

高雄市立美術館實習生作業注意事項

91.03.29 訂定、92.10.23 修訂、97.02.20 修訂、97.08.27 修訂
98.06.24 修訂、99.09.30 修訂、102.07.25 修訂、103.08.28 修訂

一、宗旨：

高雄市立美術館（以下簡稱本館）為培育博物館經營管理人才，並促進與學術機構之交流，提供對美術館相關實務訓練有特別需要及興趣者，包含國內外大學院校在校研究生、大專學生以及社會人士，至本館實習研究。

二、實習對象：

對美術館相關實務訓練有特別需要及興趣者，包含國內外大學院校在校研究生、大專學生以及社會人士，均可向本館教育推廣組（以下簡稱受理單位）提出申請。

三、實習時數：

以乙次密集實習完畢為限，不得分段實習，以公告日期為準，至實習期滿，總實習時數亦不得少於 200 小時。

四、申請流程：

（一）填報申請書乙份，備齊下述資料，於實習日起兩個月前向本館提出：

- 1、就讀學校（含系所）之公函申請或推薦函兩封（二項擇一）。
- 2、自傳（含實習理由等）
- 3、實習計劃書，含實習目標、項目、方法、期間等。

（二）受理單位核閱申請相關資料。

（三）本館審核實習計劃。

（四）經審查合格，即通知申請人依規定時間報到並開始實習。

五、考評：

（一）由本館指定人員擔任輔導人員，依實習生研究評量表項目依實考評。

（二）實習結束前繳交二千字實習心得（含建議事項）報告書。

（三）實習期滿日，繳回識別證，確實向受理單位辦理離館手續。

（四）實習期滿未確實向受理單位辦理離館手續者（含繳交實習心得報告書與識別證），實習成績以 0 分計算。

（五）受理單位審核相關實習資料後，核予實習成績，並開具實習證明。實習總成績若低於 70 分，本館將不授予任何實習證明。

六、規範：

（一）實習期間於本館所取得資料或文件（含實習報告），如需對外發表，請先徵得本館同意。

（二）實習期間須依規定報理簽到退以及請假等手續，請假時數不得列入實習時數計算，實習時數因請假而不足時，應於實習期滿前補足。

（三）請假手續如下：

1. 請填具書面假單向實習輔導員與受理單位辦理請假後，始完成請假手續，未按規定辦理請假手續者視為曠職。

2. 應於事先請假，不得事後補假。除病假或突發重大事故，情形特殊不及事先請假者，應於當日電話或信件請假。並於回館實習之 3 日內，完成書面請假手續。

（四）凡申請實習之學生有下列任一行為者，本館有權終止其實習資格並通知就讀系所：

1. 實習期限未滿而擅自終止實習工作者。（實習期限依申辦文件所填日期辦理）

2. 請假時數，不論事、病假及曠職時數，累計達 8 日（64 小時）以上者。

3. 未依規定辦理請假手續者，將會累計曠職紀錄，累計滿 3 次者。

4. 實習期間有不當或損害館譽之行為者。

（五）學生於實習期間若有身體不適或其他狀況需要終止實習時，必須與實習輔導員以及受理單位協商，並且與就讀系所確認核可後始得終止。

（六）若實習輔導員或實習生本人有特定的期待或需求，經雙方協商同意後，得由實習輔導員向受理單位申辦延長實習時數，經審查合格後始得延長實習。

七、其他條款：

（一）實習期間本館提供保險。

（二）實習期間學生往返之交通費用概由學生自理。

八、本注意事項經館務會議通過後實施，修正時亦同。

Guidelines on the Internships in KMFA

Revised on 2002.03.29, 2003.10.23, 2008.02.20,
2008.08.27, 2009.06.24, 2010.09.30, and 2013.07.25

I. Objective

To cultivate talent of museum management and to promote academic exchanges between educational institutions, the Kaohsiung Museum of Fine Arts (hereinafter referred to as KMFA) provides internship opportunities for students in graduate schools, universities and colleges in Taiwan and abroad as well as people from all walks of life who need practical training or who are interested in arts and museum fields.

II. Qualifications

Students in graduate schools, universities and colleges in Taiwan or other countries as well as people from all walks of life who need practical training or who are interested in arts and museum fields are qualified. Candidates can submit application forms to the Education Section (hereinafter referred to as the Section) of KMFA.

III. Hours required

Each intern shall complete no less than 200 hours of work during the internship period.

IV. Application Procedures

- A. Fill out the application form and submit to the Section two months before the internship starts with the following documents:
 1. An official endorsement letter from the applicant's school (department or graduate school) or two letters of recommendation;
 2. A short autobiography (including reasons for applying for the internship);
 3. An internship plan (including what the applicant's goals are, in which office the applicant would like to be placed, which line of work the applicant would like to do, etc.)
- B. The Section will review the application.
- C. KMFA will review the internship plan.
- D. After the applicant is selected, he or she will be notified to register and the starting date.

