

大葉大學企業管理學系畢業專題課程實施辦法

(113 學年度後入學適用)

100.01.12 系務會議修訂通過
102.11.12 系課程委員會議修訂通過
102.12.03 系務會議修訂通過
104.03.24 系務會議修訂通過
109.12.22 系務會議修訂通過
111.04.20 系務會議修訂通過
115.04.21 系務會議修訂通過

第一條 大葉大學企業管理學系（以下簡稱本系）為鼓勵學生參與產業實務導向之課程與活動，落實多元學習，培育學生具備核心能力，並兼顧學生生涯規劃發展，特訂定「畢業專題實施辦法」（以下簡稱本辦法），以作為實施本系「畢業專題」課程之依據。

第二條 為培育本系學生具備專業力、合作力、溝通力、關懷力與創造力等核心能力，畢業專題為必修，題目訂定之選擇範圍可包含「專業主題研究」或「專業學習活動」兩大類別，學生須完成專題製作報告，並經 capstone course 核心能力學習成效評量，若五項核心能力均達 60 分以上，始得通過：

1. 專業主題研究：學生可針對本系專業相關主題，進行學術或實證的研究與報告。
2. 專業學習活動：學生可針對「考取證照」、「企業實習」、「參與競賽」、「海外遊學」等與本系專業相關之學習活動主題，以實際參與經驗，對規劃、執行與反思等做深度的探討與報告寫作。

專題題目之選定須能展現五項核心能力之養成，詳細依畢業專題實施細則第七條辦理。透過修習過程達到理論與實務相互印證，培養學生團隊合作、協調與溝通的能力、創造力、道德關懷與敬業精神、重視企業倫理或提前體驗職場環境，順利與就業接軌等目的。

第三條 畢業專題課程分為「畢業專題(一)」與「畢業專題(二)」於學生三年級第二學期與四年級第一學期修習，評量依據「企管系畢業專題課程與核心能力對應權重表(如下表)」，學生須完成專題製作報告，五項核心能力均達 60 分以上，始得通過，各核心能力滿分均為 100 分。原則上至少須提出「專題計劃書」，並通過核心能力之關聯性確認，始通過「畢業專題(一)」。

核心能力		畢業專題(capstone course)題目的選擇範圍			
		滿分 (60 分及格)	配比	及格分數 (配比後)	檢核方式
1.專業力	生產與作業、行銷、財管、組織行為、策略管理相關之專業知能	100	60%	36	1. 書面報告評分 2. 口頭報告評分
2.合作力	樂群穩定與學習積極	100	10%	6	
3.溝通力	傾聽與表達	100	10%	6	
4.關懷力	重視企業倫理與社會責任	100	10%	6	
5.創造力	創新創意思考及分析解決問題	100	10%	6	
總 分		100	100%	60	

- 第四條 為鼓勵學生認真積極進行畢業專題的製作與實務實作學習，本系於課程「畢業專題(二)」之12月中旬舉辦「畢業專題發表會暨成果展示會」。畢業專題發表經評審擇優酌發獎勵金鼓勵。
- 第五條 畢業專題實施細則另訂定之。
- 第六條 本辦法未盡事宜，悉依本校相關規定辦理。
- 第七條 本辦法經系務會議通過後實施，修正時亦同。

Regulations for the Implementation of the Graduation Project Course of the Department of Business Administration, Da-Yeh University

(Applicable to students admitted from the 113th academic year onwards)

- Amended and approved by the Department Affairs Meeting on January 12, 2011
- Amended and approved by the Department Course Committee Meeting on November 12, 2013
- Amended and approved by the Department Affairs Meeting on December 3, 2013
- Amended and approved by the Department Affairs Meeting on March 24, 2015
- Amended and approved by the Department Affairs Meeting on December 22, 2020
- Amended and approved by the Department Affairs Meeting on April 20, 2022
- Amended and approved by the Department Affairs Meeting on April 21, 2026

Article 1 To encourage students to participate in industry-practice-oriented courses and activities, implement diverse learning, cultivate students' core competencies, and consider students' career planning and development, the Department of Business Administration of Da-Yeh University (hereinafter referred to as "the Department") hereby establishes the "Regulations for the Implementation of the Graduation Project" (hereinafter referred to as "the Regulations") as the basis for implementing the Department's "Graduation Project" course.

