# Chaoyang University of Technology

# Department of Applied English

# Off-campus Internship Institution Evaluation Form

姓 名 (Name)：　　　　　　 班 級(Class)：　　　　　 學 號 (Student ID)：

實習機構(Institution)：

實習期間(Duration)：From / / to / / 總時數(Total hours of duty)： hours

實習期間學生請假天數(Days of leave)： Days

* 請勾選下列各項評估內容，考核學生之實習表現，以利檢討改進，謝謝！

In order to facilitate the review and improvement, please check the following form to evaluate student’s internship performance, thank you!

說明：4 滿意Satisfied 3 普通Common 2 不滿意 Dissatisfied 1 極不滿意 Fully dissatisfied

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Items** | **Score**  **(Please check the point)** | | | |
| 4 | 3 | 2 | 1 |
|  | **【合作性Cooperation】**  與同僚共同完成指派之工作任務  The ability of accomplish the tasks by cooperating with peers |  |  |  |  |
|  | **【應變能力 Problem Solving】**  在沒有詳盡指示下之工作能力或應變能力  The flexibility and capability of problems solving without detailed instructions |  |  |  |  |
|  | **【工作熱誠 Job Enthusiasm】**  工作勤奮情形及主動性  Job diligence and initiative |  |  |  |  |
|  | **【工作品質 Job Quality】**  工作完成之準確性及效率性  Accuracy and efficiency |  |  |  |  |
|  | **【學習能力 Learning Capacity】**  新知的接受了解及其應用能力  Absorption capacity and application capability |  |  |  |  |
|  | **【出勤情形 Attendance】**  工作出席率及準時性  Job Attendance/ Get to work on time |  |  |  |  |
|  | **【儀容禮節 Manner】**  儀表、服飾符合公司標準，待人接物有禮貌  Standards-compliant dress appearance and polite manner |  |  |  |  |
|  | **【服 從 性 Obedience】**  貫徹執行上級主管之合理指示  Implement the reasonable instructions from higher supervisors |  |  |  |  |
|  | **【溝通技巧 Communication Skills】**  與上司、同事及顧客之溝通能力  The communication abilities among supervisors, peers, and customers |  |  |  |  |
|  | **【責 任 感 Responsibility】**  負責盡職地完成指派工作  Be responsible for accomplishing all assigned tasks. |  |  |  |  |
| **總得分(為上述題目得分之加總) Total** | |  | | | |

實習單位/部門(Department)：

單位主管/職稱(Director)：

考 核 日 期 (Evaluation Date)：

(需加蓋實習機構章)

Please affix an institution seal on the document

|  |
| --- |
| 實習成績之計算(The calculation of the internship score)：  (一)實習單位之考核成績佔總成績(The evaluation score of internship institution)：(40%)  (二)指導老師之考核成績占總成績(The evaluation score of instructor)：實習訪視Visiting (15%)、實習書面成果報告Final Report(15%)、成果發表Final Presentation (15%)。  (三)學生自得分數(如：參與職場講座) Attendance at a Career advancement Lecture or Workshop (e.g. Attend a lecture course on Career and Capacity Development)：15% |

附註：本表務必轉交實習單位指導人員進行實習成績評量用。

Remark: Please remember to forward the evaluation form to the supervisor in the institution.

敬請 實習單位協助於**107/07/31前以傳真或郵寄至應英系系辦**，謝謝。

Please fax or send the evaluation form to the department office **before 2018/07/31**. Thank you!

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