V. Evaluation

- A. Each intern will be assigned a mentor, who will also be responsible for evaluating the performance of the intern using a standardized evaluation form.
- B. Each intern shall hand in a report on their internship experiences (including their suggestions for KMFA) of no less than 2,000 Chinese characters (or 1,000 English words) in length at the end of the internship.
- C. Each intern shall return his/her KMFA pass and complete the severance procedure with the Section.
- D. If an intern fails to complete the severance procedure, hand in the report or return his/her KMFA pass, he or she will receive no points for the internship.
- E. The Section will issue an internship completion certificate after it reviews and verifies his or her performance. If an intern has a performance score lower than 70, he or she will not receive the certificate.

VI. Regulations:

- A. If the intern wants to publish any data or documents (including the internship report) that he or she accessed during the internship period, he or she must get permission from KMFA in advance.
- B. The intern shall clock in, clock out and request for time off in accordance with governing regulations. The time off shall not be deemed as part of the internship hours. If an intern fails to fulfill the required hours, he or she must make up the hours before the end of the internship period.
- C. To request for time off, the intern shall:
 1. Fill out the time off request form and submit it to his or her mentor and the Section. Taking time off without request is deemed as an absence.
 2. Request for time off in advance. If an intern fails to submit his or her request due to

sickness, emergencies or unexpected incidents, he or she shall call or email and when the intern returns to work, he or she should submit the request form within three days.

- D. If the intern has one of the followings, KMFA has the right to terminate the internship and notify his or her school:
 - 1. Taking the liberty to terminate the internship on his or her own before the completion date (the duration of the internship is specified in the application form);
 - 2. A total of eight days (64 hours) or more of time off or unscheduled absences;
 - 3. A total of three unscheduled absences due to failure to submit time off request;
 - 4. Any improper behavior that may cause damage to KMFA's reputation.
- E. If the intern needs to terminate the internship because of health or other reasons, he or she shall communicate with the mentor and the Section, and shall also get approval from his or her school before the official termination of the internship.
- F. If a mentor or an intern needs to extend the internship, the intern and his or her mentor shall reach an agreement in advance and the mentor shall apply to the Section for an approval to extend the internship.

VII. Other Regulations:

A. During the internship, KMFA shall provide insurance.

B. During the internship, the intern shall be responsible for his or her transportation expenses.

- VIII. The Guidelines are approved by the KMFA's Museum Affairs Meeting before implementation. Any revision shall be the same.

高雄市立美術館實習申請書

KMFA Internship Application Form

編號 No.:

日期 Date: 月(month) 日(date) 年(year)

中文姓名 Chinese Name		英文姓名(護照格式為準) English Name	※	一寸照片黏貼處 One-inch photo
性別 Sex		身份證字號 ID/Passport		
國籍 Nationality		出生日期 Birth Date	(月 M)/ (日 D)/ (年 Y)	
興趣 Interest		電子信箱 email		
專長 Specialty		連絡電話 Phone	家 Home	手機 Mobile
地址 Address				
外語能力 Foreign Languages	英文 <input type="checkbox"/> 聽 <input type="checkbox"/> 說 <input type="checkbox"/> 讀 <input type="checkbox"/> 寫	日文 <input type="checkbox"/> 聽 <input type="checkbox"/> 說 <input type="checkbox"/> 讀 <input type="checkbox"/> 寫		
	法文 <input type="checkbox"/> 聽 <input type="checkbox"/> 說 <input type="checkbox"/> 讀 <input type="checkbox"/> 寫	其他_____ <input type="checkbox"/> 聽 <input type="checkbox"/> 說 <input type="checkbox"/> 讀 <input type="checkbox"/> 寫		
電腦技能 Computer Skills	<input type="checkbox"/> Adobe Illustrator <input type="checkbox"/> Auto CAD <input type="checkbox"/> Corel Draw <input type="checkbox"/> Photoshop <input type="checkbox"/> MOS Excel <input type="checkbox"/> MOS Word <input type="checkbox"/> 其他 others_____			
最高學歷 (完整中、英文名稱) Education	※學校 University / College		※系所 Department / Graduate School	
經歷 Experiences				
曾修習之相關課程 Related Curriculums				
實習研究期限 Duration of Internship	9 (月 M)/ 5 (日 D)/ 2017 (年 Y)	時間 Availability	每週 5 天 Days per week, 每天 8 小時 Hours per day	
	to 1 (月 M)/ 12(日 D)/ 2018 (年 Y)		<input type="checkbox"/> 週一至週五 Mon-Fri <input type="checkbox"/> 週二至週六 Tues-Sat <input type="checkbox"/> 其他_____Others (可複選) (Can select more than one choice.)	
實習研究計劃 Internship Plan	<input type="checkbox"/> 會計室 <input type="checkbox"/> 秘書室 <input type="checkbox"/> 展覽組 <input type="checkbox"/> 研究組 <input type="checkbox"/> 典藏組 <input type="checkbox"/> 推廣組(□業務項目_____, □皆可) <input type="checkbox"/> 兒美館 <input type="checkbox"/> 美術館指定 (請填寫志願優先順序 1-3)			
推薦機構 Institute of Endorsement		電話 Phone		
		地址 Address		
推薦人 Reference		電話 Phone		
		地址 Address		
推薦人 Reference		電話 Phone		
		地址 Address		
緊急聯絡人 Emergency Contact Person		電話 Phone		
		地址 Address		

◎標示※的欄位請務必填入英文資料。(Column with ※ must be filled in ENGLISH, please.)