# 國立中山大學醫學院護理學系學生校外實習作業要點
# Guidelines on Off-Campus Internships of the Department of Nursing, College of Medicine

114.05.09 113 學年度第 5 次籌備委員會訂定
114.10.21 114 學年度第 1 次院務會議通過
115.05.22 送教務處備查
Submitted to the Office of Academic Affairs for future reference on May 22, 2026

一、為辦理國立中山大學(以下簡稱本校)護理學系(以下簡稱本系)學生實習課程，依據本校學生校外實習作業要點及有關規定訂定本要點。

I. These guidelines are formulated in accordance with the University's *Guidelines on Off-Campus Internships and relevant regulations*. to administer the internship courses for students of the Department of Nursing (hereinafter referred to as "the Department"), College of Medicine, National Sun Yat-sen University (hereinafter referred to as "the University").

二、學生實習之分發依本系與實習機構協商實習事宜，就學生進行資格審查。本系學生須依學生修課原則(註一)，先修習並通過護理專業必修課程，方可進行進階課程臨床實習。資格審查與實習單位分配後，經本系學生校外實習委員會審查通過後，再進行分發作業。

II. The placement of student internships shall be based on consultations between the Department and internship institutions regarding internship matters, and qualifications of students shall be reviewed. Students of the Department must comply with the Course Taking Principles (Note 1), and compulsory nursing professional courses must be completed and passed prior to taking advanced clinical practicum courses. Following qualification review and assignment to internship units, the placement shall be conducted after review and approval by the Department's Student Off-Campus Internship Committee.

三、本系學生之實習分發作業完成後，應與各實習機構簽訂實習合約，並將實習合約及相關資料送交實習機構。實習合約副本及相關資料送交本系學生校外實習委員會備查。

III. Upon completion of the internship placement for students of the Department, internship contracts shall be signed with respective internship institutions, and the internship contracts and relevant documents shall be submitted to the internship institutions. Copies of the internship contracts and relevant documents shall be submitted to the Student Off-Campus Internship Committee of the Department for future reference.



Any dispute over interpretations of these regulations shall be resolved in a court of law based on the Chinese version.

四、參加實習學生經分發後，不得任意變更。若因不可抗力因素確實有更改實習單位之需求者，經本系與實習機構協調後，由系主任簽請院長同意後辦理。

IV. Once assigned, participating internship students shall not arbitrarily change their assignments. If there is a genuine need to change the internship unit due to force majeure, such change shall be processed with the approval of the Dean of the College upon the submission of a request by the Department Chair, following coordination between the Department and the internship institution.

五、為維護實習學生與實習機構人員及病人健康，實習學生應於實習機構報到前，依據各實習機構之規定，完成健康檢查與相關預防疫苗注射，並將健檢證明文件資料提供實習機構。

V. To safeguard the health of internship students, personnel of internship institutions, and patients, internship students shall, in accordance with the regulations of each internship institution, complete health examinations and relevant preventive vaccinations prior to reporting to the internship institution, and provide health examination certificates and relevant documentation to the internship institution.

六、本校依各實習機構合約規定繳交實習費用。

VI. The University shall pay internship fees in accordance with the provisions of contracts with each internship institution.

七、本系學生於實習期間，應遵守實習守則(如附件一)，並遵照本系專業必修科目之規定，按實際實習學分與時數規定實習，並遵守實習機構行事曆及實習規定實習。

VII. During the internship period, students of the Department shall abide by the Code of Conduct for Interns (as in Appendix 1), comply with the provisions for professional required subjects of the Department, fulfill the internship according to actual required internship credits and hours, and comply with the calendar and internship regulations of the internship institution.

八、本系學生於實習期間，請假應依假別檢附相關證明文件，提供予該次教學實習教師審核。

VIII. During the internship period, students of the Department who take leave of absence shall attach relevant supporting documents according to the leave category and submit them to the practicum instructor for review and verification.

九、實習結束後，應彙整各實習機構評定之學生實習成績，並輸入至本校校務資訊系統，送交教務處備查。實習成績不及格者，不得畢業；並由原實習機構與本系安排重修不及格之科別，全部實習成績及格者，始得畢業。



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IX. Upon completion of the internship, students' internship grades evaluated by each internship institution shall be collected, entered into the University's Academic Affairs Information System, and submitted to the Office of Academic Affairs for future reference. Students with failing internship grades shall not graduate; the original internship institution and the Department shall arrange for retaking the failed subjects. Students may only graduate after all internship grades are passing.