Article 2 To cultivate students' core competencies in professional ability, collaboration, communication, care, and creativity, the Graduation Project is a compulsory course. The selection scope for project topics can be divided into two major categories: "**Professional Topic Research**" or "**Professional Learning Activities**." Students must complete a project report and undergo the capstone course core competency learning outcome assessment. If all five core competencies reach a score of 60 or above, the project is passed:

- **Professional Topic Research:** Students can conduct academic or empirical research and reporting on topics related to the profession of the Department.
- **Professional Learning Activities:** Students can conduct in-depth exploration and report writing on actual participation experiences, planning, implementation, and reflection regarding learning activity topics related to the Department's profession, such as "Obtaining Certificates," "Corporate Internships," "Participating in Competitions," and "Overseas Study Tours".

The selection of project topics must demonstrate the cultivation of the five core competencies, and details shall be handled in accordance with Article 7 of the Detailed Implementation Rules for the Graduation Project. Through the course process, the mutual integration of theory and practice is achieved, aiming to cultivate students' teamwork, coordination, and communication skills, creativity, ethical care, professional spirit, emphasis on corporate ethics, or early experience of the workplace environment to smoothly transition into employment.

Article 3 The Graduation Project course is divided into "Graduation Project (I)" and "Graduation Project (II)," taken in the second semester of the student's third year and the first semester of the fourth year, respectively. Evaluation is based on the "Department of Business Administration Graduation Project Course and Core Competency Weight Correspondence Table" (shown below). Students must complete the project report, and all five core competencies must reach 60 points or above to pass. The maximum score for each core competency is 100 points. In

principle, students must at least submit a "Project Proposal" and pass the core competency relevance verification to pass "Graduation Project (I)". For the detailed "Graduation Project Course Core Competency Verification Mechanism of the Department of Business Administration," please refer to the Detailed Implementation Rules.

Graduation Project Course and Core Competency Weight Correspondence Table

Core Competency	Description	Graduation Project Topic Options			
		Max Score	Weight	Passing Score (after weighting)	Verification Method
1. Professional Ability	Professional knowledge and skills related to Production and Operations, Marketing, Financial Management, Organizational Behavior, and Strategic Management.	100	60%	36	1. Written Report Evaluation 2. Oral Report Evaluation
2. Collaboration	Agreeableness, stability, and active learning.	100	10%	6	
3. Communication	Listening and expression.	100	10%	6	
4. Care	Emphasis on corporate ethics and social responsibility.	100	10%	6	
5. Creativity	Innovative and creative thinking, analysis, and problem-solving.	100	10%	6	
Total Score		100	100%	60	

Article 4 To encourage students to earnestly and actively engage in graduation project making and practical hands-on learning, the Department holds the "Graduation Project Presentation and Outcome Exhibition" in mid-December during the "Graduation Project (II)" course. Outstanding projects from the presentation will be awarded bonuses as encouragement after evaluation by reviewers.

Article 5 The Detailed Implementation Rules for the Graduation Project shall be established separately.

Article 6 Matters not covered in these Regulations shall be handled in accordance with the relevant regulations of the University.

Article 7 These Regulations shall be implemented upon approval by the Department Affairs Meeting, and the same shall apply to any amendments.

大葉大學企業管理學系畢業專題課程實施細則

100.01.12 系務會議修訂通過

102.11.12 系課程委員會會議修訂通過

102.12.03 系務會議修訂通過

104.03.24 系務會議修訂通過

115.04.21 系務會議修訂通過

第一條 依「大葉大學企業管理學系畢業專題實施辦法」辦理，為達本系教育目標、「畢業專題」課程之教學成效、及培育與檢核學生所須具備的核心能力，特訂定此實施細則。

第二條 畢業專題為必修，題目訂定之選擇範圍可包含「專業主題研究」或「專業學習活動」兩大類別，學生須完成專題製作報告，並經 capstone course 核心能力學習成效評量，若五項核心能力均達 60 分以上，始得通過。專業主題研究方面，學生可針對本系專業相關主題，進行學術或實證的研究與報告；專業學習活動方面，學生可針對「考取證照」、「企業實習」、「參與競賽」、「海外遊學」等與本系專業相關之學習活動主題，以實際參與經驗，對規劃、執行與反思等做深度的探討與報告寫作。

