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| 明志科技大學Ming Chi University of Technology | 規章編號Regulation No. |
| AC10170012 |

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| 工業工程與管理系Department of Industrial Engineering and Management實務專題實施辦法Regulations Governing the Implementation of Practical Project |

制定部門：工業工程與管理系

Formulated by: Department of Industrial Engineering and Management

中華民國113年8月8日 修訂

Revised on August 8, 2024

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著作權人:明志科技大學

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明志科技大學

Ming Chi University of Technology

工業工程與管理系實務專題實施辦法

Regulations Governing the Implementation of Practical Project, Department of Industrial Engineering and Management

 100.03.23系務會議制定

Formulated at the Department Council Meeting on March 23, 2011

113.08.08系務會議修訂

Amended at the Department Council Meeting on August 8,2024

1. 目的

本校工業工程與管理系（以下簡稱本系）為培養大學部四年制部學生具備本系學生核心能力，以達成技職校院學生應有之專業素養，訂定「工業工程與管理系實務專題實施辦法」（以下簡稱本辦法）。

Article 1 Purpose

 The “Regulations Governing the Implementation of Practical Project, Department of Industrial Engineering and Management” (hereinafter referred to as the Regulations) is hereby formulated to equip four--year undergraduate students of the University’s Department of Industrial Engineering and Management (hereinafter referred to as the Department) with core competencies and professional literacy required for technical and vocational students.

1. 申請規定

本系實務專題課程係於大學部四年制實務專題(一)、實務專題(二)、實務專題(三)實施，實務專題分組申請之規定如下：

一、專題分組說明會固定於實務專題(一)开课前一學期第12週共同時間舉行。

二、課程「實務專題(一)」開課前，依照分組組數配當表（表號：AC10170112）之人數於分組說明會後一周內完成分組，擬訂實務專題構想方向，提出申請。

三、各組學生依照本系專任教師專長興趣選填工業工程與管理系實務專題課程指導老師志願表（表號：AC10170212），並進行媒合程序（附件一）每位老師至少指導一組為原則。

四、學生應填寫實務專題課程分組表（表號：AC10170312），並請指導老師簽名同意後，送至系辦公室彙整（以班為單位）。

Article 2 Rules for Application

The Department’s Practical Project Program will be offered for four-year undergraduate students, which is divided into Practical Project (I), Practical Project (II) and Practical Project (III). The rules for applying for practical project grouping are as follows:

1. The project grouping seminar is regularly held in the 12th week of the semester before the Practical Project (I) is offered.
2. Before the “Practical Project” Program is offered, the attendees shall be grouped within one week after the grouping seminar in accordance with Form of Number of Groups Allocated (Form No. AC10170112), the conception and direction of practical project shall be mapped out and submitted for the application.
3. Students in each group shall v fill in the “Form of Desired Advisor for Practical Project Program” (Form No. AC10170212) and go through the matching process (Appendix 1) in the principle of each teacher instructing at least one group by referring to the Department’s full-time teachers’ expertise and interest.
4. Students shall complete Grouping Form for Practical Project Program (Form No.: AC10170312), and present it to the advisor for signature and consent before submitting it to the Department Office for archival (on a class basis).
5. 題目或分組名單變更原則

實務專題題目或學生分組名單變更（表號：AC10170411），需經指導老師簽名同意，並由指導老師通知系辦公室變更。

Article 3 Principle for Changing Titles or Grouping List

The Form of Change in Practical Project Title or Student Grouping List (Form No.: AC10170411) shall be subject to the advisor’s signature and consent, and the advisor shall then inform the Department Office of the change.

1. 指導老師變更原則

分組學生如欲更改指導老師（表號：AC10170512），需由原指導老師、新任指導老師簽名同意，經系主任核簽後，送系辦公室備查。

Article 4 Principle for Changing Advisor

 Where the grouped student expects to change the advisor (Form No.: AC10170512), he/she shall obtain the signature and consent of the former and new advisor, which shall be then presented to the Chair for approval and signature before being submitted to the Department Office for future reference.

1. 報告繳交資料及格式

實務專題課程應於實務專題(一)期末考二周前繳交實務專題構想書；實務專題(二)應於期末繳交實務專題期中報告及簡報檔；實務專題(三)應於期末繳交實務專題期末報告、海報及研討會論文格式報告各乙份，並燒錄於光碟片（以班為單位）內，送系辦公室留存，確定繳交日期由系辦公室另行公告。報告及海報撰寫格式(附件二、附件三)。

Article 5 Data to be Submitted and Format of the Report

 For the Practical Project Program, the Conception Proposal of Practical Project shall be handed over two weeks prior to the final exam of Practical Project (I); for the Practical Project (II), the mid-term report and the file in .ppt format for presentation of the practical project shall be submitted at the end of the semester; for the Practical Project (III), one copy of final report, poster of practical project as well as seminar paper shall be submitted at the end of the semester, which shall also be burned into CD (on a class basis) and presented to the Department Office for future reference. The due date shall be announced by the Department Office. Please refer to Appendix 2 and Appendix 3 for the report and poster preparation format.

1. 成績評量及方式

實務專題課程成績評量方式，指導老師根據分組學生之平常表現給予實務專題構想報告成績評分表(表號：AC10170612)。實務專題期中報告評分表(表號：AC10170712)。實務專題期末報告評分表(表號：AC10170812)。實務專題期中、期末學生應進行口試簡報。指導老師成績評量以每一位學生對專題之貢獻度進行評分；對口試簡報部分，除本系老師外，得邀請三位專家學者擔任口試審查委員，進行口試審查及評分。

Article 6 Performance Evaluation and Method

For the performance evaluation method of the Practical Project Program, the advisor shall offer the Performance Evaluation Form of Practical Project Conception Report (Form No.: AC10170612) based on grouped students’ daily performance. Mid-term Report Evaluation Form of Practical Project (Form No.: AC10170712). Final Report Evaluation Form of Practical Project (Form No.: AC10170812). Students shall make oral presentation for the mid-term and final exam of practical project. The advisor shall grade each student based on his/her contribution to the project; for oral presentation, another three experts and scholars in addition to the Department’s teacher shall be invited as oral exam reviewer for oral exam review and grading.

1. 發表形式

實務專題發表當日應著正式服裝，每一位學生除特殊因素經系主任同意外，均應上台簡報。簡報學生站立位置須於投影布幕旁，且不得攜帶資料上台簡報。

Article 7 Form of Presentation

 On the day of the practical project presentation, students should wear formal attire. Except for special circumstances and with the approval of the Chair, each student should give a presentation on stage. Students who give presentations must stand next to the projection screen and are not allowed to bring materials on stage for presentations.

1. 實施與修訂

本辦法經系務會議通過，陳校長核定後公布實施，修訂時亦同。

Article 8 Implementation and Amendments

 The Regulations has been approved at the Department Council Meeting and subject to endorsement of President Chen before the announcement and implementation, and the same applies to amendments.

