

臺北市立美術館實習生作業注意事項

一、宗旨：

臺北市立美術館（以下簡稱本館）為培育現代美術研究及美術經營作業之人才，協助國內外大學院校栽培博物館、美術館研究人員、並促進本館與學術機構之交流，特提供國內外大學院校在校研究生至本館實習、研究。

二、實習對象：

◎現就讀於國內外大學院校研究所修習美術相關課程，並對現代美術或博物館學之研究及美術館相關實務訓練有特別需要及興趣之在校大學院校之研究生，均可向本館推廣組（以下簡稱受理單位）提出申請。

三、實習申請期限：

1. 每年1月1日起至4月30日止受理實習申請。
2. 實習期間於每年6月1日起至當年9月30日止。（不得少於25天）

四、申請資料：（無須繳交手續費，準備申請資料一份內容如下）

1. 實習申請書。（請參照臺北市立美術館實習申請書）
2. 自傳。五百字以內之短文，請說明對未來事業之目標及申請實習之理由。
3. 實習研究計劃書，含研究項目、時間、目標等。
4. 學經歷證明文件，含獎懲資料。
5. 學業成績單。（含已修過之藝術相關課程名單）
6. 身分證影本。（外籍人士請檢附護照影本）
7. 學生證影本。
8. 推薦函兩份。（須彌封）
9. 一寸半身照片兩張。

◎所有外文資料需備有中文譯本。

五、申請手續流程：

1. 填報申請書，備齊上述資料，請於申請截止日4月30日以前郵寄至（臺北市中山北路三段181號）臺北市立美術館推廣組收，並附註：實習生申請表。
2. 經受理單位審查申請人之實習申請資料。
3. 由各組室相關人員組成審核委員會，審核實習生之研究計劃。
4. 通知：經第一階段審查合格後，即通知申請人蒞館面試。
5. 報到：面試合格後即通知申請人依規定時間報到並開始實習。

◎實習內容，針對申請人所學、專長、志趣分派到館內組室實習，為幫助了解本館各項業務，建議實習人員多參與本館相關講座及展覽活動。

◎實習生憑本館發給之識別證進出，隨身攜帶，以資識別，實習期滿應即繳回。

六、考評：

1. 由實習生所在研習組室組長、實習業務指導員依本館實習研究評量表項目、實習計劃內容、實習過程、實習工作日誌、實習研究報告、實習心得報告、依實考評。
2. 凡申請實習學生須依規定時間到館實習，實習期間如有不適任或損害館譽之行爲，經本館業務組相關同仁提出，本館有權終止實習並撤銷其實習資格並通知就讀系所，當事者應繳回識別證件，相關資料留檔備查。

七、實習結束：實習結束前繳交一篇實習心得（含建議事項）報告於本館，字數不得少於三千字。

八、實習期滿：本館開具實習證明。

九、限制：

1. 每週實習時數不得少於 32 小時者，時數累積不得少於 200 小時，且不能遲到早退（09：00-13：00，13：00-17：00），請假需經組室主管或指導員之同意，否則本館不開具實習證明。
2. 實習期間於本館所取得資料或文件（含實習報告）未獲本館同意，擅自對外發表者，本館將依法追究責任。

