

銘傳大學觀光學院實習加班證明單			
Ming Chuan University School of Tourism Certificate for Overtime during Internship			
班級 Class		姓名 Name	
實習單位 Internship Unit		部門 Internship Section	
加班時間 Overtime	年 月 日 MM DD, YY 自 ____ 時 ____ 分至 ____ 時 ____ 分，共 ____ 小時 From to , total of hours.		
加班原因 Overtime Reason			
單位主管 簽章 Signed by the Unit Administrator	姓名: _____ 職稱: _____ Name: _____ Position: _____ 日期: _____ 實習單位章: Date: Seal of the Internship Unit:		

(請同學詳填加班之時間、原因，經單位主管核可簽章後，一天可承認 0.5-4 小時加班時數，唯一週時數不超過 12 小時。加班證明單應連同時數表及月打卡影本於規定之時間內繳交。)

(Students must fill in all the information in the above table and submit to the unit administrator for approval by signature and seal. The overtime hours allowed per day are from 0.5 to 4 hours; however the maximum is 12 per week. The Overtime Certificate for Internship must be submitted with the Off-campus Internship Training Time Table and a copy of the intern's time (punch) card to the School of Tourism before the deadline.)

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