班級人數及分組組數配當表

以17位教師為基準：

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 班級學生人數 | 2人組組數 | 3人組組數 | 4人組組數 | 合計組數 |
| 40 | 11 | 6 | 0 | 17 |
| 41 | 10 | 7 | 0 | 17 |
| 42 | 9 | 8 | 0 | 17 |
| 43 | 8 | 9 | 0 | 17 |
| 44 | 7 | 10 | 0 | 17 |
| 45 | 6 | 11 | 0 | 17 |
| 46 | 5 | 12 | 0 | 17 |
| 47 | 4 | 13 | 0 | 17 |
| 48 | 3 | 14 | 0 | 17 |
| 49 | 2 | 15 | 0 | 17 |
| 50 | 1 | 16 | 0 | 17 |
| 51 | 0 | 17 | 0 | 17 |
| 52 | 0 | 16 | 1 | 17 |
| 53 | 0 | 15 | 2 | 17 |
| 54 | 0 | 14 | 3 | 17 |
| 55 | 0 | 13 | 4 | 17 |
| 56 | 0 | 12 | 5 | 17 |
| 57 | 0 | 11 | 6 | 17 |
| 58 | 0 | 10 | 7 | 17 |
| 59 | 0 | 9 | 8 | 17 |
| 60 | 0 | 8 | 9 | 17 |

表號：AC10170112

Form of Number of Students and Groups Allocated

Based on 17 teachers:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Number of Students in the Class | Number of Groups Composed of 2 Students | Number of Groups Composed of 3 Students | Number of Groups Composed of 4 Students | Number of Groups |
| 40 | 11 | 6 | 0 | 17 |
| 41 | 10 | 7 | 0 | 17 |
| 42 | 9 | 8 | 0 | 17 |
| 43 | 8 | 9 | 0 | 17 |
| 44 | 7 | 10 | 0 | 17 |
| 45 | 6 | 11 | 0 | 17 |
| 46 | 5 | 12 | 0 | 17 |
| 47 | 4 | 13 | 0 | 17 |
| 48 | 3 | 14 | 0 | 17 |
| 49 | 2 | 15 | 0 | 17 |
| 50 | 1 | 16 | 0 | 17 |
| 51 | 0 | 17 | 0 | 17 |
| 52 | 0 | 16 | 1 | 17 |
| 53 | 0 | 15 | 2 | 17 |
| 54 | 0 | 14 | 3 | 17 |
| 55 | 0 | 13 | 4 | 17 |
| 56 | 0 | 12 | 5 | 17 |
| 57 | 0 | 11 | 6 | 17 |
| 58 | 0 | 10 | 7 | 17 |
| 59 | 0 | 9 | 8 | 17 |
| 60 | 0 | 8 | 9 | 17 |

Form No.: AC10170112

工業工程與管理系實務專題課程指導老師志願表

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 班級 |  | 組長 |  | 組員 |  |
| 教師 | 志願順序 | 教師專長 | 教師需求 |
| 張仁履 |  | 人因工程、人機介面 |  |
| 陳一郎 |  | 人因工程、工作學、服務業管理 |  |
| 陳安哲 |  | 人因工程、服務品管、客服資訊系統 |  |
| 陳昆皇 |  | 資料科學、大數據分析、人工智慧 |  |
| 王建智 |  | 機器視覺檢測與應用、品質工程與應用、六標準差設計與管理、工業大數據、高齡化品質 |  |
| 阮業春 |  | 企業流程與績效管理、服務創新管理、智慧醫療與健康管理、資料探勘 |  |
| 林俊雄 |  | 多代理人系統、設計鏈管理、專案管理、資材管理 |  |
| 陳思翰 |  | 數位影像處理、數據科學 |  |
| 俞凱允 |  | 作業研究、資訊管理、品質管理、生產管理、平行運算 |  |
| 翁偉泰 |  | 作業研究、數學規劃、生產管理、多目標決策分析 |  |
| 張秉裕 |  | Supply Chain Management、 Facility Layout、Logistics Manufacturing System Design |  |
| 郭宜雍 |  | 生產與作業管理、運輸路徑規劃、系統模擬 |  |
| 陳琨太 |  | 作業研究、品管、生管、系統模擬、資料探勘 |  |
| 白恭瑞 |  | 計算機程式、企業資源規劃、資訊管理、演算法設計與分析 |  |
| 邱慧怡 |  | 分散式系統、程式設計 |  |
| 鄭明顯 |  | 資料探勘、資訊管理、程式設計、系統分析 |  |
| 游淑萍 |  | 人力資源管理、企業概論 |  |

表號：AC10170212

Form of Desired Advisor for Practical Project Program

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Class  |  | Team Leader |  | Team Member |  |
| Teacher  | Application  | Teacher’s Expertise | Teacher’s Need |
| Chang, Jen-Lu |  | Human Factors Engineering, Man-Machine Interface |  |
| Chen, Yi-Lang |  | Human Factors Engineering, Service Industry Management |  |
| Chen, An-Che |  | Human Factors Engineering, Service QC, Customer Service Information System |  |
| Chen, Kun-Huang |  | Data Science, Big Data Analysis, AI |  |
| Wang, Chien-Chih |  | Machine Vision Inspection And Application, Quality Engineering And Application, Six Sigma Design And Management, Industrial Big Data, Aging Quality |  |
| Juan, Yeh-Chun |  | Enterprise Process And Performance Management, Service Innovation Management, Smart Medicine And Health Management, Data-Mining |  |
| Lin, Chun-Hsiung |  | Multi-Agent System, Design Chain Management, Project Management, Material Control |  |
| Chen, Ssu-Han |  | Digital Image Processing, Data Science |  |
| Yu, Kai-Yun |  | Research Over Operation, Information Management, Quality Management, Production , Management, Parallel Computing |  |
| Weng, Wei-Tai |  | Research Over Operation, Mathematics Planning, Production Management, Multi-Goal Decision Analysis |  |
| Chang, Ping-Yu |  | Supply Chain Management, Facility Layout, Logistics Manufacturing System Design |  |
| Kuo, Yi-Yung |  | Production And Operation Management, Transportation Path Planning, System Simulation |  |
| Chen, Kun-Tai |  | Research Over Operation, QC, Production Control, System Simulation, Data-mining |  |
| Pai, Kung-Jui |  | Computer Program, Enterprise Resource Planning (ERP), Information Management, Algorithm Design And Analysis |  |
| Chiu, Hui-Yi |  | Decentralized System, Program Design |  |
| Cheng, Ming-Hsien |  | Data-mining, Information Management, Program Design, System Analysis |  |
| Yu, Shu-Ping |  | Human Resources Management, Introduction to Enterprise |  |

Form No.: AC10170212

附件一

實務專題媒合流程圖：



Appendix 1

Matching Process of Practical Project:

More than one group selected the advisor as their first choice

Where no groups selected the advisor as their first choice, and grouped students were not selected, the next round of matched will be initiated.

