**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，請實習機構指導人員於學生實習結束後寄回學校之合作窗口(即簽立合約之單位)。This evaluation form is to be completed by the supervisor after the intern’s completion of internship. Please send the completed form to the personnel of the unit of Wenzao that you cooperate with (that is, the unit that you sign the contract with) after students finish their internship.
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指導人員評核。Upon completing the internship, the intern student should hand in the Internship Report to the supervisor within one week.

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|  學生姓名Intern’s Name：\_\_\_\_\_\_\_\_\_\_\_學號Student No.：\_\_\_\_\_\_\_\_\_\_\_\_ 科系班級Dept. and Class：\_\_\_\_\_\_\_\_\_\_\_  實習機構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 | 實習機構指導人員:Intern’s Supervisor |  |

 2018年10月31日修訂