十、學生於各實習機構實習期間之工作或生活表現特殊者，由實習機構通報本系，並依本校學生獎懲規定，予以適切之獎懲。

X. If a student demonstrates exceptional or noteworthy performance in work or conduct during the internship at each internship institution, the internship institution shall notify the Department, and appropriate rewards or penalties shall be administered in accordance with the University's regulations governing student rewards and penalties.

十一、本要點未盡事宜，悉依本校學則、其他相關法令與教育部規定辦理。

XI. Matters not covered herein shall be handled in accordance with the University's *Academic Regulations*, other relevant laws and decrees, and the regulations of the Ministry of Education.

十二、本要點經系務會議、院務會議審議通過，送教務處備查後實施，修正時亦同。

XII. These guidelines are approved by the Department Council meeting, the College Council meeting and the Office of Academic Affairs before implementation. Amendments to these guidelines shall follow the same procedure.



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# 註一、大學部學生修課原則 /
# Note 1: Course Taking Principles for Undergraduate Students

本系大學部學生修習專業必修課程，需依照下表修課原則規定，完成先修課程才得以進行進階課程。

Undergraduate students of the Department taking compulsory professional courses must comply with the course taking principles in the table below, and may only proceed to advanced courses after completing prerequisite courses.

| 先修課程<br>Prerequisite Courses | 進階課程(一)<br>Advanced Courses (I) | 進階課程(二)<br>Advanced Courses (II) |
|---|---|---|
| 基本護理學與實作<br>FUNDAMENTALS OF NURSING PRACTICE | 基本護理學實習<br>Fundamental Nursing Practicum | |
| 基本護理學與實作<br>FUNDAMENTALS OF NURSING PRACTICE | 內外科護理學與實作(一)<br>MEDICAL SURGICAL NURSING PRACTICUM ( | 內外科護理學實習(一)<br>MEDICAL-SURGICAL NURSING PRACTICUM (I) |
| 基本護理學與實作<br>FUNDAMENTALS OF NURSING PRACTICE | 內外科護理學與實作(二)<br>MEDICAL SURGICAL NURSING PRACTICUM (II) | 內外科護理學實習(二)<br>MEDICAL-SURGICAL NURSING PRACTICUM (II) |
| 基本護理學與實作<br>FUNDAMENTALS OF NURSING PRACTICE | 兒科護理學與實作<br>PEDIATRIC NURSING AND PRACTICUM | 兒科護理學實習<br>PEDIATRIC NURSING PRACTICUM |
| 基本護理學與實作<br>FUNDAMENTALS OF NURSING PRACTICE | 產科護理學與實作<br>MATERNITY NURSING AND PRACTICUM | 產科護理學實習<br>MATERNITY NURSING PRACTICUM |
| 社區護理學<br>COMMUNITY HEALTH NURSING | 社區護理學實習<br>COMMUNITY HEALTH NURSING PRACTICUM | |
| 精神科護理學<br>PSYCHIATRIC MENTAL HEALTH NURSING | 精神科護理學實習<br>PSYCHIATRIC NURSING PRACTICUM | |
| 護理行政概論<br>INTRODUCTION TO NURSING ADMINISTRATION | 護理行政概論實習<br>SYNOPSIS OF NURSING ADMINISTRATION PRACTICUM | |



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# 附件一、國立中山大學醫學院護理學系實習學生實習守則
# Appendix 1: Code of Conduct for Student Interns of the Department of Nursing, College of Medicine, National Sun Yat-sen University

一、實習學生的身份是學生，尚不具備護理師的資格，所以只有在被充分的監督下才可以執行醫療行為，以保障病人的安全。

I. The status of student interns is that of students who do not yet possess the qualifications of a registered nurse; therefore, medical practices may only be performed under adequate supervision to ensure patient safety.

二、學生應修習且通過護理專業必修課程，始准參加相關實習。

II. Students are permitted to participate in relevant internships only after completing and passing the compulsory professional nursing courses.

