



# 畢業專題說明會

Graduation Project Seminar

主講人：蔡介元主任

Speaker: Chieh-Yuan Tsai, Chair

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# 「畢業專題」執行方式 "Graduation Project" implement

## ◆ 畢業專題課程設計：Graduation Project Curriculum Design:

1. 畢業專題為本系之**Capstone(頂石課程、統整課程)**，旨在訓練同學以**團隊合作**的方式**解決複雜的工業工程與管理相關議題**。The graduation project is **Capstone course (integrated course) of IEM department**, which aims to train students to **solve complex industrial engineering and management-related issues in a teamwork manner**.
2. 為大四上學期的三學分必修課程。A three-credit required course in the first semester of the senior year.

## ◆ 分組：Grouping:

1. 畢業專題強調**團隊合作**，須以**2~3位同學為一組(建議3人為一組)**的方式進行。同學先自行尋找夥伴形成一組後，以組為單位尋求**本系專任教師**指導。完成分組及確認指導教授後，於規定時間內繳交「指導同意書」及「分組確認單」至系辦。For teamwork, there must **be 2~3 students in one group**. After completing the grouping and confirming the IEM advisor, submit the "Agreement" and "Team Form" to the IEM office within the specified time.
2. **每位老師最多可指導6位專題生，額滿為止**。Each **advisor can guide up to 6 students**.
3. 未能於規定時間內繳交「指導同意書」及「分組確認單」至系辦的同學，**系上將針對這些同學強迫分組，並指派給本系教授指導，不得有意見**。Students who **fail to submit the forms within the specified time will be forcibly divided into groups by the IEM office**. No exception is allowed.
4. 因特殊原因(例如同組有人退選或停修者)而無法形成2~3人為一組者，需經過系主任同意。Those who cannot form a group of 2 to 3 students due to special reasons (such as those who drop out this course in the same group) need to be approved by the chair of the IEM.



# 「畢業專題」執行方式

## ◆ 選課：Course selection:

1. 系上會統一於大四上學期開學前，幫同學進行「畢業專題」課程配班，大四開學時請同學進選課系統再次確認。其他期間修課者，請務必自行進行「畢業專題」選課。When the senior year begins, students need to confirm course selection. Those who take courses during other periods, please make sure to select the courses of "Graduation Project" by yourself.
2. 大四上學期有修「畢業專題」課程且成績不及格者，方能選修大四下學期的畢業專題。Those who have taken the "Graduation Project" course in the first semester of their senior year and failed in this course are allowed to take the graduation project of the second semester in their senior year.

## ◆ 專題進行時程規劃：Time schedule:

1. 大三下學期：與指導教授討論出專題的初步方向。Second semester of junior year: Discuss with advisor and form initial topic.
2. 大三升大四暑假：與指導教授密集討論並確定專題題目，開學前完成初步成果。Summer vacation from junior to senior year: Intensive discussion with the advisor to determine the title, and complete the preliminary results before the start of the semester.
3. 大四上學期：定期與指導教授討論，並持續精進及完成畢業專題內容。指導教授可視專題的進展，決定該組是否可進行期中及期末審查。The first semester of the senior year: Regularly discuss with the advisor, and continue to improve and complete the graduation project. The advisor may decide whether the group is qualified to join mid-term (final presentation) or not.

## ◆ 團隊合作方式：Teamwork type:

- 以Parallel或Sequential的方式進行團隊合作。Teamwork can be done in a parallel or sequential way.

