

Wenzao Ursuline University of Languages Internship Evaluation Form

1. 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. Upon completing the internship, the intern student should hand in the Internship Report to the supervisor within one week.

	Intern's Name : _____ Student No. : _____ Dept. and Class : _____ Name of Institution : _____ Internship Period : from ___ /yr ___ /mo ___ /day to ___ /yr ___ /mo ___ /day
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The highest score of each item is 6, the maximum scores in total are 60.

項目	Items	Scores	Remarks		
一	Demonstrate ability to learn new skills (6%)				
二	Self-motivated and willing to take on tasks (6%)				
三	Ability to plan and accomplish tasks effectively (6%)				
四	Exhibit professional ability and attitude (6%)				
五	Interpersonal Skills and work cooperatively with others (6%)				
六	Demonstrate reliability and work ethics (6%)				
七	Ability to create and communicate possible solutions to problems (6%)				
八	Ability to accommodate changes and cope in stressful situations (6%)				
九	Report to work as scheduled and on-time (6%)				
十	Appropriate behaviors and Appearance (6%)				
Total Scores					
Overall Assessment and suggestion for the intern's improvement					
Leave-taking Records (Please ensure to fill out this part)	Leave Types	Personal leave	Sick leave	Absence w/o official leave	Others
	Days(hours)				
Signature	HR Supervisor:		Intern's Supervisor		