三、實習地點為本校簽訂合約之教學醫院或機構。

III. Internship sites shall be teaching hospitals or institutions contracted with the University.

四、各班實習梯次、單位、實習起訖日期，由本系與實習機構協調安排。

IV. Internship cohorts, units, and start and end dates for each class shall be coordinated and arranged by the Department and internship institutions.

五、學生實習期間，應遵守學校與實習機構之規定，服從學校老師與實習單位指導。

V. During the internship period, students shall abide by the regulations of the University and the internship institution, and comply with instructions from University faculty and internship unit supervisors.

六、實習學生應愛惜公物，不得取為私用。如有人為損壞，應照價賠償。

VI. Student interns shall cherish public property and shall not appropriate it for private use. In the event of intentional or negligent damage, compensation shall be made according to the actual cost.

七、實習期間注意事項：

**VII.** Points for Attention during the Internship Period:

(一) 實習工作由指導老師按計畫分派，學生不得要求調班。

(1) Internship duties are assigned by instructors according to schedule; students shall not request shift changes.

(二) 每日實習時間內應完成所負責之護理工作。工作尚未完成，或尚未交班者，不得離開實習單位。



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(2) Responsible nursing duties must be completed within daily internship hours. Students shall not leave the internship unit before completing work or handing over duties.

(三) 實習期間，不得處理私人事務(含會客、接聽私人電話、使用電話或手機、閱讀報章雜誌)。

(3) During internship hours, personal matters shall not be attended to (including receiving visitors, taking personal calls, using mobile phones, or reading newspapers and magazines).

(四) 非實習期間，如為完成相關實習作業需至實習單位蒐集資料，須先經實習指導教師及護理長同意，並著實習服，但不得執行任何護理措施。

(4) Outside of scheduled internship hours, if data collection at the unit is required to complete internship assignments, prior consent must be obtained from the internship instructor and head nurse, and internship uniforms must be worn; however, no nursing interventions may be performed.

(五) 實習期間，注意保護自己，若不慎被污染針頭扎傷時，應按附件二「感染性尖銳物品扎傷處理流程」處理。

(5) During the internship, protect oneself properly. If accidentally injured by contaminated needles or sharps, handle strictly according to Appendix 2: Procedure for Handling Sharps Injuries from Contaminated Items.

(六) 實習期間，服飾外表規定如下：

(6) Dress and appearance regulations during internship:

1. 學生於病房實習時，一律專著實習制服，實習制服應整潔，勿過緊繃或鬆垮。應配戴實習名牌，於公眾場合應視情況戴口罩。著白色或膚色絲襪。如著褲裝，應著無任何圖案白色短襪或膚色絲襪。

i. When on clinical ward duty, students must wear the prescribed internship uniform, which must be neat and clean, and neither too tight nor baggy. Internship nametags must be worn. Masks should be worn in public areas as appropriate. Wear white or skin-tone stockings. If wearing trousers, plain white ankle socks with no patterns or skin-tone stockings must be worn.

2. 鞋子為白色護士鞋，外表乾淨。

ii. Shoes must be clean white nursing shoes.

3. 不留長指甲，並不得塗有色指甲油。除手錶外，不配戴任何手飾。

iii. Keep fingernails short, with no colored nail polish. No jewelry or accessories shall be worn, except for a wristwatch.

4. 不得配戴有色鏡片及有色隱形眼鏡。

iv. Colored spectacle lenses and colored contact lenses are prohibited.

5. 學生不得穿著實習制服搭乘大眾交通工具。



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v. Students shall not wear internship uniforms while taking public transportation.

(七) 實習期間身上禁止攜帶手機，若有緊急事情需聯絡，請先報告實習老師並取得同意始得為之。

(7) Carrying mobile phones on one's person during the internship is prohibited. If urgent contact is required, report to the practicum instructor and obtain consent before proceeding.

(八) 病歷上各項病患資料均屬病患個人隱私，故不可帶離單位或私自使用病房"醫囑電腦"列印或照相，以免侵犯病患隱私權及造成資料外漏。另不得跟病患拍照及將照片以任何形式張貼於網站或社群平台。

(8) All patient medical record data constitute patient personal privacy; thus, they must not be taken out of the unit, nor may ward physician-order computers be used without authorization to print or photograph, to prevent violating patient privacy rights and causing data leakage. Furthermore, taking photos with patients and posting photographs in any form on websites or social media platforms is strictly prohibited.

