



English Taught Program in International Business
Off-campus Internship Evaluation Form
國際企業英語學位學程校外實習評分表

實習機構：_____

實習期間：自 _____ 年 _____ 月 _____ 日至 _____ 年 _____ 月 _____ 日止

班級		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	學號	姓名	分項評分 加權總成績 (100%)					
實習課程		<input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6								
實習單位主管填寫：			學校實習輔導老師填寫：							
甲、實習督導單位評分(50%)			乙、實習心得報告評分 (30%)		丙、指導老師校外訪視(20%)					
評核項目		配 分	督 導 單 位 評 核	評核項目		配 分	指 導 老 師 評 核			
敬業 精神	如：主動積極 性、守紀服從 性、責任感等	25	實 習 心 得 報 告 內 容	實 習 內 容、感 想、心得、建 議、報告之相 關性與完整 性等	70	指 導 老 師 評 核	出 勤 情 形	出勤是否正 常？請假是 否依規定辦 理？	20	指 導 老 師 評 核
	工 作 能 力	如：領悟力、 工作效率、創 意思考力等					25	學 習 進 度	課程內容進 度、主管交 辦事項是否 如實完成？	
學 習 態 度		如：儀表及討 論情形、虛心 進取等	25	格 式	報告是否符 合格式？	15	實 習 成 效	學 生 在 實 習 單 位 之 整 體 表 現、實 習 是 否 達 到 預 期 成 效	30	指 導 老 師 評 核
適 應 能 力	如：人際關 係、合群性、 接受挑戰精 神等	25	文 筆	文筆是否流 暢？	15					
小 計		100	小 計		100	小 計		100		
加權小計		50%	加權小計		30%	加權小計		20%		
95分(含)以上特優事項說明：			95分(含)以上特優事項說明：							
督導單位 簽章		指導老師簽章		系主任簽章						

說明：1.評分原則請參考第二頁，分項評分小計95分(含)以上者應列舉優良事項。

2.本表連同心得報告於最遲上學期須於12/31前，下學期於6/10前繳交至學程辦公室。

學生校外實習評分參考原則：

學生校外實習成績評分原則	
評等	成績
特優	95~
優	90~94
佳	85~89
良	80~84
可	75~79
待改進	60~74

學生實習成績分項評分小計 95 分(含)以上者應列舉特優事項說明。



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國際企業英語學位學程校外實習評分表

實習機構 Company Name : _____

實習期間 Period Covered : (yyyy/mm/dd) _____ / _____ / _____ to _____ / _____ / _____

Internship Course	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6	Student ID		Name of the Intern		Total Weighted Score		
To be filled out by the supervisor			To be filled out by the internship advisors (university advisor only)					
A. Grading from the Employer (50%)			B. Grading on the Internship Report (30%)			C. Grading on the Internship Onsite Visting (20%)		
Assessment Items	Max. Score	Grade	Assessment Items	Max. Score	Grade	Assessment Items	Max. Score	Grade
Ethical Behavior: initiative, enthusiasm, obedience, sense of responsibility, etc.	25		Content: Internship content, impressions, experience, suggestions, relevance and completeness of the report, etc.	70		Attendance: Is attendance normal? Is the leave of absence handled following the regulations?	20	
Competency: comprehension, work efficiency, creative thinking, etc.	25					Learning Progress: Are the progress of the course content and the tasks assigned by the supervisor faithfully completed?	30	
Learning Attitude: appearance, persistence, motivation, humility, etc.	25		Format: Does the report conform to the format?	15		Oral Presentation: Oral presentations were given at regular intervals and during the internship advisor visits.	20	
Adaptability: interpersonal relationships, gregariousness, the spirit of accepting challenges, etc.	25		Fluency and Coherence: Is the writing fluent?	15		Performance: The overall performance of the students and whether the internship has achieved the expected results.	30	
Subtotal Score	100		Subtotal Score	100		Subtotal Score	100	
Weighted Score	50%		Weighted Score	30%		Weighted Score	20%	
Please write the particular reasons for rating 95 (included) and above.			Please write the particular reasons or excellent performances of the students who received subtotal scores of 95 or above.					
Supervisor Signature		Internship Advisor Signature		Program Chair Signature				

Instructions: 1. Please refer to the next page for the scoring table. Those with subtotal scores of 95 or above should include excellent performances.

2. This form and the experience report must be submitted to the Program Office **by 12/31** for the first semester and **by 6/10** for the second semester.

Off-campus Internship Scoring Table

Off-campus Internship Overall Band Scores	
Performance Level	Score
特優 Excellent	95~
優 Very Good	90~94
佳 Good	85~89
良 Average	80~84
可 Satisfactory	75~79
待改進 Need Improvement	60~74

學生實習成績分項評分小計 95 分(含)以上者應列舉特優事項說明。

Please write the particular reasons or excellent performances of the students who received subtotal scores of 95 or above.