

國立臺北科技大學管理學院校外實習評分表2024

Off-Campus Internship Evaluation Form

Student Name 學生姓名		ID 學號		Department 系所	
Internship Unit 實習單位			Internship Period 實習期間		
Internship Wage Calculation 實習薪資計算	時薪 Hour Wage NTD\$ _____ 月薪 Monthly Wage NTD\$ _____ 日薪 Daily Wage NTD\$ _____ 其它 Others _____				
Internship Unit Grading: 實習單位評分 請依以下的四大能力進行評分，評分等級分為四種，每項請勾選一個對應的表現成果。 (該評分將不計入學生學習成績，僅提供北科大管理學院進行校外實習課程的改善及精進)		Grading Supervisor 評分主管	(Sign or stamp)簽名或蓋章		
		Grading Date 評分日期			
LG1	Business Knowledge 專業知識				
Knowledge 知識 Outstanding showcase of knowledge with extensive variety of resources. 學生能出色地表現所學和廣泛的運用資源。		<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Acceptable	<input type="checkbox"/> Unacceptable
Understand 理解 <i>Explains/demonstrates business ideas, concepts, and principles accurately and relevant examples.</i> 學生能準確地解釋/表達想法，具有理念和原則，並能使用相關的舉例。		<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Acceptable	<input type="checkbox"/> Unacceptable
Application 應用 <i>Applies business knowledge and reasoning with consistently and accuracy.</i> 學生能有邏輯性地和準確地應用商業知識和推論。		<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Acceptable	<input type="checkbox"/> Unacceptable
Analysis 分析 <i>Breaks down theories strategies, and methods into their elements with accuracy.</i> 能準確地分析理論性策略和方法，深入各個要素之中。		<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Acceptable	<input type="checkbox"/> Unacceptable
LG2	Communication 溝通能力				
Organization 組織能力 <i>Presentation is clear, logical, and organized. Listener can follow line of reasoning.</i> 報告清晰，符合邏輯，有條理。能輕鬆理解。		<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Acceptable	<input type="checkbox"/> Unacceptable
Depth of Content 內容深度 <i>Speaker provides accurate and complete explanations of key concepts and examples for listeners to comprehend.</i> 學生提供了準確，完整的關鍵概念和理論的解釋，正確應用例子，讓聽者能深入了解。		<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Acceptable	<input type="checkbox"/> Unacceptable
Grammar and Word Choice 文法及用字 <i>Sentences are complete and grammatical. They flow together easily. Words are well chosen; they express the intended meaning precisely.</i> 學生用句是完整，符合語法。報告流暢。用字恰當；學生能精確表達內容。		<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Acceptable	<input type="checkbox"/> Unacceptable
Interaction 互動 <i>Consistently clarifies, restates, and responds to</i>		<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Acceptable	<input type="checkbox"/> Unacceptable

questions. Summarizes when needed. 有邏輯性地 解釋，重申和回應問題。在需要的時候會做組 織和總結。和他人互動良好。				e	
LG3	Business Ethics 企業倫理				
Workplace Ethics 職場倫理 <i>The intern absolutely followed workplace ethics and is honest during his/her internship.</i> 實習生完全遵循職場倫理和他/她實習期間的誠 信。		<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Acceptabl e	<input type="checkbox"/> Unacceptable
Attendance 出席率 <i>The intern had great attendance and doesn't come in late or leaving early at work during his/her internship.</i> 實習生於他/她的實習期間，有優良的出勤和不 晚到或早退。		<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Acceptabl e	<input type="checkbox"/> Unacceptable
LG4	Collaboration 團隊合作能力				
Contributions 貢獻 Routinely provides useful ideas..總是能提供有用 的想法。		<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Acceptabl e	<input type="checkbox"/> Unacceptable
Time-management 時間管理 Stays focused & uses time well to ensure things get done on time.能專注及有效運用時間來解決 事情。		<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Acceptabl e	<input type="checkbox"/> Unacceptable
Attitude 態度 Always has a positive attitude about the task(s). 總是用正面積極的態度來面對事物		<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Acceptabl e	<input type="checkbox"/> Unacceptable
Quality of Work 工作品質 Provides work of the highest quality. 能提供良好的工作品質		<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Acceptabl e	<input type="checkbox"/> Unacceptable
Comments or Suggestions: 建議					
中、英回覆皆可					

[Note 1] Since the intern's attendance record during his/her internship is one of the grading indicators of the school counselor, it is highly appreciated if the internship unit can provide the intern's attendance record to the school.

註1：因為實習生於他/她的實習期間的考勤記錄是學校輔導員的重要指標之一，希望貴單位能提供實習生的考勤記錄給學校。

This certification proves that the student_____of the Department of Business Management, National Taipei University of Technology has passed the off-campus internship /study training in our unit and completed □320 hours / □_____ hours for the internship.

此證書證明了此北科大管理學院學生_____於我司單位完成並通過了320小時或____小時的實習訓練。

M 月 / D 日 / Y 年 /