## 八、請假補實習規定

## VIII. Regulations on Leave of Absence and Make-up Internships:

學生請假應依系上規定填寫請假單(至系網頁下載)以紙本辦理，經教學實習教師及導師許可後，請假單送交教學實習教師。

Students taking leave shall complete a hard-copy leave application form in accordance with Department regulations (downloadable from the Department website), and submit it to the practicum instructor after obtaining permission from the practicum instructor and the mentor.

### (一) 學生各項請假規定

### (1) Student Leave Regulations Table

| 類別 / Leave Category | 內容 / Regulations & Details |
|---|---|
| **病假(含生理假及心理假)**<br>**Sick Leave (Including Menstrual Leave & Mental Health Leave)** | 1. 因病不能實習者，須於上班時間之前，由本人或家長以電話向教學實習教師請假。<br>i. Those unable to participate due to illness must notify the practicum instructor by telephone personally or via parents before working hours.<br>2. 請假二日或二日以上，須檢附區域醫院(含)以上之證明。<br>ii. For leave of 2 days or more, a medical certificate from a regional hospital or above must be attached. |



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| | 3. 學生實習時需就醫診治或突患急症者，應先報告教學實習老師與實習單位主管，經准許後始可離開工作單位。<br>iii. Students needing medical care or experiencing sudden acute illness during duty must report to the practicum instructor and unit supervisor, and leave only after permission.<br>4. 女性生理假無需出示證明文件，惟每月以一日為限；心理假無需出示證明文件，由學系或學生導師通報學校啟動關懷輔導機制，每學期以五日為限。<br>iv. Female students do not need supporting documents for menstrual leave, limited to 1 day per month; mental health leave requires no supporting documents, and the Department or mentor shall notify the University to initiate care and counseling, limited to 5 days per semester.<br>5. 請假手續應於請假後一週內，洽教學實習教師補辦。<br>v. Leave formalities must be completed with the practicum instructor within one week after taking leave.<br>6. 如不符合上述規定，以事假論。<br>vi. Non-compliance with above regulations shall be treated as personal leave. |
| **公假**<br>**Official Leave** | 1. 實習期間應儘量避免公假。<br>i. Official leave should be avoided as much as possible during internship.<br>2. 因公不能實習時，需於一週前由權責單位出具證明並公文簽准，因辦理兵役事宜者須付兵役相關證明。<br>ii. When unable to attend due to official duties, an official certificate approved by competent authorities must be submitted one week in advance; military service matters require relevant military documentation.<br>3. 學生需事前向教學實習教師請假，未按規定請假者，以事假論。<br>iii. Students must apply in advance to the practicum instructor; failure to do so results in treatment as personal leave. |
| **喪假**<br>**Bereavement Leave** | 凡直系尊親屬、親屬死亡者(含兄弟姊妹)應檢具訃聞向教學實習教師請假。<br>In the event of the death of a direct ascendant or relative (including siblings), an obituary notice must be presented to the practicum instructor to apply for leave. |