The advisor shall choose one from groups

Matched

Only one group selected the advisor as their first choice

Select top 3 desired teachers based on their expertise and interest

Students are grouped based on Allocation Form

|  |
| --- |
|  工業工程與管理系實務專題課程分組表 |
|  | 日 期：  |
| 班 級 | 大學部 工業工程與管理系 \_\_\_年\_\_\_班 |
| 專 題 方 向 |  |
| 學 生＃1 | 學 號 |  |
| 姓 名 |  |
| 電子郵件 |  |
| 聯絡電話 |  |
| 學 生＃2 | 學 號 |  |
| 姓 名 |  |
| 電子郵件 |  |
| 聯絡電話 |  |
| 學 生＃3 | 學 號 |  |
| 姓 名 |  |
| 電子郵件 |  |
| 聯絡電話 |  |
| 學 生＃4 | 學 號 |  |
| 姓 名 |  |
| 電子郵件 |  |
| 聯絡電話 |  |
| 指 導 老 師 簽 章 |  |
| 系 主 任 簽 章 |  |

備註：「工業工程與管理系實務專題分組表」經指導老師及系主任簽章同意後，擲交至系辦公室彙整備查。

表號：AC10170312

|  |
| --- |
|  Grouping Form for Practical Project Program, Department of Industrial Engineering and Management |
|  | Date:  |
| Class  | Undergraduate Department of Industrial Engineering and Management Class \_\_\_Grade\_\_\_ |
| Project Direction |  |
| Student＃1 | Student ID |  |
| Name  |  |
| Email  |  |
| Contact Tel. |  |
| Student＃2 | Student ID |  |
| Name  |  |
| Email  |  |
| Contact Tel. |  |
| Student＃3 | Student ID |  |
| Name  |  |
| Email  |  |
| Contact Tel. |  |
| Student＃4 | Student ID |  |
| Name  |  |
| Email  |  |
| Contact Tel. |  |
| Signature of Advisor |  |
| Signature of Chair |  |

Remarks: The Grouping Form for Practical Project Program, Department of Industrial Engineering and Management shall be subject to the signature and consent of the advisor and Chair before being submitted to the Department Office for archival and future reference.

Form No.: AC10170312

工業工程與管理系實務專題課程

題目、分組名單變更申請表

|  |  |  |  |
| --- | --- | --- | --- |
| 申請日期 | 年 月 日 | 班級 |  |
| 學號 |  | 姓名 |  |
| 原指導老師 |  | 新任指導老師(更改題目免填) |  |
| 原題目/組員名單 |  | 更改後題目/組員名單 |  |
| 更改題目/組別原因 |  |
| 原任指導老師 |  | 申請同學 |  |
| 系主任 |  | 新任指導老師(更改題目免簽名) |  |
| 備註 | 本單經原任指導老師、新任指導老師及系主任簽可後彙整備查。 |

表號：AC10170412

The Form of Change in Practical Project Title or Student Grouping List, Department of Industrial Engineering and Management

|  |  |  |  |
| --- | --- | --- | --- |
| Application Date | mm/dd/yyyy | Class  |  |
| Student ID |  | Name  |  |
| Former Advisor |  | New Advisor (not required for those changing titles) |  |
| Former Title/Group Member List |  | Title/Group Member List Revised |  |
| Reason for Title/Group Change |  |
| Former Advisor |  | Applicant  |  |
| Chair  |  | New Advisor (no signature required for title change) |  |
| Remarks  | The Form shall be signed and approved by the former advisor, new advisor and Chair before being archived for future reference. |

Form No.: AC10170412

工業工程與管理系實務專題課程

指導老師變更申請表

|  |  |  |  |
| --- | --- | --- | --- |
| 申請日期 | 年 月 日 | 班級 |  |
| 原指導老師 |  | 新任指導老師 |  |
| 學號 |  | 姓名 |  |
| 學號 |  | 姓名 |  |
| 學號 |  | 姓名 |  |
| 學號 |  | 姓名 |  |
| 學號 |  | 姓名 |  |
| 更改指導老師原因 |  |
| 原任指導老師 |  | 申請同學 |  |
| 系主任 |  | 新任指導老師 |  |
| 備註 | 本單經原任指導老師、新任指導老師及系主任簽可後彙整備查。 |

表號：AC10170512

Application Form for Advisor Changing for Practical Project Program, Department of Industrial Engineering and Management

|  |  |  |  |
| --- | --- | --- | --- |
| Application Date | mm/dd/yyyy | Class  |  |
| Former Advisor |  | New Advisor |  |
| Student ID |  | Name |  |
| Student ID |  | Name |  |
| Student ID |  | Name |  |
| Student ID |  | Name |  |
| Student ID |  | Name |  |
| Reason for Advisor Change |  |
| Former Advisor |  | Applicant |  |
| Chair  |  | New Advisor |  |
| Remarks  | The Form shall be signed and approved by the former advisor, new advisor and Chair before being archived for future reference. |

Form No.: AC10170512附件二

大學部實務專題報告書寫次序：

1. 封面
2. 摘要
3. 目錄
4. 實務專題正文
5. 參考文獻及附錄

茲就以上書寫次序，其內容要求分述如下：

1. 封面：

**包括學校、系別、實務專題報告、專題題目、學生學號姓名、指導教授姓名(請指導教授簽名)、及提出報告之年月**。

1. 摘要
2. 目錄：

包括圖目錄、表目錄及各章節之標題、附錄、文獻及其所在之頁數，目錄格式參考如下文。

1. 實務專題正文(以下分章節可依各研究主題之不同，由專題學生與指導老師調整)

 第一章 緒論( 研究背景及動機、目的)

 第二章 文獻探討(內文)

 第三章 實驗步驟或研究方法

 第四章 結論與建議(預期成果、心得及建議)

1. 參考文獻及附錄

列出引用之中英文期刊論文及書目，依作者姓氏、出版年次、書目、技術資料、期刊名稱、版序及頁碼等次序編寫，詳細內容參考如下文。附錄編排方式如同本文。

1. 字體、編排：

其餘裝訂編排要求如下：

5.1 字體：

章節標題以18號**標楷體**，內文以14號**標楷體**，英文以14號Time New Roman打字，必須用1.5行距，字體顏色為黑色，文內要加標點，全文不得塗汙刪節，不得使用複寫紙，各頁正下方應置中註明頁數。

5.2圖表

圖及表必須用製圖儀器或電腦軟體繪製，使用照片時可直接黏貼或整頁照相製版。照片圖之圖號及說明列於圖之下方，表之表號及說明列於表之上方，圖及表各依序按章、節編列圖號及表號。

Appendix 2

Compiling Order of Practical Project Report for Undergraduate Students:

1. Cover
2. Abstract
3. Contents
4. Text of the Practical Project
5. References and Appendixes

For the foregoing writing order, the contents are detailed as follows:

1. Cover:

**Including the school, department, practical project report, project title, student ID and name, advisor’s name (ask the advisor to sign) and the date (mm/yyyy) of the report proposed.**

1. Abstract
2. Contents:

Including diagram directory, table directory and title, appendixes, references and corresponding pages of each chapter. Please refer to the following for the format of Contents:

1. Text of practical project (the chapters shall be adjusted by the student and advisor according to the theme of research)

 Chapter 1 Introduction (research background and motivation, goal)

 Chapter 2 Literature Review (full text)

 Chapter 3 Experiment Steps or Research Methods

 Chapter 4 Conclusions and Recommendations (expected results, feelings and recommendations)

1. References and Appendixes

List the cited Chinese and English journal articles and bibliographies, in order of author surname, publication year, bibliography, technical materials, journal name, page number, etc. Please refer to the following for detailed content. The appendix is arranged in the same way as this article.