第三條 本系每位專任教師皆有義務參與專題之指導，專題每組 1-5 人為原則。若有特殊情形，得經系主任及指導老師同意後變更人數。每位教師指導學生數與專題組數上限，及開放兼任教師指導專題與否視當學年修習人數訂定而公告之。

第四條 畢業專題指導期間，學生每學期至少每六週與指導教授晤談一次，且需填寫「畢業專題討論紀錄表」(表格另附)。

第五條 修習畢業專題(一)原則上至少須提出「專題計劃書」，並通過核心能力之關聯性確認，並於每年 6 月 10 日前連同討論紀錄表，送交畢業專題指導老師評分，始通過「畢業專題(一)」。

第六條 畢業專題完稿內容，於修習「畢業專題(二)」之 12 月 30 日前送交畢業專題指導老師評分，修正後之書面資料須經指導老師確認後，依畢業專題製作格式(表格另式)排版，1 月 10 日前繳交平裝專題冊 2 冊、指導教師簽名頁及討論紀錄表等，併同教師成績表以為評分。逾期繳交，該學期畢業專題成績不及格計。

第七條 實施細則分別敘述如下：

A 專業主題研究

A1.依據「大葉大學企業管理學系畢業專題課程實施辦法」第三條之「企管系畢業專題課程與核心能力對應權重表」，專題寫作之評量含專業力(60%)、合作力(10%)、溝通力(10%)、關懷力(10%)與創造力(10%)，評量方式依據「學生核心能力檢核機制(如附錄一)」，採「書面評分」與「口頭評分」方式。

A2.專題寫作著重實務導向，可包含產業分析、企業案例分析、市場或消費者分析、實務問題解決、創意創新企劃...等，並經公開口頭發表。專題學生成員可採 1 至 5 人分組，學生採 1 人分組者，為檢核學生合作力表現，專題寫作須具體呈現與指導教授、實務訪談對象、實習主管或夥伴、或重要他人或團體間之合作關係。

A3.整理專題內容投稿發表於研討會、期刊等，可納入評量分數之考量。

B 專業學習活動-考取證照

B1.考取系務會議通過「大葉大學企管系證照分類表」之專業證照，共分為財務金融、行銷流通、

經營管理等三個專業分類，並依據「大葉大學企業管理學系畢業專題課程實施辦法」第三條之「企管系畢業專題課程與核心能力對應權重表」，對專題製作報告評分。依「大葉大學企管系證照分類表」取得之證照等級與證照數，可納入評量分數之考量。

B2.上述未列之證照或測驗由系務會議審議認列與否。

C 專業學習活動-企業實習

C1.依據「大葉大學企業管理學系學生企業實習辦法」辦理。

C2.依據「大葉大學企業管理學系畢業專題課程實施辦法」第三條之「企管系畢業專題課程與核心能力對應權重表」，對專題製作報告評分。教師評量與實習主管評量結果，可納入評量分數之考量。

C3.學生在本系修業期間參加企業實習至少滿 80 小時，可同時取得「企業實習」選修課 1 學分。實習企業為與本校簽訂合約為準。

D 專業學習活動-參與競賽

D1.學生在本系修業期間自組團隊經本系教師指導參加校內管理相關學術競賽、或校內外全國性或國際性學術競賽者。每組以 1-5 人為原則。

D2.依據「大葉大學企業管理學系畢業專題課程實施辦法」第三條之「企管系畢業專題課程與核心能力對應權重表」，對專題製作報告評分。得獎獎項與教師評量結果，可納入評量分數之考量。

D3.參與競賽須檢附活動照片(教師指導、小組研討、參加比賽情形...等)、收件證明、得獎獎狀、學生自評、教師評量尺規等。

D4.因參與競賽案例特殊而致無法認定，提請系務會議討論審議。

E 專業學習活動-海外遊學

E1.學生在本系修業期間參加本校辦理或自行參加與本系專業內容相關之海外遊學團者。

E2.依據「大葉大學企業管理學系畢業專題課程實施辦法」第三條之「企管系畢業專題課程與核心能力對應權重表」，對專題製作報告評分。遊學內容與教師評量結果，可納入評量分數之考量。

E3.海外遊學須檢附國內外機構海外遊學行程表、機票存根、活動照片、學生自評(含遊學心得)、教師評量尺規等，由系務會議審議。

第八條 本辦法未盡事宜，悉依本校相關規定辦理。

第九條 本辦法經系務會議通過後實施；修正時亦同。

Detailed Implementation Rules for the Graduation Project Course of the Department of Business Administration, Da-Yeh University