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| **事假**<br>**Personal Leave** | 1. 非特殊嚴重事故，不得准予事假。<br>i. Personal leave shall not be granted except under extraordinary and serious circumstances.<br>2. 請事假者須持家長、監護人或參與各項活動證明文件。<br>ii. Applicants must present supporting documents from parents, guardians, or event organizers.<br>3. 學生需事先向教學實習教師請假，未按規定請假者，以曠班論。<br>iii. Students must apply in advance to the practicum instructor; unexcused failure to follow regulations shall be treated as unexcused absence (truancy). |
| **曠班**<br>**Unexcused Absence / Truancy** | 1. 曠班除補班外，視情節輕重處分。<br>i. In addition to making up shifts, truancy shall be penalized according to severity<br>2. 無故曠班達三次以上，停止此科實習。<br>ii. Unexcused absence 3 times or more results in termination of the current subject's internship.<br>3. 如偶發特殊事故不能當日請假者，應於一週內(自請假之日起)，辦妥請假手續，如未按期辦妥者以曠實習論。<br>iii. If leave cannot be requested on the day due to unforeseen special incidents, formalities must be completed within one week (from the first day); otherwise treated as truancy.<br>4. 遲到二十分鐘內，扣實習總分數二分；遲到不足一小時以一小時計算，扣實習總分數五分；遲到不足二小時以二小時計算，扣實習總分數十分，提供教學實習教師參酌。<br>iv. Tardiness within 20 mins: 2 points deducted from total score; tardiness under 1 hr counted as 1 hr (5 points deducted); under 2 hrs counted as 2 hrs (10 points deducted), for instructor's reference.<br>5. 天然災害或不可抗力之特殊情形除外，但應立即聯絡教學實習教師。如遇颱風，則依實習機關所在地縣市政府公告放假，並於之後另補實習。<br>v. Natural disasters or force majeure are excepted, but instructors must be contacted immediately. During typhoons, follow local government announcements and make up hours later. |



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**(二) 補實習方式**

**(2) Methods of Make-up Practicum**

1. 由教學實習教師與學生討論補實習的時間、作業及實習目標。補實習採責任制，教學實習教師應全程參與，不得指派醫院(社區)人員指導學生。若缺曠時數為臨床實務教學，務必於醫院(社區)補足臨床實務時數。必要時由該科教學實習主負責教師協助統一安排補實習事宜。

i. The practicum instructor and student shall discuss the timing, assignments, and objectives of the make-up practicum. The make-up practicum operates under an accountability system; the practicum instructor must participate throughout and shall not assign hospital (community) personnel to instruct the student. If missed hours involve clinical practice teaching, clinical practice hours must be made up at the hospital (community). When necessary, the primary instructor in charge of the subject shall assist in centralized arrangements.

2. 補實習時，每次需以四小時為一單位，不得要求以零散時間累計。

ii. When making up practicum hours, each session must be in units of 4 hours; accumulating sporadic hours is not permitted.

每次請假未超過四小時，仍以四小時計，補實習四小時；若超過四小時，未滿八小時者，應補實習八小時，以此類推，詳見表一。

For each leave of absence of 4 hours or less, it shall be counted as 4 hours (make up 4 hours); for leave over 4 hours but under 8 hours, 8 hours must be made up, and so forth (see Table 1).

實習曠課補雙倍時間，若實習曠課少於二小時一律以二小時計，應補實習四小時，詳見表二，缺曠補實習須於該學期結束前完成，未補實習者，依曠實習扣分。

Truancy/unexcused absence shall be made up with double the time. Unexcused absence of less than 2 hours shall be calculated as 2 hours (requiring 4 hours of make-up practicum), see Table 2. Make-up practicum must be completed before the end of the semester; those who fail to make up hours shall have points deducted for truancy.

3. 補實習學生請完成「請假補實習紀錄單」(附件四)，於完成補實習後，由協助補實習之專任教師，將「補實習紀錄單」核簽至學生校外實習委員會主任委員，由學生校外實習委員會留存。

iii. Students making up practicum must complete the "Leave and Make-up Practicum Record Form" (Appendix 4). After completion, the full-time faculty member assisting with the make-up practicum shall submit the form for approval up to the Chair of the Student Off-Campus Internship Committee, to be archived by the committee.



Any dispute over interpretations of these regulations shall be resolved in a court of law based on the Chinese version.

**表一：請假時數與補實習時數對照表 / Table 1: Leave Hours vs. Make-up Hours**

| 請假時數 / Leave Hours | 補實習時數 / Make-up Hours |
|---|---|
| 0 - 4 小時 / Hours | 4 小時 / Hours |
| 4 - 8 小時 / Hours | 8 小時 / Hours |
| 8 - 12 小時 / Hours | 12 小時 / Hours |
| 以下類推 / And so forth | 以下類推 / And so forth |

**表二：曠課時數與補實習時數對照表 / Table 2: Truancy Hours vs. Make-up Hours**

| 曠課時數 / Truancy Hours | 補實習時數 / Make-up Hours |
|---|---|
| 0 - 2 小時 / Hours | 4 小時 / Hours |
| 2 - 4 小時 / Hours | 8 小時 / Hours |
| 4 - 6 小時 / Hours | 12 小時 / Hours |
| 以下類推 / And so forth | 以下類推 / And so forth |

