



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 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					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		Format: Does the report conform to the format?	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.