in the organization to foster team spirit.
- (11) At the end of the internship, students should complete all necessary work records and handover tasks, and submit the Self-Evaluation Form to the Faculty.
- (12) If issues arise or contact information changes, interns should promptly notify the university staff.
- (13) Understand and comply with other regulations set by the organization and the Faculty.

■ **Health and Safety**

The internship organization is responsible for ensuring the health and safety of interns by providing relevant information and guidance, as well as health and safety training and supervision. Interns must take responsibility for themselves during the internship, adhere to the organization's guidelines, and protect their own health and safety.

The Faculty recommends that each intern purchase accident and illness insurance during the internship (with the cost borne by the intern). It also advises relevant organizations to promptly inform insurance providers about the internship plan.