

文藻外語大學

Wenzao Ursuline University of Languages

校外實習合作機構對實習課程滿意度暨實習學生實習成績考評表

Internship Partner Organization Satisfaction Survey

and Internship Student Performance 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 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.

	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5分，總分滿分為70分 The highest score of each item is 5, the maximum scores in total are 70.
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一、對實習學生表現 Performance of Internship Students			
項目	評分項目 Items	分數 Scores	備註 Remarks
1	【學習精神】 具備良好學習態度與學習能力。 【Learning Mindset】 Demonstrates a positive learning attitude and strong learning capabilities.		
2	【成就動機】 能積極參與工作實務並主動投入工作。 【Achievement Motivation】 Actively engages in practical work tasks and demonstrates initiative in the workplace.		
3	【領導管理力】 具備工作規劃與執行能力。 【Leadership and Management】 Possesses strong planning and execution abilities.		
4	【分析思考力】 具備專業知識與技術能力。 【Analytical Thinking】 Possesses professional knowledge and technical expertise.		
5	【人際社交力】 能與同事維持良好人際互動。 【Interpersonal Skills】 Build and maintains positive interpersonal relationships with colleagues.		
6	【團隊合作力】 能配合團隊合作並共同完成工作。 【Teamwork】 Works effectively with team members to accomplish tasks collaboratively.		
7	【溝通協調力】 具備良好溝通協調及問題解決能力。 【Communication and Coordination】 Demonstrates effective communication, coordination, and problem-solving skills.		

項目	評分項目 Items	分數 Scores	備註 Remarks
8	【改革創新力】能主動思考並提出改善或創新建議。 【Innovation and Improvement】 Actively identifies opportunities and proposes innovative improvements.		
9	【工作續航力】工作態度負責、認真並遵守工作紀律。 【Work Commitment】 Demonstrates responsibility, diligence, and compliance with workplace discipline.		
10	【環境應變力】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。 【Adaptability】 Quickly adapts to the work environment and job responsibilities while demonstrating flexibility and resilience under pressure.		
11	【情緒穩定度】能妥善管理情緒並保持穩定工作態度。 【Emotional Stability】 Manages emotional stability and a professional work attitude.		
12	【執行力】能依照主管指示確實完成交辦事項。 【Execution Ability】 Effectively completes assigned tasks in accordance with supervisors' instructions.		
13	【遵守服勤規定】能確實遵守服勤規定時間（出勤狀況）。 【Compliance with Work Regulations】 Complies with work attendance, punctuality, and workplace regulations.		
14	【態度與儀容】具備合宜之行為態度與儀容表現。 【Professional Attitude and Appearance】 Demonstrates appropriate professional behavior and appearance.		
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 **The highest score of each item is 5, the maximum scores in total are 20.**

二、對實習課程 Internship Program Evaluation

項目	評分項目 Items	分數 Scores	備註 Remarks
1	對本系（所）實習課程之安排 Arrangement of the internship courses by the department/program.		
2	對本系（所）實習制度的行政流程及措施 Administrative procedures and support measures of the department/program's internship system.		
3	對本系教師能主動安排拜訪機構，關心學生狀況 Faculty members proactively arrange visits to internship organizations and monitor students' internship progress and well-being.		
4	繼續願意提供本校學生實習機會 Willingness to continue providing internship opportunities to students from the university.		
總 分 Total Scores			

三、其他 Others

1	是否考慮優先錄用曾經實習的學生 Whether the organization would consider prioritizing former interns for employment.	<input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No	
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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 be beneficial for internship work? (Open-ended response)		
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總評與改善建議 Overall Assessment and suggestion for the intern's improvement	
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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	
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