## 九、以下學生應重修

## IX. Students under the following circumstances must retake the internship:

1. 停實習：學生於實習期間，實習總時數已達三分之一(含)以上，因故申請停止實習並經核准；實習教師得依學生實際表現給予實習分數不及格。

i. Suspension of Internship: During the internship, if a student whose completed internship hours have reached one-third or more applies for suspension of the internship due to specific reasons and obtains approval, the practicum instructor may assign a failing grade based on the student's actual performance.

2. 學生於實習期間，請假或缺曠時數達該梯次實習總時數三分之一(含)以上者，則該項實習成績為不及格。

ii. Students whose total leave or unexcused absence hours during the internship reach one-third or more of the total scheduled internship hours for that cohort shall receive a failing grade for that internship.



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# 附件二、感染性尖銳物品扎傷處理流程
# Appendix 2: Procedure for Handling Sharps Injuries from Contaminated Items

| 階段 / Stage | 處置流程與內容 / Procedure & Details |
|---|---|
| **事件發生與協助 Incident Occurrence & Immediate Support** | 事件發生：本系專任教師、實習醫院護理部病房負責護理人員協助實習學生一起處理。<br>Incident Occurrence: Full-time faculty of the Department and supervising nursing staff in the nursing department ward of the teaching hospital assist the intern student in joint handling. |
| **立即處置 (分流處置) Immediate Action (Triage Procedures)** | 【被針頭等尖銳物品刺傷時】<br>When punctured by sharps such as needles:<br>1. 將傷口朝下並立即擠壓傷口處血管使血液流出。<br>i. Point wound downward and immediately compress adjacent vessels to let blood flow out.<br>2. 在流動水下清洗約五分鐘。<br>ii. Wash under running water for approximately 5 minutes.<br><br>【黏膜與病患血液、體液接觸時】<br>When mucous membranes contact patient blood or body fluids:<br>1. 口腔：以流動水清洗。<br>i. Oral cavity: Rinse with running water.<br>2. 眼睛：以流動水或 0.9% 等張生理食鹽水沖洗。<br>ii. Eyes: Irrigate with running water or 0.9% isotonic saline solution. |
| **通報與血液檢驗 Notification & Blood Testing** | 1. 實習指導教師通報護理學系學生校外實習委員會及其導師。依「實習醫院之針扎通報流程」作初步的處理。<br>i. Practicum instructor reports to the Student Off-Campus Internship Committee and the mentor; initiate preliminary handling per hospital sharps injury notification protocol.<br>2. 詳查病患血液之抗原及抗體 [包括 Anti-HIV, Anti-HBc, Anti-HCV, HBsAg, VDRL]。<br>ii. Thoroughly test patient's blood for antigens and antibodies [including Anti-HIV, Anti-HBc, Anti-HCV, HBsAg, VDRL].<br>3. 血液檢查之處理模式，依各實習單位規定後續處理。 |


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| | |
|---|---|
| | iii. Follow-up blood test management shall adhere to respective internship unit regulations. |
| **學校處置**<br>**University Measures** | 1. 單位及專任教師輔導學生改進，並給予心理支持。<br>i. Unit supervisors and full-time faculty counsel student for improvement and provide psychological support.<br>2. 學生及專任教師填寫緊急意外事件處置表 (附件三)。<br>ii. Student and full-time faculty complete the Emergency Incident Management Form (Appendix 3).<br>3. 必要時由導師通知家長。<br>iii. The mentor shall notify student's parents when necessary. |
| **定期追蹤與報告**<br>**Follow-up & Reporting** | 1. 本系學生校外實習委員會每半年統計分析學生意外發生的原因。<br>i. The Department Student Off-Campus Internship Committee statistically analyzes causes of accidents semi-annually.<br>2. 於系務會議中提出報告。<br>ii. Submit report to the Department Council meeting. |


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# 附件三、國立中山大學醫學院護理學系緊急意外事件處置表
# Appendix 3: Emergency Incident Management Form
# Department of Nursing, College of Medicine, National Sun Yat-sen University