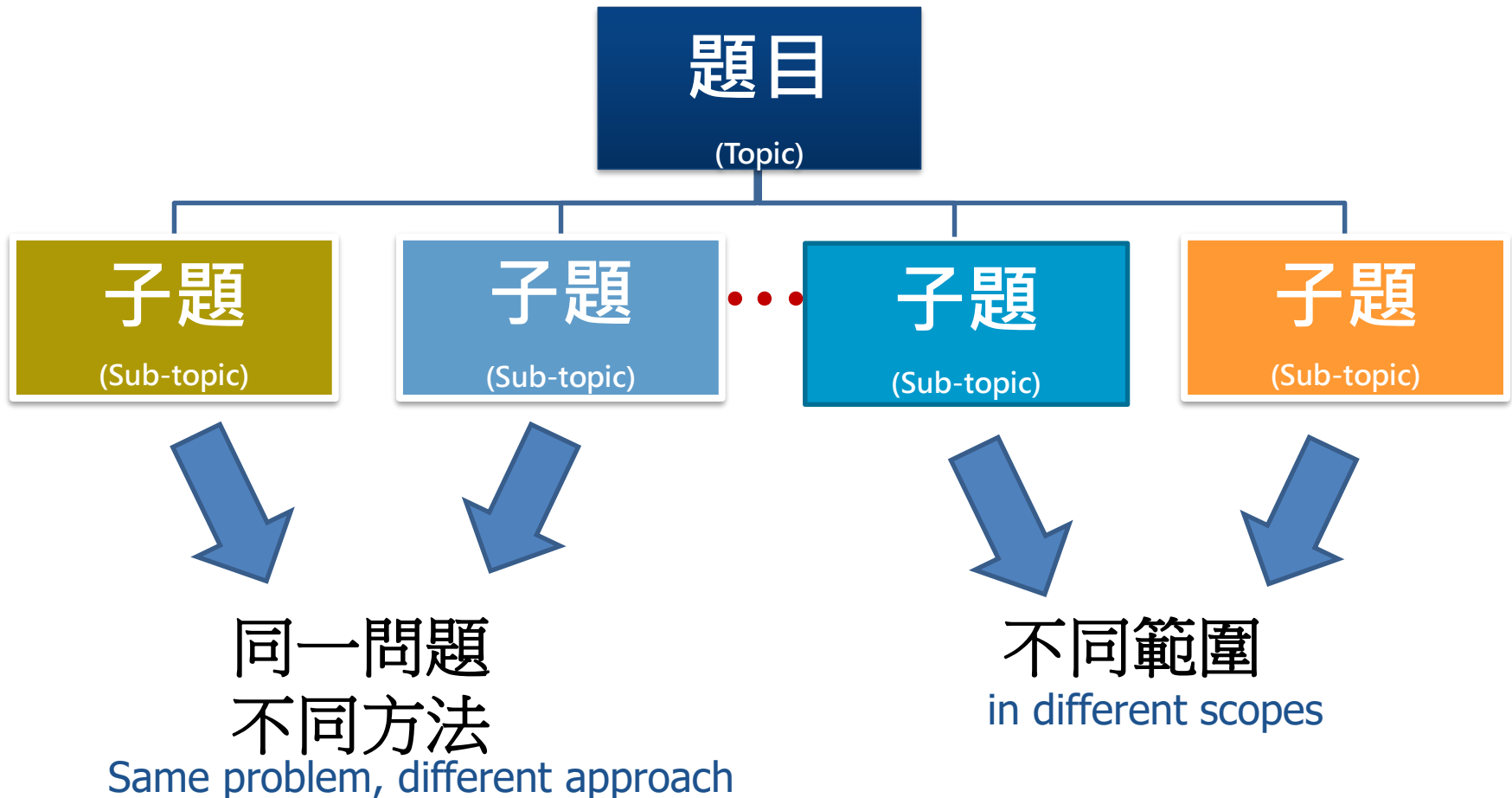
## ◆ 成績評核：Grade assessment:

- 由指導教授及校內外審查員給予評核成績。The grades will be assessed by the advisor and the review committees.



