

文藻外語大學

Wenzao Ursuline University of Languages

學生校外實習成績考評表 Internship Evaluation Form

1. 本表為學生校外實習成績考評表，請實習部門主管於學生實習結束後寄回文藻外語大學學生事務處-生涯發展中心收。This evaluation form is to be completed by the supervisor after the intern's completion of internship. Please send the completed form to the Career Development Center, Office of Student Affairs of Wenzao Ursuline University of Languages.
2. 學生之實習報告最遲應於實習結束前一週內繳交乙份給實習機構主管評核。Upon completing the internship, the intern student should hand in the Internship Report to the supervisor within one week.

	學生姓名 Intern's Name : _____ 學號 Student No. : _____		
	科系班級 Dept. and Class : _____		
實習單位 Name of Institution : _____			
實習期間 Internship Period : 自 from 民國 ____ 年/yr ____ 月/mo ____ 日/day			
至 to 民國 ____ 年/yr ____ 月/mo ____ 日/day			
評分說明: 每項最高分為6分，總分滿分為60分 The highest score of each item is 6, the maximum scores in total are 60.			
項目	評分項目 Items	分數 Scores	備註 Remarks
一	學習能力 Demonstrate ability to learn new skills (6%)		
二	積極參與工作實務 Self-motivated and willing to take on tasks (6%)		
三	規劃與執行能力 Ability to plan and accomplish tasks effectively (6%)		
四	專業技術能力 Exhibit professional ability and attitude (6%)		
五	人際關係與團隊合作 Interpersonal Skills and work cooperatively with others (6%)		
六	負責、認真、守紀律 Demonstrate reliability and work ethics (6%)		
七	溝通及問題解決能力 Ability to create and communicate possible solutions to problems (6%)		
八	應變能力與抗壓性 Ability to accommodate changes and cope in stressful situations (6%)		
九	確實遵守服勤規定時間【含上下班】 Report to work as scheduled and on-time (6%)		
十	合宜行為與儀容 Appropriate behaviors and Appearance (6%)		
總 分 Total Scores			

總評與改善建議 Overall Assessment and suggestion for the intern's improvement					
請假紀錄 (請務必填寫) Leave-taking Records (Please ensure to fill out this part)	假別 Leave Types	事假 Personal leave	病假 Sick leave	曠職 Absence w/o official leave	其他 Others
	日(時)數 Days(hours)				
簽章 Signature	人事單位主管： HR Supervisor:		實習機構指導人員： Intern's Supervisor		