臺北市立美術館實習申請書

年 月 日

No. _____ The Application for Internship in TFAM Date: _____

照片黏貼處	實習生姓名 Name		性別 Gender	
	目前就讀學校/科系/ 年級 School/Department/ Grade		出生日期 Date of Birth	年 月 日
國 籍 Nationality			身分證字號 ID/Passport Number	
出生地 City of Birth			電 話 Phone	
地 址 Address			手 機 Mobile	
專 長 Specialty			傳 真 Fax Number	
語文能力 Language			電子信箱 Mail Address	
經 歷 Experience			興 趣 Interest	
曾修習之藝術相關課程 Experience of art related curriculums				
實習研究期限 Duration of Interns	自 年 月 日 至 年 月 日 From To	時 間 Time	每週 天 days per week	每天 小時 hours per day
實習研究計劃 Internship Proposal	名 稱 Subjects			
	主要綱要 Outlines			
附 件 Have you include :	<input type="checkbox"/> 自傳 Personal Statement <input type="checkbox"/> 實習研究計劃書 Internship Proposal <input type="checkbox"/> 學經歷證明文件(含獎懲資料) Copy of diploma References of Award/Punishment <input type="checkbox"/> 學業成績單 Official Transcripts <input type="checkbox"/> 身分證影本。(外籍人士請檢附護照影本) Copy of Identity Card / Passport <input type="checkbox"/> 學生證影本 Copy of Student Card <input type="checkbox"/> 推薦函兩份 Tow Letters of Recommendation <input type="checkbox"/> 一吋半身照片兩張 Tow Bust Pictures of 1 Inch			
推薦機構 Institute of Recommendation	電 話 Phone			
	地 址 Address			
推 薦 人 1. Person of Recommendation	電 話 Phone			
	地 址 Address			
推 薦 人 2. Person of Recommendation	電 話 Phone			
	地 址 Address			
緊急聯絡人/關係 Emergency Contact/ Relationship	電 話 Phone			
	地 址 Address			

Interning at the Taipei Fine Arts Museum

Objective

The Taipei Fine Arts Museum (TFAM) offers internship opportunities for current graduate students interested in art museum careers and researches. This project is designed to serve individual academic and professional goals and interaction among scholarly institutions.

Eligibility

The internship opportunities are open to qualified current graduate students with fine art related backgrounds. Applicants interested in the arts and museum fields are encouraged to apply. For internship opportunities, please contact the Education Department of TFAM.

Deadline and term

1. Application process for each year's internship opportunities starts from January 1 to April 30. Applicants may submit the materials during the period.
2. The available period of internship practice is from June 1 to September 30 each year. Interns are required to devote a minimum of 25 days to the internship practice during the period.

Application Materials

Please be aware that complete applications must include the following:

1. TFAM application form.
 2. A personal statement (maximum 500 Chinese words) describing reasons for seeking the internship at TFAM and how the internship will contribute to the applicant's career goals.
 3. An internship proposal. It should indicate the applicant's preference work, research areas, working time plan and goals of study.
 4. Copy of diploma (with reward and punishment records)
 5. Official transcripts. The transcript must include art relevant courses.
 6. Copy of identity card / passport.
 7. Copy of student card.
 8. Two letters of recommendation. (must be submitted in sealed envelopes)
 9. Two bust pictures of 1 inch
- * All written application materials must be completed in Chinese. Documents in non-Chinese languages must be submitted with Chinese translation.

Procedures

1. All required documents must be received on or before the application deadline (April 30. each year). Please send relative documents to the following address :
"No.181, Sec. 3, Zhongshan N. Rd., Zhongshan Dist., Taipei City 10461, Taiwan, R.O.C."
Taipei Fine Arts Museum Education Department (Please note "internship application form" on the envelope)
 2. The applications will be reviewed by the Education Department.
 3. The internship proposals will be evaluated by a cross-department committee.
 4. The selected applicants will be contacted for interviews.
 5. The accepted interns will be notified and start internship.
 6. Copy of Identity Card / Passport
- * Department placement will be based upon departmental needs and the applicant's preference, personal experience and academic background. During the internship period, interns are encouraged to observe/participate TFAM's exhibitions and educational programs.
- * Accepted interns are required to carry valid intern ID.

Assessment

1. The evaluation will be made by the site supervisor upon the intern's performance and written report.
2. Accepted interns are required to abide by the TFAM internship requirements and policies. Violations could be ground for dismissal.

By the end of the internship

A written report including suggestions to the TFAM must be turned into the supervisor by the end of the internship. (Minimum 3000 Chinese words)

After the internship

A certificate will be awarded after successful completion of the internship.

Commitments

1. Internships are usually at least 200 hours with a minimum of 32 hours per week. Interns must be on time (09:00-13:00, 13:00-17:00). Unexcused absences will result in removal from the internship.
2. Confidential information obtained during the internship should not be used for personal purposes.