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、108.11.21 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，均可向本館教育暨公共服務部（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：

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. 未依規定辦理請請假手續者，將會累計曠職紀綠，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)實習期間本館提供意外傷害保險。

(二)實習期間無提供薪資，學生往返之交通及食宿等費用概由學生自理。

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, 2013.07.25 and 2019.11.21

I. Objective:

To cultivate talent of museum management and promote its exchanges with educational institutions in Taiwan and other countries, the Kaohsiung Museum of Fine Arts (hereinafter referred to as KMFA) provides internship opportunities for students currently studying in the graduate schools, universities and colleges at home and abroad as well as people from all walks of life who are interested in or have the demand for training in the management of an art museum.

II. Applicant Qualification

Students currently studying in the graduate schools, universities and colleges at home and abroad as well as people from all walks of life who are interested in or have the demand for training in the management of an art museum are eligible applicants. They can submit their applications to the Education and Public Services Department (hereinafter referred to as the Department) of KMFA.

III. Internship Hours

Each internship shall be a continuous training process of no less than 200 hours starting from its announced starting date to the date of its completion.

IV. Application Procedure

A. Fill out the application form and submit it together with the following documents:
   1. An official endorsement letter from the applicant's university/college (department or graduate school) or two recommendation letters;
   2. A short autobiography (including the reason to apply for the internship);
   3. An internship plan (including what the applicant plans to achieve from this internship, which office the applicant wants to work at, how the applicant will make use of his/her time in the internship and how long the internship will be, etc.)

B. The Section will review the application.

C. KMFA will review the internship plan.

D. After the application is approved, the applicant will be notified of the time to register and start the internship.

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/she will receive zero point for the internship performance score.

E. The Section will issue an internship completion certificate to the intern after it reviews and verifies his or her internship performance score. If an intern has a performance score of less than 70 points, he or she will not receive such a certificate.

VI. Regulations:

A. Any publication of the data or documents (including the internship report) that an intern has access to during the internship shall be approved by KMFA in advance.

B. During the internship, an intern shall clock in, clock out and apply for a leave in accordance with governing regulations. The hours of a leave shall not be deemed as part of the internship hours. If an intern fails to complete the required hours due to a leave, the intern must make up the missing hours before the completion of the internship.

C. To apply for a leave, an intern shall:
   1. Fill out the leave application form and submit it to the mentor and the Section. Taking a leave without an application is deemed as an absence.

2. Apply for a leave in advance. An intern shall not submit the application after taking a leave. If an intern fails to submit his or her written application due to sickness, emergencies or unexpected incidents, he or she shall call or email to apply for a leave and then complete the application procedure within three days after the intern is able to return to KMFA.

D. If an intern has one of the following behaviors, KMFA has the right to terminate his or her internship and notify his or her university, college or department:
   1. Taking the liberty of terminating the internship on his or her own before the completion of the internship (the duration of the internship is specified in the application form);
   2. Totally eight days (64 hours) or more of sick leaves, business leaves and absences;
   3. Totally three absences due to three times of failure to complete the leave application procedure;
   4. Any improper behavior that may damage KMFA's reputation during the internship.

E. If an intern needs to terminate the internship due to health problems or other reasons, he or she shall communicate with the mentor and the Section, and shall also get the approval from his or her university, college or department before the official termination of the internship.

F. If a mentor or an intern needs to extend the internship, the intern and his/her mentor shall reach an agreement in advance and the mentor shall apply to the Section for the approval to extend the internship.

VII. Other Regulations:
   A. During the internship, KMFA provides insurance.
   B. No salary available. During the internship, an intern shall be response for his or her traffic, board and lodging expenses.

VIII. The Guidelines are approved in the KMFA's Museum Affairs Meeting before its implementation. Any revision of the Guidelines shall be approved in the KMFA's Museum Affairs Meeting as well.

高雄市立美術館實習申請書

The Application for Internship in KMFA

申請編號 No.:

中文姓名 Chinese Name		英文姓名(護照格式為準) English Name		一吋照片黏貼處 One—inch photo
性　別 Sex		身份證字號 ID/Passport		
國籍 Nationality		出生日期 Birth Date	(年 Y)　(月 M)　(日 D)	
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 Language	英文 □聽 □說 □讀 □寫　日文 □聽 □說 □讀 □寫 法文 □聽 □說 □讀 □寫　其他_____ □聽 □說 □讀 □寫 (可另檢附證明文件 Supporting documents may be attached separately)			
電腦技能 Computer Literacy	(可另檢附證明文件 Supporting documents may be attached separately)			
最高學歷 (中、英文名稱) Education Level	學校 University / College	系所 Department / Graduate School	年級 Grade	
經　歷 Experience	(可於本欄書寫或另提供計劃書 Can be written in this section or submitted as a separate proposal)			
曾修習之相關課程 Experience of Related Curriculums	(可於本欄書寫或另提供計劃書 Can be written in this section or submitted as a separate proposal)			
實習研究期限 Duration of Interns	□ 春季 Spring Internship 1/19-6/4, 2027	時間 Time	□週一至週五 Mon—Fri □週二至週六 Tue—Sat (可擇一或勾選兩者 You may select one or both)	
實習研究計劃 Internship Plan	(可於本欄書寫或另提供計劃書 Can be written in this section or submitted as a separate proposal)			
期望申請的部門(依志願序)Preferred Internship Positions (in Order of Preference)	志願序 1　Choice 1： 志願序 2　Choice 2： 志願序 3　Choice 3： (可自行增列 You may add more if needed)			
學校公文申請 Application via school official document	推薦學校 Institute of Recommendation		電話 Phone	
			地址 Address	
推薦人申請 (具兩封推薦信) Application via Referees' Recommendation (with two recommendation letters)	推薦人 Referee		電話 Phone	
			地址 Address	
	推薦人 Referee		電話 Phone	
			地址 Address	
緊急聯絡人 Emergency Contact Person			電話 Phone	
			地址 Address	