

Satisfaction Survey and Intern Performance Evaluation Form

for Partner Organizations

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 form is used to evaluate the student's off-campus internship performance. Upon completion of the internship, supervisors are kindly requested to return the completed form to the university's designated contact office (i.e., the contract-signing unit).
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。Interns must submit a copy of their Internship Report to their institutional supervisor for evaluation no later than one week before the end of the internship.

學生姓名 Intern's Name : _____ 學號 Student No. : _____ 科系班級 Dept. and Class : _____ 實習機構/ 地區/部門 Org./ Location/ Dept.: _____ 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5分，總分滿分為45分 Scoring Guidelines: Each item is scored on a 5-point maximum scale, with a total possible score of 45.			
一、對實習學生表現 Performance of Interns			
項目	評分項目 Evaluation Items	分數 Scores	備註 Remarks
1	【職務能力構面】 具備職務相關的專業知識與技術能力。 【Functional Competencies】 Possesses the professional knowledge and technical skills required for the position.		
2	【職務能力構面】 具備工作規劃與執行能力。 【Functional Competencies】 Possesses the ability to plan and execute work effectively.		
3	【職務能力構面】 富有工作紀律與遵守服勤規定時間。 【Functional Competencies】 Demonstrates good work discipline and adheres to prescribed working hours.		
4	【未來能力構面】 願意持續學習新知。 【Future Capabilities】 Demonstrates a willingness to continuously acquire new knowledge.		
5	【未來能力構面】 願意主動思考並提出改善或創新建議。 【Future Capabilities】 Takes the initiative to propose improvements and innovative ideas.		
6	【未來能力構面】 能快速適應工作環境與工作內容，並具備良好應變能力與抗壓性。 【Future Capabilities】 Adapts quickly to work environments and duties, demonstrating strong resilience and problem-solving under pressure.		

7	【性格優勢構面】 能與同事維持良好人際互動並配合團隊合作共同完成工作。 【Personal Attributes & Strengths】 Maintains positive interpersonal relations and collaborates effectively with team members.		
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項目	評分項目 Evaluation Items	分數 Scores	備註 Remarks
8	【性格優勢構面】 具備良好溝通協調及問題解決能力。 【Personal Attributes & Strengths】 Demonstrates strong communication, coordination, and problem-solving skills.		
9	【性格優勢構面】 具備積極負責且穩定的工作態度。 【Personal Attributes & Strengths】 Demonstrates a positive, responsible, and consistent work attitude.		
總 分 Total Scores			

實習機構對學校實習課程、制度相關滿意度調查評分說明：

每項最高分為5分，總分滿分為20分

Satisfaction Survey on Internship Program and Institutional Policies

Scoring Guidelines: Each item is scored on a 5-point maximum scale, with a total possible score of 20 points.

二、對實習課程 Internship Program Evaluation

項目	評分項目 Evaluation Items	分數 Scores	備註 Remarks
1	本系（所）實習課程之安排 Internship course curriculum and schedule.		
2	本系（所）實習制度的行政流程及措施 Administrative procedures and support measures for departmental internships.		
3	本系教師能主動安排拜訪機構，關心學生狀況 Faculty members' proactive visits and support for interns.		
4	繼續願意提供本校學生實習機會 Willingness to continue offering internship opportunities to our students.		
總 分 Total Scores			

三、其他 Others						
1	是否考慮優先錄用曾經實習的學生 The Organization considers prioritizing former interns for employment.			☐ 是 Yes ☐ 否 No		
2	您認為哪些課程或證照，對實習工作會有幫助？（開放性填答） Which courses or professional certifications would best prepare students for their internship responsibilities?					
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)				
實習機構指導人員簽章: Intern's Supervisor Signature						



公司印戳
Authorized Company Stamp
2026年9月30日修訂