1. Font and Layout:

The other binding and layout requirements are as follows:

5.1 Font:

Chapter title in **regular script** 18, full text in **regular script** 14, English in Times New Roman 14, in 1.5 times line spacing, font color of black, punctuate the text. No scribbling the text nor deleted the chapter, no use of carbon paper. Indicate the page number in the center at the bottom of each page.

5.2 Chart

The diagrams and tables must be drawn using drawing instruments or computer software. For photos, they can be directly pasted on the paper or subject to photo lithographic process. The number and descriptions of the photo shall be below the photo; the number and descriptions of the table shall be above the table. The photos and tables are numbered in order according to the chapter and section.

|  |
| --- |
|  **明 志 科 技 大 學** |
| **工業工程與管理系****實務專題報告(三)** |
| **醫療院所待產與生產環境品質提升之研究與設計** |
| **班 級： 管 四 甲** |
| **專題學生： U0621700X 王一明** **U0621700X 王二明****指導教授： 王大明 老師 ( 請 簽 名)**  |
| **中華民國一一四年五月** |

|  |
| --- |
|  **Ming Chi University of Technology** |
| **Department of Industrial Engineering and Management****Practical Project Report (Ⅲ)** |
| **Research and Design on Improving the Quality of Awaiting Delivery and Production Environment in Medical Institutions** |
| **Class: Department of Industrial Engineering and Management Grade 2 Class A**  |
| **Student: U0621700X Wang, Yi-Ming** **U0621700X Wang, Er-Ming****Advisor: Teacher Wang, Ta-Ming ( sign here)**  |
| **May 2025** |

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1.2研究目的………………………………………………………………………………….…….. 2

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**參考文獻**

中文文獻應置於英文文獻之前，中文文獻應依作者姓氏筆劃順序排列、英文文獻則依作者姓氏字母順序排列（若作者姓氏、字母相同時，則依序比較後列之字元），期刊名、卷數及書名需以斜體字體呈現。

(一) 列舉之文獻是出自期刊時，依「作者姓名(姓在先)（西元出版年份）．標題．期刊名稱，卷（期），起訖頁數。」的格式書寫。

戴玫瑰（2009）．以實證探討心衰竭病患之水分限制‧護理雜誌，*56*（5），23-29。

Huang, Y. Y., Lee, J. T., Huang, C. M., & Gau, M. L. (2009). Factors related to maternal perception of milk supply while in the hospital. *The Journal of Nursing Research, 17*(3), 179-188.

(二) 若文獻為一本書時，則以「作者姓名（西元出版年份）‧書名‧出版地：出版商。」

的格式書寫。

高紀惠（2008）．NANDA-I 護理診斷手冊2007~2008．台北市：華杏。

Ackley, B., Swan, B. A., Ladwig, G. B., & Tucker, S. J. (2008). *Evidence-based nursing care guidelines: Medical-surgical interventions*. St. Louis, MO: Elsevier.

※若有版次或詳細參考頁數亦可列於書名之後。

Meleis, A. I. (2007). *Theoretical nursing: Development and progress* (4th ed., pp.78-90.).

New York: J. B. Lippincott.

(三) 若文獻為一本書中的一章時，格式書寫為「作者姓名（西元出版年份）‧標題‧編者姓名，書名（起訖頁數）‧出版地：出版商。」。

林元淑、黃靜微（2008）．新生兒及其護理．於陳月枝總校閱，實用兒科護理（五版，38-112 頁）．台北市：華杏。

MacCallum, R. C., Browne, M. W., & Cai, L. (2007). Factor analysis models as approximations. In R. Cudeck & R. C. MacCallum (Eds.), *Factor analysis at 100:Historical developments and future directions* (pp. 153-175). Mahwah, NJ: Lawrence Erlbaum Associates.

(四) 若文獻為未出版的口頭發表、壁報發表或專題論文 (symposium) 發表之文章時，其書寫格式為「作者(西元年，月)‧題目‧於某單位主辦或主持人，研習會名稱‧城市、國家：主辦地點。」。（若主辦地點已出現城市名，則將城市名除略）

黃美智（2009，10 月）‧複合式護理照護模式之應用‧於台灣護理學會主辦，複合式護理照護模式研習會‧台北市：台灣護理學會國際會議廳。

關淑倩、陳桂敏（2009，9 月）‧氣功在長期照顧機構老年人之生理及心理健康‧台灣護理學會第二十五次護理研究論文發表會暨兩岸護理學術交流口頭發表．高雄醫學大學大講堂。

Muellbauer, J. (2007, September). Housing, credit, and consumer expenditure. In S. C.

Ludvigson (Chair), *Housing and consumer behavior.* Symposium conducted at the meeting of the Federal Reserve Bank of Kansas City, Jackson Hole, WY.

Tseng, Y., Snyder, M., & Mueller, C. (2001, June). *Gender differences in use of exercise processes of change in elders residing in assisted living facilities.* Paper session presented at the 12th International Nursing Research Congress, Sigma Theta Tau International, Copenhagen, Denmark.

Tseng, Y., Snyder, M., & Mueller, C. (2001, March). *Gender differences in exercise determinants in elders residing in assisted living facilities.* Poster session presented at the Midwest Nurse Research Society 2001 Convention, Cleveland, OH, USA.

(五) 引用未發表的博碩士論文時，書寫格式為「作者姓名（西元年份）‧論文名稱‧未發

表的博（碩）士論文，城市：學校系所。」（若學校名稱已出現城市名，則將城市名除略）

劉清香（2009）．低位直腸癌患者行肛門保留術後排便型態重建之經驗與歷程．未發表

的碩士論文，台南市：國立成功大學護理研究所。

Lin, Z. C. (2008). *Effects of a tailored web-based educational intervention on Taiwanese women’s mammography-related perceptions and intention.* Unpublished doctoral dissertation, University of Arizona.

※若美國學校名稱中已經出現州名，則將州名除略；非美國地區，須加列國名。

(六) 引用網路資料時，書寫格式為「作者姓名(西元年，月日)‧題目名稱‧取得日期取自網

址」。

行政院研究發展考核委員會（2009，1 月）‧風險管理及危機處理作業手冊‧2009 年 12 月14 日取自http://www.rdec.gov.tw/public/Attachment/931916152171.doc

Centers for Disease Control and Prevention. (2008, November 5). *How much physical activity do children need?* Retrieved September 9, 2009, from http://www.iotf.org/

popout.asp?linkto=http://www.cdc.gov/nccdphp/dnpa/obesity/

※括弧內日期為文章登錄於網站上的日期，如無日期可查，中文文獻則在括弧內註明

為（無日期），英文文獻註明為(n.d.)。

(七) 引用翻譯書(非原版書)時，書寫格式為「原著作者（翻譯出版年）‧翻譯名稱（譯者）‧

出版地：出版商。(原著出版年)」。

Robbins, S. P., & Coulter, M. (2006) ‧管理學（林孟彥譯）‧台北市：華泰。（原著出版於2005）

※於內文引用之寫法為「（原著作者，原著出版年/翻譯出版年）」，如(Robbins & Coulter, 2005/2006)。

(八) 引用研究計畫時，書寫格式為「作者姓名（含計劃主持人及研究人員）（西元年份）‧計畫題目名稱（計畫所屬單位及編號）‧城市：出版或製作此報告的單位。」（若單立名稱已出現城市名，則將城市名除略）

葉淑惠(2001)．急性照護單位病患降低約束計畫之成效探討（研究計劃編號 CMRP1233）．高雄長庚紀念醫院。

Mazzeo, J., Druesne, B., Raffeld, P. C., Checketts, K. T., & Muhlstein, A. (1991).