# 團隊合作架構 Teamwork Diagram (1/2)

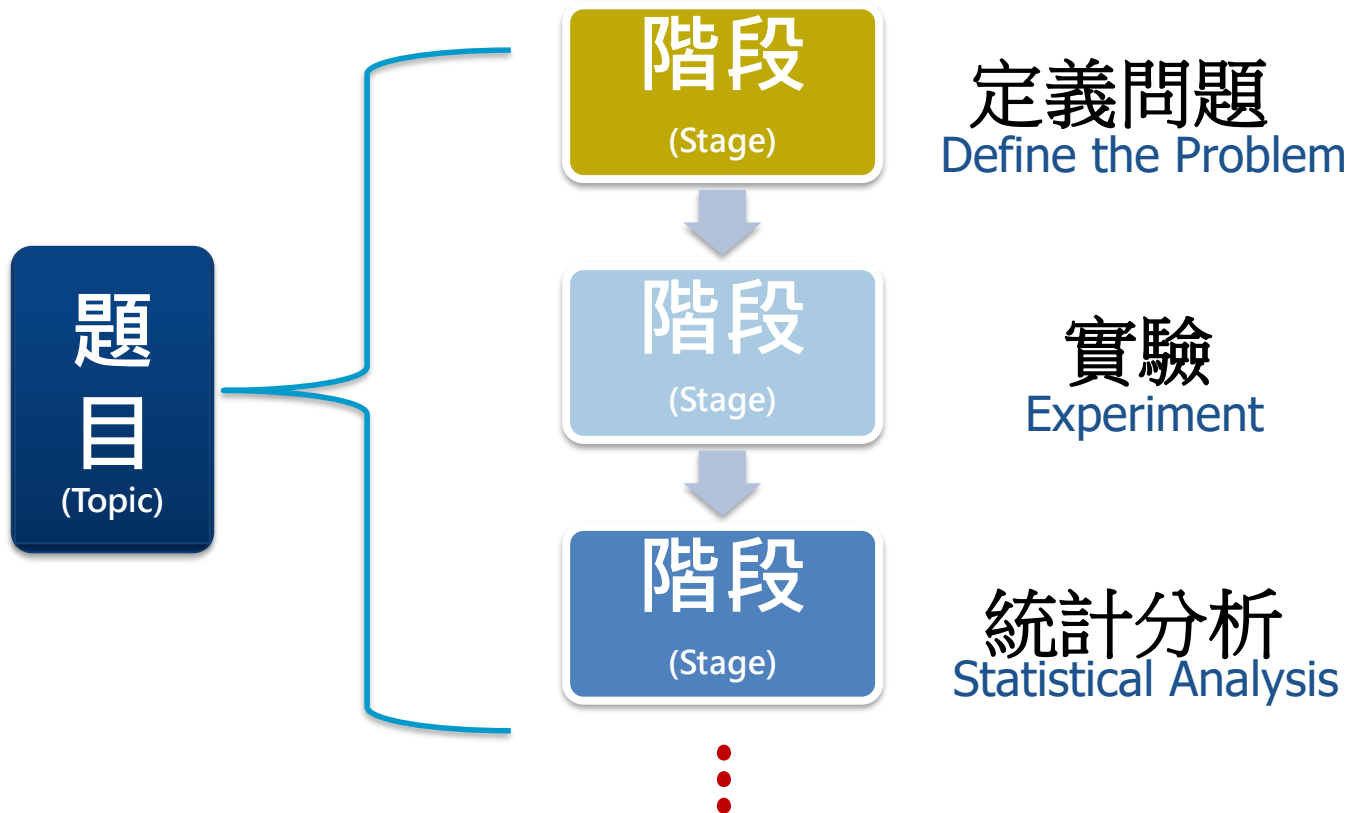
## 團隊合作架構圖：Parallel





# 團隊合作架構 Teamwork Diagram (2/2)

## 團隊合作架構圖：Sequential



# 「畢業專題」相關表單 Related Forms (1/2)

## ◆ 指導同意書及分組確認單：Advisor Agreement and Team Form

- **大三上學期期中考後四週內**：確認本系指導教師（需專任教師），並繳交「指導同意書」及「分組確認單」至系辦。**Within 4 weeks after the mid-term exam in the first semester of junior year**：Submit "Advisor Agreement" and "Team Form"
- **其他學期修習畢業專題課程者**：因特殊原因在其他學期修習畢業專題課程者，須在前一學期的期中考後四週內，確認本系指導教師（需專任教師）並繳交「指導同意書」及「分組確認單」。**Those who study graduation project course in other semester**：Due to special reasons must confirm the advisor of the IEM (full-time teacher) and submit "Advisor Agreement" and "Team Form" within 4 weeks after the mid-term exam of the previous semester.
- **大四下學期修課者**：須在大四上學期期中考後四週內，確認本系指導教師（需專任教師）並繳交「指導同意書」及「分組確認單」。**Students taking courses in the second semester of the senior year**: Within 4 weeks after the mid-term exam in the first semester of the senior year, confirm the supervisor of the department (a full-time teacher is required) and submit the "Advisor Agreement" and "Team Form".

