

## 國立臺北科技大學管理學院校外實習評分表

## 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		
Communication 溝通能力					
<b>Organization 組織能力</b> <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
<b>Depth of Content 內容深度</b> <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
<b>Grammar and Word Choice 文法及用字</b> <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
<b>Interaction 互動</b> <i>Consistently clarifies, restates, and responds to questions. Summarizes when needed.</i> 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。		<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Acceptable	<input type="checkbox"/> Unacceptable
Collaboration 團隊合作能力					
<b>Contributions 貢獻</b> Routinely provides useful ideas..總是能提供了有益的想法。		<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Acceptable	<input type="checkbox"/> Unacceptable
<b>Time-management 時間管理</b> Stays focused & uses time well to ensure things get done on time.能專注和有效運用時間來解決事情。		<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Acceptable	<input type="checkbox"/> Unacceptable
<b>Attitude 態度</b> Always has a positive attitude about the task(s). 有正面積極的態度來面對事物		<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Acceptable	<input type="checkbox"/> Unacceptable
<b>Quality of Work 工作品質</b> Provides work of the highest quality. 工作品質良好		<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Acceptable	<input type="checkbox"/> Unacceptable

Business Knowledge 專業知識				
<b>Knowledge 知識</b> Outstanding showcase of knowledge with extensive variety of resources. 學生有展現出豐富的知識與能運用各種資源來增進知識的能力。	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Acceptable	<input type="checkbox"/> Unacceptable
<b>Understand 理解</b> <i>Explains/demonstrates business ideas, concepts and principles accurately and relevant examples.</i> 學生能準確解釋/表達經營思想，理念和原則，及運用相關的例子。	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Acceptable	<input type="checkbox"/> Unacceptable
<b>Application 應用</b> <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理。	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Acceptable	<input type="checkbox"/> Unacceptable
<b>Analysis 分析</b> <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把運用方法納入其內容。	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Acceptable	<input type="checkbox"/> Unacceptable
Business Ethics 企業倫理				
<b>Workplace Ethics 職場倫理</b> <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"/> Acceptable	<input type="checkbox"/> Unacceptable
<b>Attendance 出席率</b> <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"/> Acceptable	<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 \_\_\_\_\_ / D \_\_\_\_\_ / Y \_\_\_\_\_