*Comparability of computer and paper-and-pencil scores for two CLEP general examinations* (College Board Rep. No. 91-95). Princeton, NJ: Educational Testing Service.

註:

1. 臚列參考文獻之作者＞六位以上，僅需列至第六位，其餘以〝等〞(英文則以et al.)呈現。

2. 敬請提供參考文獻之卷數與期數，以利讀者查詢文獻。

3. 中文稿件若引用翻譯書時，參考文獻請列於中文文獻之後、英文文獻之前，若引用多篇翻譯書時，請依作者姓氏字母順序排列。

4. 內文文獻引用，僅需列作者姓氏 + 西元年份 (如：李，2004)，若作者大於等於三位而小於等於五位時，於內文第一次出現，需列出全部作者之姓，第二次以後則可以〝等〞(英文則以et al.)代之。若作者大於等於六位時，則只需列第一位作者，其他作者以〝等〞(et al.)代替，參考文獻部份則列出到第六位作者，之後的作者以〝等〞(etal.)代替。

**References**

Chinese literature should be placed before English literature. Chinese literature should be arranged in stroke order according to the author’s surname, while English literature should be arranged in alphabetical order according to the author’s surname (if the author’s surname and letters are the same, compare the characters in the following order). Journal names, volume numbers, and book titles should be presented in italic font.

1. If the listed literature is from a journal, it should be written in the format of “author’s name (surname first) (year of publication), title, journal name, volume (issue), and number of starting and ending pages.”

Tai, Mei-Kuei (2009). Empirical exploration of water restriction in patients with heart failure. *Journal of Nursing, 56* (5)*,* 23-29.

Huang, Y. Y., Lee, J. T., Huang, C. M., & Gau, M. L. (2009). Factors related to maternal perception of milk supply while in the hospital. *The Journal of Nursing Research, 17*(3), 179-188.

Meleis, A. I. (2007). *Theoretical nursing: Development and progress* (4th ed., pp.78-90.).

New York: J. B. Lippincott.

1. If the reference is a book, it should be written in the format of “Author’s Name (Year of Publication), Book Title, Place of Publication: Publisher.”

Kao, Chi-Hui (2008). *NANDA-I Nursing Diagnosis Manual 2007~2008*. Taipei: Farseeing Publishing Group.

Ackley, B., Swan, B. A., Ladwig, G. B., & Tucker, S. J. (2008). *Evidence-based nursing care guidelines: Medical-surgical interventions*. St. Louis, MO: Elsevier.

※The version number or detailed reference page number (if any) can also be listed after the book title.

1. If the reference is a chapter from a book, the format should be written as “Author’s Name (Year of Publication) ‧ Title ‧ Editor’s Name, Title (Starting and Ending Pages) ‧ Place of Publication: Publisher.”

Lin, Shu-Yuan, Huang, Ching-Wei (2008). Newborns and Their Care. In Chen, Yue-Chi (Editor-in-chief), *Practical pediatric nursing* (Ver. 5, pp. 38-112). Taipei: Farseeing Publishing Group.

MacCallum, R. C., Browne, M. W., & Cai, L. (2007). Factor analysis models as approximations. In R. Cudeck & R. C. MacCallum (Eds.), *Factor analysis at 100:Historical developments and future directions* (pp. 153-175). Mahwah, NJ: Lawrence Erlbaum Associates.

1. If the reference is an oral presentation, poster session or symposium not published, the written format should be “author (yyyy, mm). title. sponsored or hosted by a certain organization. seminar name. City.country: hosting location. (If the city name already appears at the hosting location, the city name will be omitted)

Huang, Mei-Chi (2009, October ). *Application of Compound Nursing Care Model*. Organized by Taiwan Nurses Association. Compound nursing care model seminar. Taipei: International Conference Hall, Taiwan Nurses Association.

Kuan, Shu-Qien, Chen, Chia-Min (2009, September). *Physical and mental health of the elderly playing Qigong in long-term care facilities*. Oral academic presentation at the 25th Conference on the Publication of Nursing Research Papers and Oral Expression of Nursing Academic Research Across the Taiwan Strait. Lecture Hall, Kaohsiung Medical University.

Muellbauer, J. (2007, September). Housing, credit, and consumer expenditure. In S. C.

Ludvigson (Chair), *Housing and consumer behavior.* Symposium conducted at the meeting of the Federal Reserve Bank of Kansas City, Jackson Hole, WY.

Tseng, Y., Snyder, M., & Mueller, C. (2001, June). *Gender differences in use of exercise processes of change in elders residing in assisted living facilities.* Paper session presented at the 12th International Nursing Research Congress, Sigma Theta Tau International, Copenhagen, Denmark.

Tseng, Y., Snyder, M., & Mueller, C. (2001, March). *Gender differences in exercise determinants in elders residing in assisted living facilities.* Poster session presented at the Midwest Nurse Research Society 2001 Convention, Cleveland, OH, USA.

1. When citing unpublished doctoral or master’s theses, the writing format should be “author’s name (Year) ‧ article name ‧ unpublished doctoral or master’s thesis, City: School and Department.” (If the city name appears among the school name, the city name should be omitted)

Liu, Ching-Hsiung (2009). Experience and process of reconstructing defecation patterns after anal retention surgery in patients with low rectal cancer. Unpublished master dissertation, Tainan City: Nursing Institute, National Cheng Kung University.

Lin, Z. C. (2008). *Effects of a tailored web-based educational intervention on Taiwanese women’s mammography-related perceptions and intention.* Unpublished doctoral dissertation, University of Arizona.

※If the state name already appears in the name of a school in the United States, remove the state name; For regions outside the US, the country name must be added.

1. When citing online information, the writing format should be “author’s name (Year, Month, Day).

Research, Development and Evaluation Commission, Executive Yuan (2009, January). *Risk management and crisis management manual*. Retrieved December 14, 2009, from http://www.rdec.gov.tw/public/Attachment/931916152171.doc

Centers for Disease Control and Prevention. (2008, November 5). *How much physical activity do children need?* Retrieved September 9, 2009, from http://www.iotf.org/

popout.asp?linkto=http://www.cdc.gov/nccdphp/dnpa/obesity/

※The date in parentheses is the date when the article was published on the website. If there is no date available, for Chinese literature, it should be indicated in parentheses as (no date), and for English literature, it should be indicated as (n.d.).

1. When citing a translated book (not the original version), the writing format should be “original author (translation publication year), translation name (translator), publishing location: publisher. (original publication year).”