## ◆ 更換畢業專題指導同意書：Graduation Project Advisor Replacement Form

- 繳交「指導同意書」後若需變更指導教授，須經新、舊指導教授兩方同意始可提出申請，並重新繳交「指導同意書」、「更換畢業專題指導同意書」、及「分組確認單」至系辦。If you need to change the advisor after submitting the "Advisor Agreement", you must be agreed by both new and old advisors, and re-submit the "Advisor Agreement", "Replacement Form" and "Team Form" to the IEM office.



# 「畢業專題」相關表單 Related Forms (2/2)

## ◆ 「工作週誌」：Weekly Report

- 大三升大四暑假開始至大四期末報告期間，須進行週誌內容記錄。From the beginning of the summer vacation of the junior year to the senior year until the final report period of the senior year, the content of the weekly report must be recorded.
- 簡述各週進度於工作週誌表，**並e-mail或親自回報給指導教授確認進度**。Briefly describe the progress of each week, and **report it to the advisor by e-mail or in person to confirm the progress.**

## ◆ 「畢業專題申請書」：Graduation Project Application Form

- 大四上學期開學前須繳交「畢業專題申請書」(含「團結合作架構圖」)至系辦。Senior year students must submit the "Graduation Project Application Form" (including the "Teamwork Diagram") to the IEM Office before the start of the last semester.
- 為配合畢業專題競賽分組，請與指導教授確認該專題的分類(「學術性探討」、「應用性實作」、「產業實務」)，並於「畢業專題申請書」中擇一勾選。In order to match the graduation project competition group, please confirm the classification of the theme ("Theoretical Exploration", "Practical Application", "Industrial Practice") with your advisor, and select one in the "Graduation Project Application Form".

## ◆ 表格及範例下載：Form and sample download

- 請至 <http://www.iem.yzu.edu.tw/chinese> →大學部學生→畢業專題 下載相關表格





# 「畢業專題」審查評核方式 Review Progress

## ◆ 期中報告審查：Mid-term Review

**審查時間Time**：大四上學期第5-6周(約10月中)實施Implemented in the 5th to 6th week of the first semester of the senior year (about mid-October)

**審查內容Content**：

- 研究問題的創新性與難易程度Innovation and Difficulty
- 改善方案、提案報告內容完整性Improve the content integrity of the plan and proposal report
- 問答技巧Expression skills

**審查委員Reviewer**：系上教授與博士生IEM professors and phd students



## ◆ 期末報告審查：Final Review

**審查時間Time**：大四上學期第15-16周(約12月中)實施Implemented in the 15th-16th week of the first semester of the senior year (about mid-December)

**評核項目Content**：

- 是否確實回應期中審查意見Did you actually respond to the mid-term review comments?
- 期末報告內容及所學之整合性The content of the integration of what has been learned
- 報告內容完整性與問答技巧Report Content Integrity and Expression skills

**審查委員Reviewer**：系上教授與博士生、及校外代表IEM professors and phd students, and representatives from outside the school







# 「畢業專題競賽」 Graduation Project Competition

為鼓勵同學精進畢業專題內容，於大四下學期舉辦「畢業專題競賽」

In order to encourage students to improve their graduation project content, a "Graduation Project Competition" will be held in the second semester of the senior year

## ◆ 第一階段初選名單：Phase I of the primary selection list

由指導教授及審查老師推薦表現優異之同學，並經指導教授覆核。Students with outstanding performance are recommended by the advisor and reviewer, and reviewed by the advisor.

## ◆ 第二階段書面審查：Phase II Written Review

本系大學生事務委員會針對第一階段專題報告書面進行審查。The Student Affairs Committee of the IEM will review the first-phase writing reports.

## ◆ 入圍畢業專題競賽：Selected for graduation project competition

第二階段優選出的各類組報告進行競賽評選，頒發獎狀及獎金The various group reports selected in phase II will be selected for competition, and certificates and bonuses will be awarded.

- **時間Time**：預訂大四下學期「工業工程實務專題」課程期末考週前進行競賽，時間以公告為準。Before the final exam week of the "Industrial Engineering Practice Project" course in the second semester of the senior year. The time is subject to the announcement.
- **出席Attendees**：所有大四學生應全程參與，大三學生擇一場參加。All seniors should participate in the whole process, and juniors choose one session.
- **服裝Clothing**：出席各專題審查與報告時請著正式服裝，男生以西裝襯衫、女生以套裝為宜。Please wear formal attire when attending various special examinations and reports.



~謝謝聆聽~

Thank you for attention!