- Amended and approved by the Department Affairs Meeting on January 12, 2011
- Amended and approved by the Department Course Committee Meeting on November 12, 2013
- Amended and approved by the Department Affairs Meeting on December 3, 2013
- Amended and approved by the Department Affairs Meeting on March 24, 2015
- Amended and approved by the Department Affairs Meeting on April 21, 2026

Article 1 In accordance with the "Regulations for the Implementation of the Graduation Project Course of the Department of Business Administration, Da-Yeh University," these detailed implementation rules are established to achieve the educational goals of the Department, the teaching effectiveness of the "Graduation Project" course, and to cultivate and verify the core competencies required of students.

Article 2 The Graduation Project is a compulsory course. The selection scope for project topics can be divided into two major categories: "**Professional Topic Research**" or "**Professional Learning Activities**". Students must complete a project report and pass the capstone course core competency learning outcome assessment. If all five core competencies reach a score of 60 or above, the project is passed.

For Professional Topic Research, students can conduct academic or empirical research and reporting on topics related to the profession of the Department.

For Professional Learning Activities, students can conduct in-depth exploration and report writing on actual participation experiences, planning, implementation, and reflection regarding learning activity topics related to the Department's profession, such as "Obtaining Certificates," "Corporate Internships," "Participating in Competitions," and "Overseas Study Tours".

Article 3 Every full-time faculty member of the Department has an obligation to participate in project advising. In principle, each project group consists of 1 to 5 students. Under special circumstances, the number of members may be changed upon the approval of the Department Chair and the advising professor. The maximum number of students and project groups advised by each instructor, as well as whether part-time instructors are allowed to advise projects, shall be determined and announced based on the number of students taking the course in that academic year.

Article 4 During the advising period of the graduation project, students must meet with their advising professor at least once every six weeks per semester, and they must fill out the "Graduation Project Discussion Record Form" (form attached separately).

Article 5 In principle, students taking Graduation Project (I) must at least submit a "Project Proposal," pass the core competency relevance verification, and submit it along with the discussion record form to the graduation project advising professor for grading before June 10 each year in order to pass "Graduation Project (I)".

Article 6 The finalized content of the graduation project must be submitted to the graduation project advising professor for grading before December 30 during the period of taking "Graduation Project (II)". After the revised written data is confirmed by the advising professor, it should be

formatted according to the Graduation Project Production Format (form attached separately). Two paperback copies of the project volume, the advisor signature page, and the discussion record form, along with the instructor's grade sheet, must be submitted before January 10 for grading. Overdue submissions will result in a failing grade for the graduation project for that semester.

Article 7 The detailed implementation rules for each category are described as follows:

A. Professional Topic Research

- **A1.** According to the "Department of Business Administration Graduation Project Course and Core Competency Weight Correspondence Table" in Article 3 of the "Regulations for the Implementation of the Graduation Project Course of the Department of Business Administration, Da-Yeh University," the evaluation of project writing includes professional ability (60%), collaboration (10%), communication (10%), care (10%), and creativity (10%). The evaluation method is based on the "Student Core Competency Verification Mechanism (as in Appendix 1)," using "Written Evaluation" and "Oral Evaluation" methods.
- **A2.** Project writing emphasizes a practical orientation, which can include industry analysis, corporate case analysis, market or consumer analysis, practical problem solving, innovative and creative planning, etc., and must be publicly presented orally. Project group members can be grouped into 1 to 5 people. If a student forms a group of 1 person, to verify the student's performance in collaboration, the project writing must specifically present the cooperative relationship with the advising professor, practical interviewees, internship supervisors or partners, or other significant individuals or groups.
- **A3.** Organizing project content for publication in conferences, journals, etc., can be taken into consideration for evaluation scores.

B. Professional Learning Activities - Obtaining Certificates

- **B1.** Obtain professional certificates from the "Da-Yeh University Department of Business Administration Certificate Classification Table" approved by the Department Affairs Meeting. There are three professional categories: Finance, Marketing and Logistics, and Business Management. The project report will be scored based on the "Department of Business Administration Graduation Project Course and Core Competency Weight Correspondence Table" in Article 3 of the "Regulations for the Implementation of the Graduation Project Course of the Department of Business Administration, Da-Yeh University". The certificate level and the number of certificates obtained according to the "Da-Yeh University Department of Business Administration Certificate Classification Table" can be taken into consideration for evaluation scores.
- **B2.** Certificates or tests not listed above shall be reviewed and recognized by the Department Affairs Meeting.