Robbins, S. P., & Coulter, M. (2006) ‧*Science of Management* (translated by Lin, Meng-Yan)‧Taipei: Hwa Tai Publishing. (original book was published in 2005)

※The citation in the text is written as “(original author, original publication year/translation publication year)”, such as (Robbins&Coulter, 2005/2006).

1. When citing a research or project, the writing format should be “author’s name (including the project principal and researcher) (yyyy). project title (project unit and code). city: publisher or the unit preparing the report”. (the city name shall be omitted if it appears in the unit name).

Yeh, Shu-Hui (2001). *Exploration of the effectiveness of the restraint reduction plan for patients in acute care units* (Research and Project No. CMRP1233). Kaohsiung Chang Gung Memorial Hospital.

Mazzeo, J., Druesne, B., Raffeld, P. C., Checketts, K. T., & Muhlstein, A. (1991).

*Comparability of computer and paper-and-pencil scores for two CLEP general examinations* (College Board Rep. No. 91-95). Princeton, NJ: Educational Testing Service.

Notes:

1. When there are more than six authors, only six authors shall be listed and the rest shall be indicated as “et al.”. (In English literature, it shall be displayed as et al.).

2. You’re welcomed to provide the volume number and issue number of the reference to facilitate the query of readers.

3. When citing translated books in Chinese manuscripts, please list the references after the Chinese literature and before the English literature. If citing multiple translated books, please arrange them alphabetically according to the author’s surname.

4. References in the text only need to include the author’s surname and year of the year (e.g. Li, 2004). If there are three or more than three but less than or equal to five, the surnames of all authors must be listed when they first appear in the text. For the second and subsequent occurrences, they can be replaced with “et al.” (in English, they are referred to as “et al.”). When there are more than six authors, only the firs author shall be listed and others shall be indicated as “et al.”. For the References part, only six authors shall be listed and the rest shall be indicated as “et al.”.

附件三

|  |  |
| --- | --- |
| **專 題 題 目** | **中文文字20pt標楷體粗體、置中****英文文字13pt Times New Roman粗體、置中** |

|  |  |
| --- | --- |
| **內 容 摘 要** | 文字13pt標楷體標準 |

|  |  |
| --- | --- |
| **專題成 果** | 文字13pt標楷體標準，可附加圖片。 |

|  |  |
| --- | --- |
| **工業****工程****與****管理** |  學號： 學生：  學號： 學生：  學號： 學生：  學號： 學生：  指導老師： 英文文字、數字13pt Times New Roman標準中文文字13pt標楷體標準 |



Appendix 3

|  |  |
| --- | --- |
| **Project Title** | **Chinese text in 20pt regular script, bold and centered****English text in 13pt Times New Roman, bold and centered** |

|  |  |
| --- | --- |
| **Abstract**  | Text in 13pt regular script |

|  |  |
| --- | --- |
| **Project Result** | Text in 13pt regular script, photos can be attached. |

|  |  |
| --- | --- |
| **Department of Industrial Engineering and Management** |  Student ID: Student:  Student ID: Student:  Student ID: Student: Student ID: Student:  Advisor: English letters, numbers in 13pt Times New RomanChinese characters in 13pt regular script |



明志科技大學 工業工程與管理系

實務專題構想報告評分表

|  |  |  |  |
| --- | --- | --- | --- |
| 組員姓名 |  |  |  |
| 指導教師 |  |
| 專題題目 |  |

|  |  |
| --- | --- |
| 報告評分項目 | IEET核心能力 |
| 基礎知識、問題解決、系統整合、自主學習 | 團隊合作倫理態度 | 分數 |
| 原創性(主題創新性、獨到見解的觀點) | 論文架構(概念架構、組織邏輯、文字表達能力) | 研究設計(應用工業工程手法、理論概念、模式推導) | 平時參與表現 |
| 分數範圍 | 0~20 | 0~30 | 0~30 | 0~20 |
| 組員姓名 |  |  |  |  |  |
| 組員姓名 |  |  |
| 組員姓名 |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 百分位 | **20分位** | **30分位** | 等第 | 評分參考標準 |
| 90以上 | **18以上** | **27以上** | A+ | 所有目標皆達成且超越期望 |
| 85 | **17** | **25.5** | A | 所有目標皆達成 |
| 80 | **16** | **24** | A- | 所有目標皆達成，但需要一些精進 |
| 77 | **15.4** | **23.1** | B+ | 達成部分目標，且品質佳 |
| 73 | **14.6** | **21.9** | B | 達成部分目標，但品質普通 |
| 70 | **14** | **21** | B- | 達成部分目標，但有些缺失 |
| 67 | **13.4** | **20.1** | C+ | 達成最低目標 |
| 63 | **12.6** | **18.9** | C | 達成最低目標，但有些缺失 |
| 60 | **12** | **18** | C- | 達成最低目標，但有較大缺失 |
| 59以下 | **11.8以下** | **17.7以下** | D | 未達成最低目標 |

指導教師簽名：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

表號：AC10170612

Department of Industrial Engineering and Management, Ming Chi University of Technology

Performance Evaluation Form of Practical Project Conception Report

|  |  |  |  |
| --- | --- | --- | --- |
| Member Name |  |  |  |
| Advisor  |  |
| Project Title |  |

|  |  |
| --- | --- |
| Report Evaluation Items | IEET Core Competencies |
| Basic Knowledge, Problem Solving, System Integration, Self-learning | Ethical Attitude towards Teamwork | Scores  |
| Originality(innovative and insightful viewpoints on the theme) | Structure of Paper(concept establishment, organizational logic, and written expression ability) | Research and Design(application of industrial engineering techniques, theoretical concepts, and model derivation) | Daily Participation and Performance |
| Score Range | 0~20 | 0~30 | 0~30 | 0~20 |
| Member’s Name |  |  |  |  |  |
| Member’s Name |  |  |
| Member’s Name |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 100 points-based | **20 points-based** | **30 points-based** | Grade | Grading References and Standards |
| 90 and above | **18 and above** | **27 and above** | A+ | All goals achieved and beyond expectation |
| 85 | **17** | **25.5** | A | All goals achieved |
| 80 | **16** | **24** | A- | All goals achieved but a little bit of improvement is required |
| 77 | **15.4** | **23.1** | B+ | Some of goals achieved with excellent quality |
| 73 | **14.6** | **21.9** | B | Some of goal achieved, but with average quality |
| 70 | **14** | **21** | B- | Some of goals achieved, but with some defects |
| 67 | **13.4** | **20.1** | C+ | Minimum goals achieved |
| 63 | **12.6** | **18.9** | C | Minimum goals achieved but with some defects |
| 60 | **12** | **18** | C- | Minimum goals achieved but with significant defects |
| 59 and below | **11.8 and below** | **17.7 and below** | D | Minimum goals not achieved |

Form N.: AC10170612 Advisor’s signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