*表單編號 Form No.: _____*

***請於三日內確實填寫完畢 / Please complete within 3 days***

| 實習學生填寫部分 / Section Completed by Student Intern | | | |
|---|---|---|---|
| 學生姓名<br>Student Name | | 發生日期<br>Incident Date | |
| 發生地點<br>Incident Location | | 填寫日期<br>Date of Filing | |
| 病患資料<br>Patient Information | | 病歷號碼<br>Medical Record No. | |
| 事件描述<br>Incident Description | | | |
| 事件處理<br>Incident Handling / Actions Taken | | | |
| 學生自我檢討及改善對策<br>Student Self-Reflection & Improvement Measures | | | |
| 教學實習教師填寫部分 / Section Completed by Practicum Instructor | | | |
| 專任教師原因分析及改善對策<br>Faculty Cause Analysis & Improvement Measures | | | |
| 核章欄 / Approval Signatures | | | |



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| 學生<br>Student | 教學實習教師<br>Practicum Instructor | 導師<br>Mentor | 實習課程主負責教師<br>Course Coordinator | 學生校外實習委員會<br>Internship Committee | 系主任<br>Department Chair |
|---|---|---|---|---|---|
| | | | | | |


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# 附件四、國立中山大學護理學系學生實習請假補實習紀錄單
# Appendix 4: Student Practicum Leave and Make-up Practicum Record Form
# Department of Nursing, National Sun Yat-sen University

| | | | |
|---|---|---|---|
| **系級 / Class & Year** | | **姓名 / Name** | |
| **學號 / Student ID** | | **手機 / Mobile Phone** | |
| **實習機構 / 單位 / 科別名稱 Internship Institution/Unit/Dept** | | **請假日期 Leave Date(s)** | |

## 一、請假假別/檢附資料與請假審核

## I. Leave Categories, Documents & Verification

| **請假假別及檢附資料 / Leave Categories & Required Documents** | **護理學系請假審核簽章 / Department Verification and Signatures** |
|---|---|
| ☐ 公假 Official Leave: 檢附經學校核准之相關公文 (Attach university-approved official document)<br>☐ 事假 Personal Leave: 檢附家長、監護人或參與各項活動證明文件 (Attach proof from parent/guardian/event)<br>☐ 喪假 Bereavement Leave: 檢附訃聞等以證明之文件 (Attach obituary or supporting document)<br>☐ 病假 Sick Leave: 檢附就醫證明或教學實習教師證明 (Attach medical cert. or instructor proof)<br>☐ 曠班 Truancy | 1. 補實習之教學實習教師:<br>Practicum Instructor for Make-up:<br><br>2. 導師 Mentor: |


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## 二、補實習時段紀錄

## II. Make-up Practicum Session Records

| 日期<br>Date | 時間<br>Time (Hours) | 學生簽名<br>Student Signature | 教學實習教師簽名<br>Instructor Signature |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |

**護理學系補實習審核簽**

**Make-up Practicum Department Approval Signatures:**

| 1. 該科教學實習主負責教師<br>Course Coordinator | 2. 導師<br>Mentor | 3. 學生校外實習委員會主任委員<br>Chair of Internship Committee | 4. 系主任<br>Department Chair |
|---|---|---|---|
| | | | |

*請假流程：應依假別檢附證明及核准 → 完成請假補實習紀錄 → 送交協助補實習之專任教師及完成各審核簽章欄位 → 由學生校外實習委員會存查。*

*Leave Procedure: Attach supporting documents & obtain approval by leave category → Complete leave and make-up practicum records → Submit to full-time faculty member assisting make-up practicum and complete all verification signature fields → Archived by Student Off-Campus Internship Committee.*

*填寫本申請單辦理相關作業時，視同您已同意本校蒐集、處理、利用您的個人資料；本表蒐集之個人資料，僅限於特定目的使用，非經當事人同意，不得作其他用途，並遵循本校保存資料與安全控管規定辦理。*

*When filling out this application form to process relevant operations, you are deemed to have consented to the University's collection, processing, and use of your personal data; the collected data in this form are limited to specific purposes and shall not be used for other purposes without the consent of the party involved, in strict compliance with the University's data preservation and security control regulations.*



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