酒店與旅遊管理學院學士學位課程
Faculty of Hospitality and Tourism Management Bachelor Degree Program

實習確認表 (*只由學生填寫*)
Internship Confirmation Form (*Fill by student only*)

如申請實習課程，學生必須填寫此表，並提交給FHTM辦公室，並由課程主任先行評估

To apply for an Internship course, students must complete this form and submit to the FHTM Administrative Office. This form will be first assessed by the Program Director for approval

請選擇課程代號/Please select your Program Code:

☐國際旅遊管理BITM **(800小時/hours)** ☐酒店管理BHM **(800小時/hours)**

學生姓名/Student Name: _____ 學生編號/Student ID: _____
個人電話/Phone No.: _____ 電子郵箱/E-mail Address: _____
地址/Address: _____

實習公司資料/Information of Internship Company
公司名稱/Company Name: _____
公司地址/Company Address: _____
公司電話/Company Phone No: _____
主管姓名/Name of Responsible Personnel: _____
主管職稱/Title of Responsible Personnel: _____
聯絡電話及電郵/Contact Phone No. & Email: _____

開始日/Start Date: _____ (DD/MM/YYYY) 結束日/End Date: _____ (DD/MM/YYYY)
總週數/Approximate Weeks: _____ 職稱/Position: _____

實習類型/Internship Type:

BITM: Hotel☐ MICE☐ Retail☐ Entertainment☐ F&B☐ Others_____	BHM: Hotel ☐ F&B Operation☐ Others_____

是否有兼讀課程?/Will you take other subjects during the internship? ☐是 ☐否
如有，請填寫課程內容/If any, please fill in the course content.
*僅適用於澳門/珠海實習。Only applicable to internships in Macau/Zhuhai.

I. 課程名稱/Course Title ①_____②_____③_____
II. 科目編號/Course Code ①_____②_____③_____
如有特殊情況，請在此說明/For special circumstances, please provide details below:

_____

*為保證實習質量，原則上，兼讀課程不超過兩天；如實習僅安排在週一至週五，兼讀課程則不超過一天。
*To ensure the quality of the internship, in principle, above subjects should not exceed two days. If the internship is scheduled only from Monday to Friday, concurrent courses should not exceed one day per week.

實習單位是否同意同學兼讀課程/Does the internship unit allow students to take other subjects during the internship?
☐是/YES ☐否/NO ☐不適用/N/A

學生簽名及日期/Student Signature and Date: _____

(請在此處加蓋部門或公司印章，確認此表內容 / Department or Company Chop)

課程主任批示/Program Director's Approval: Approved ☐ Denied ☐ PD's Comments: _____

此表一經提交，未經課程主任批准，實習公司及內容將不能更改。
Upon the approval by Program Director, no internship side change is allowed.