明志科技大學 工業工程與管理系

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 百分位 | **10分位** | **20分位** | 等第 | 評分參考標準 |
| 90以上 | **9以上** | **18以上** | A+ | 所有目標皆達成且超越期望 |
| 85 | **8.5** | **17** | A | 所有目標皆達成 |
| 80 | **8** | **16** | A- | 所有目標皆達成，但需要一些精進 |
| 77 | **7.7** | **15.4** | B+ | 達成部分目標，且品質佳 |
| 73 | **7.3** | **14.6** | B | 達成部分目標，但品質普通 |
| 70 | **7** | **14** | B- | 達成部分目標，但有些缺失 |
| 67 | **6.7** | **13.4** | C+ | 達成最低目標 |
| 63 | **6.3** | **12.6** | C | 達成最低目標，但有些缺失 |
| 60 | **6** | **12** | C- | 達成最低目標，但有較大缺失 |
| 59以下 | **5.9以下** | **11.8以下** | D | 未達成最低目標 |

實務專題期中指導老師評分表

|  |  |  |
| --- | --- | --- |
| 組員名單 | 題目 | 指導老師評分：40% |
| 基礎知識 | 自主學習 | 問題解決 | 團隊合作倫理態度 | 總分 |
| 文獻探討(格式與排版是否完整) | 論文架構(概念架構、組織邏輯、文字表達能力) | 研究結果(具體改善效益、研究成果導入或採行、對管理實務及學術上的探討建議) | 平時參與表現 |
| 10分 | 10分 | 10分 | 10分 |
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表號：AC10170712 指導老師簽名：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ming Chi University

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| --- | --- | --- | --- | --- |
| 100 points-based | **10 points-based** | **20 points-based** | Grade  | Grading References and Standards |
| 90 and above | **9 and above** | **18 and above** | A+ | All goals achieved and beyond expectation |
| 85 | **8.5** | **17** | A | All goals achieved |
| 80 | **8** | **16** | A- | All goals achieved but a little bit of improvement is required |
| 77 | **7.7** | **15.4** | B+ | Some of goals achieved with excellent quality |
| 73 | **7.3** | **14.6** | B | Some of goal achieved, but with average quality |
| 70 | **7** | **14** | B- | Some of goals achieved, but with some defects |
| 67 | **6.7** | **13.4** | C+ | Minimum goals achieved |
| 63 | **6.3** | **12.6** | C | Minimum goals achieved but with some defects |
| 60 | **6** | **12** | C- | Minimum goals achieved but with significant defects |
| 59 and below | **5.9 and below** | **11.8 and below** | D | Minimum goals not achieved |

 Department of Industrial Engineering and Management

Mid-Semester Report Evaluation –

 Advisor’s Form of Practical Project

|  |  |  |
| --- | --- | --- |
| Member List | Title | Advisor’s Grading: 40% |
| Basic Knowledge | Self-Learning | Problem Solving | Ethical Attitude towards Teamwork | Total Scores |
| Literature Discussion(Whether the format and layout are complete) | Structure of Paper(concept establishment, organizational logic, and written expression ability) | Research Results(specific suggestions for improving efficiency, introducing or adopting research results, and practical and academic exploration over the management and recommendations) | Daily Participation and Performance |
| 10 Points | 10 Points | 10 Points | 10 Points |
| Group 1 |  |  |  |  |  |  |
| Group 2 |  |  |  |  |  |
| Group 3 |  |  |  |  |  |
| Group 4 |  |  |  |  |  |

Form Bo.: AC10170712 Signature of Advisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- |
| 百分位 | **10分位** | **20分位** | 等第 | 評分參考標準 |
| 90以上 | **9以上** | **18以上** | A+ | 所有目標皆達成且超越期望 |
| 85 | **8.5** | **17** | A | 所有目標皆達成 |
| 80 | **8** | **16** | A- | 所有目標皆達成，但需要一些精進 |
| 77 | **7.7** | **15.4** | B+ | 達成部分目標，且品質佳 |
| 73 | **7.3** | **14.6** | B | 達成部分目標，但品質普通 |
| 70 | **7** | **14** | B- | 達成部分目標，但有些缺失 |
| 67 | **6.7** | **13.4** | C+ | 達成最低目標 |
| 63 | **6.3** | **12.6** | C | 達成最低目標，但有些缺失 |
| 60 | **6** | **12** | C- | 達成最低目標，但有較大缺失 |
| 59以下 | **5.9以下** | **11.8以下** | D | 未達成最低目標 |

明志科技大學 工業工程與管理

實務專題期中評審老師評分表

|  |  |  |  |
| --- | --- | --- | --- |
|  | 組員名單 | 題目 | 評審老師評分：60% |
| 報告完整性(書面及口頭報告內容能清楚表達專題成果) | 應用工業工程手法、理論概念、模式推導(主題創新性、獨到見解的觀點) | 預期改善效益、研究成果導入或採行、對管理實務及學術上的探討建議 | 總分 |
| 基礎知識 | 團隊合作 | 倫理態度 | 自主學習 | 系統整合 | 問題解決 |
| 10分 | 5分 | 5分 | 10分 | 10分 | 20分 |
| 第一組 |  |  |  |  |  |  |  |  |  |
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表號：AC10170812 評審老師簽名：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Ming Chi University

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| --- | --- | --- | --- | --- |
| 100 points-based | **10 points-based** | **20 points-based** | Grade  | Grading References and Standards |
| 90 and above | **9 and above** | **18 and above** | A+ | All goals achieved and beyond expectation |
| 85 | **8.5** | **17** | A | All goals achieved |
| 80 | **8** | **16** | A- | All goals achieved but a little bit of improvement is required |
| 77 | **7.7** | **15.4** | B+ | Some of goals achieved with excellent quality |
| 73 | **7.3** | **14.6** | B | Some of goal achieved, but with average quality |
| 70 | **7** | **14** | B- | Some of goals achieved, but with some defects |
| 67 | **6.7** | **13.4** | C+ | Minimum goals achieved |
| 63 | **6.3** | **12.6** | C | Minimum goals achieved but with some defects |
| 60 | **6** | **12** | C- | Minimum goals achieved but with significant defects |
| 59 and below | **5.9 and below** | **11.8 and below** | D | Minimum goals not achieved |

 Department of Industrial Engineering and Management

Mid-Semester Report Evaluation –

 Reviewer’s Form of Practical Project

|  |  |  |  |
| --- | --- | --- | --- |
|  | Member List | Title | Reviewer’s Grading: 60% |
| Report Integrity (Written and oral reports can clearly express the project results) | Research and Design(application of industrial engineering techniques, theoretical concepts, and model derivation) | Expected improvement efficiency, introduction or adoption of research results, academic exploration over the management and recommendations | Total Scores |
| Basic Knowledge | Teamwork | Ethical Attitude | Self-Learning | System Integration | Problem-Solving |
| 10 Points | 5 Points | 5 Points | 10 Points | 10 Points | 20 Points |
| Group 1 |  |  |  |  |  |  |  |  |  |
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| Group 2 |  |  |  |  |  |  |  |  |  |
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| Group 3 |  |  |  |  |  |  |  |  |  |
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| Group 4 |  |  |  |  |  |  |  |  |  |
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Form No.: AC10170812 Signature of Reviewer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