C. Professional Learning Activities - Corporate Internship

- **C1.** Handled in accordance with the "Regulations for Corporate Internship for Students of the Department of Business Administration, Da-Yeh University".
- **C2.** The project report will be scored based on the "Department of Business Administration Graduation Project Course and Core Competency Weight Correspondence Table" in Article 3 of the "Regulations for the Implementation of the Graduation Project Course of the Department of

Business Administration, Da-Yeh University". The results of the instructor's evaluation and the internship supervisor's evaluation can be taken into consideration for evaluation scores.

- **C3.** Students who participate in a corporate internship for at least 80 hours during their study period in the Department can simultaneously obtain 1 elective credit for the "Corporate Internship" course. The internship company must be based on a contract signed with the University.

D. Professional Learning Activities - Participating in Competitions

- **D1.** This applies to students who form their own teams during their study period in the Department and are guided by the Department's faculty to participate in management-related academic competitions within the university, or national or international academic competitions inside or outside the university. In principle, each group consists of 1 to 5 people.
- **D2.** The project report will be scored based on the "Department of Business Administration Graduation Project Course and Core Competency Weight Correspondence Table" in Article 3 of the "Regulations for the Implementation of the Graduation Project Course of the Department of Business Administration, Da-Yeh University". The awards won and the instructor's evaluation results can be taken into consideration for evaluation scores.
- **D3.** Participation in competitions must be accompanied by activity photos (faculty guidance, group discussions, participation in competitions, etc.), proof of receipt, award certificates, student self-evaluation, faculty evaluation rubrics, etc.
- **D4.** If a special case arises due to participation in a competition that makes identification impossible, it shall be submitted to the Department Affairs Meeting for discussion and review.

E. Professional Learning Activities - Overseas Study Tours

- **E1.** This applies to students who participate in overseas study tours organized by the University or independently participate in overseas study tours related to the professional content of the Department during their study period in the Department.
- **E2.** The project report will be scored based on the "Department of Business Administration Graduation Project Course and Core Competency Weight Correspondence Table" in Article 3 of the "Regulations for the Implementation of the Graduation Project Course of the Department of Business Administration, Da-Yeh University". The content of the study tour and the instructor's evaluation results can be taken into consideration for evaluation scores.
- **E3.** Overseas study tours must be accompanied by the overseas study tour itinerary of domestic and foreign institutions, airline ticket stubs, activity photos, student self-evaluation (including study tour reflections), faculty evaluation rubrics, etc., and will be reviewed by the Department Affairs Meeting.

Article 8 Matters not covered in these Rules shall be handled in accordance with the relevant regulations of the University.

Article 9 These Rules shall be implemented upon approval by the Department Affairs Meeting; the same shall apply to any amendments.

學生核心能力檢核機制(capstone course-畢業專題)

核心能力	核心能力檢核方式 (capstone course-畢業專題)				
	專業主題研究	專業學習活動			
	專題寫作	考取證照	企業實習	參與競賽	海外遊學
1.專業力	書面報告評分 口頭報告評分	書面報告評分 口頭報告評分 證照數 證照等級	書面報告評分 口頭報告評分 教師評量 實習主管評量	書面報告評分 口頭報告評分 得獎獎項 教師評量	書面報告評分 口頭報告評分 遊學內容 教師評量
2.合作力					
3.溝通力					
4.關懷力					
5.創造力					

Appendix 1: **Student Core Competency Verification Mechanism (Capstone Course - Graduation Project)**

Core Competency	Professional Topic Research	Professional Learning Activities			
	Project Writing	Obtaining Certificates	Corporate Internship	Participating in Competitions	Overseas Study Tour
1. Professional Ability	● Written report evaluation ● Oral report evaluation	● Written report evaluation ● Oral report evaluation ● Number of certificates ● Certificate level	● Written report evaluation ● Oral report evaluation ● Instructor evaluation ● Internship supervisor evaluation	● Written report evaluation ● Oral report evaluation ● Awards won ● Instructor evaluation	● Written report evaluation ● Oral report evaluation ● Study tour content ● Instructor evaluation
2. Collaboration					
3. Communication					
4. Care					
5. Creativity					