明志科技大學 工業工程與管理系

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 百分位 | **10分位** | **20分位** | 等第 | 評分參考標準 |
| 90以上 | **9以上** | **18以上** | A+ | 所有目標皆達成且超越期望 |
| 85 | **8.5** | **17** | A | 所有目標皆達成 |
| 80 | **8** | **16** | A- | 所有目標皆達成，但需要一些精進 |
| 77 | **7.7** | **15.4** | B+ | 達成部分目標，且品質佳 |
| 73 | **7.3** | **14.6** | B | 達成部分目標，但品質普通 |
| 70 | **7** | **14** | B- | 達成部分目標，但有些缺失 |
| 67 | **6.7** | **13.4** | C+ | 達成最低目標 |
| 63 | **6.3** | **12.6** | C | 達成最低目標，但有些缺失 |
| 60 | **6** | **12** | C- | 達成最低目標，但有較大缺失 |
| 59以下 | **5.9以下** | **11.8以下** | D | 未達成最低目標 |

實務專題期末指導老師評分表

|  |  |  |
| --- | --- | --- |
| 組員名單 | 題目 | 指導老師評分：40% |
| 文獻探討(格式與排版是否完整) | 論文架構(概念架構、組織邏輯、文字表達能力) | 研究結果(具體改善效益、研究成果導入或採行、對管理實務及學術上的探討建議) | 平時參與表現 | 總分 |
| 基礎知識 | 自主學習 | 問題解決 | 團隊合作 | 倫理態度 |
| 10分 | 10分 | 10分 | 5分 | 5分 |
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表號：AC10170712 指導老師簽名：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ming Chi University

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| --- | --- | --- | --- | --- |
| 100 points-based | **10 points-based** | **20 points-based** | Grade  | Grading References and Standards |
| 90 and above | **9 and above** | **18 and above** | A+ | All goals achieved and beyond expectation |
| 85 | **8.5** | **17** | A | All goals achieved |
| 80 | **8** | **16** | A- | All goals achieved but a little bit of improvement is required |
| 77 | **7.7** | **15.4** | B+ | Some of goals achieved with excellent quality |
| 73 | **7.3** | **14.6** | B | Some of goal achieved, but with average quality |
| 70 | **7** | **14** | B- | Some of goals achieved, but with some defects |
| 67 | **6.7** | **13.4** | C+ | Minimum goals achieved |
| 63 | **6.3** | **12.6** | C | Minimum goals achieved but with some defects |
| 60 | **6** | **12** | C- | Minimum goals achieved but with significant defects |
| 59 and below | **5.9 and below** | **11.8 and below** | D | Minimum goals not achieved |

 Department of Industrial Engineering and Management

Final Report Evaluation –

 Advisor’s Form of Practical Project

|  |  |  |
| --- | --- | --- |
| Member List | Title  | Advisor’s Grading: 40% |
| Literature Discussion(Whether the format and layout are complete) | Structure of Paper(concept establishment, organizational logic, and written expression ability) | Research Results(specific suggestions for improving efficiency, introducing or adopting research results, and practical and academic exploration over the management and recommendations) | Daily Participation and Performance | Total Scores |
| Basic Knowledge,  | Self-learning | Problem Solving | Teamwork | Ethical Attitude |
| 10 Points | 10 Points | 10 Points | 5 Points | 5 Points |
| Group 1 |  |  |  |  |  |  |  |
| Group 2 |  |  |  |  |  |  |
| Group 3 |  |  |  |  |  |  |
| Group 4 |  |  |  |  |  |  |

Form No.: AC10170712 Signature of Advisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 百分位 | **10分位** | **20分位** | 等第 | 評分參考標準 |
| 90以上 | **9以上** | **18以上** | A+ | 所有目標皆達成且超越期望 |
| 85 | **8.5** | **17** | A | 所有目標皆達成 |
| 80 | **8** | **16** | A- | 所有目標皆達成，但需要一些精進 |
| 77 | **7.7** | **15.4** | B+ | 達成部分目標，且品質佳 |
| 73 | **7.3** | **14.6** | B | 達成部分目標，但品質普通 |
| 70 | **7** | **14** | B- | 達成部分目標，但有些缺失 |
| 67 | **6.7** | **13.4** | C+ | 達成最低目標 |
| 63 | **6.3** | **12.6** | C | 達成最低目標，但有些缺失 |
| 60 | **6** | **12** | C- | 達成最低目標，但有較大缺失 |
| 59以下 | **5.9以下** | **11.8以下** | D | 未達成最低目標 |

明志科技大學 工業工程與管理系

實務專題期末評審老師評分表

|  |  |  |  |
| --- | --- | --- | --- |
|  | 組員名單 | 題目 | 評審老師評分：60% |
| 報告完整性(書面及口頭報告內容能清楚表達專題成果) | 應用工業工程手法、理論概念、模式推導(主題創新性、獨到見解的觀點) | 預期改善效益、研究成果導入或採行、對管理實務及學術上的探討建議 | 總分 |
| 基礎知識 | 團隊合作 | 倫理態度 | 自主學習 | 系統整合 | 問題解決 |
| 10分 | 5分 | 5分 | 10分 | 10分 | 20分 |
| 第一組 |  |  |  |  |  |  |  |  |  |
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表號：AC10170812 評審老師簽名：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- |
| 100 points-based | **10 points-based** | **20 points-based** | Grade  | Grading References and Standards |
| 90 and above | **9 and above** | **18 and above** | A+ | All goals achieved and beyond expectation |
| 85 | **8.5** | **17** | A | All goals achieved |
| 80 | **8** | **16** | A- | All goals achieved but a little bit of improvement is required |
| 77 | **7.7** | **15.4** | B+ | Some of goals achieved with excellent quality |
| 73 | **7.3** | **14.6** | B | Some of goal achieved, but with average quality |
| 70 | **7** | **14** | B- | Some of goals achieved, but with some defects |
| 67 | **6.7** | **13.4** | C+ | Minimum goals achieved |
| 63 | **6.3** | **12.6** | C | Minimum goals achieved but with some defects |
| 60 | **6** | **12** | C- | Minimum goals achieved but with significant defects |
| 59 and below | **5.9 and below** | **11.8 and below** | D | Minimum goals not achieved |

Ming Chi University

 Department of Industrial Engineering and Management

Final Report Evaluation –

 Reviewer’s Form of Practical Project

|  |  |  |  |
| --- | --- | --- | --- |
|  | Member List | Title | Reviewer’s Grading: 60% |
| Report Integrity (Written and oral reports can clearly express the project results) | Research and Design(application of industrial engineering techniques, theoretical concepts, and model derivation) | Expected improvement efficiency, introduction or adoption of research results, academic exploration over the management and recommendations | Total Scores |
| Basic Knowledge | Teamwork | Ethical Attitude | Self-Learning | System Integration | Problem-Solving |
| 10 Points | 5 Points | 5 Points | 10 Points | 10 Points | 20 Points |
| Group 1 |  |  |  |  |  |  |  |  |  |
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| Group 2 |  |  |  |  |  |  |  |  |  |
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| Group 3 |  |  |  |  |  |  |  |  |  |
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| Group 4 |  |  |  |  |  |  |  |  |  |
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Form No.: AC10170812 Signature of Reviewer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_