國立臺中科技大學

National Taichung University

of Science and Technology

應用英語系

 Department of Applied English

實習心得

Internship Experience

 指導教師 Advisor: 老師

姓 名 Student Name：

學 號 Student Number：

中 華 民 國 年 月 日

**Insert copy of Poster here!!!!!!!!!!!!**

**PART I.**

What was your daily routine in your internship?

你實習的日常工作有哪些？

Did your role vary throughout the internship? What were your duties?

你的工作在整個實習過程中是否有所改變？你的職責是什麼？

Who did you report to?

你向誰報告你的工作？

How did your role benefit the internship organization?

你的工作是如何為實習組織帶來利益的？

**PART II.**

How did you use knowledge and skills from your degree in your internship?

您是如何在實習中運用學位中的知識和技能的？

Did you utilize English skills on a regular basis and did your English communication skills

improve?

你是否經常使用英語技能？您的英語溝通能力有提升嗎？

**PART III.**

What training did you receive at the beginning/throughout your internship?

您在實習開始/整個實習期間接受了哪些培訓？

Did your mentor/supervisor provide guidance and support?

您的導師/主管是否提供了指導和支持？

**PART IV**

What employability skills did you learn / develop during your internship (e.g.

teamwork, leadership, problem solving, critical thinking, decision making etc.)?

您在實習期間學習/發展了哪些就業技能（例如：團隊合作、領導力、解決問題、批判性思維、決策等）？

How do these skills contribute to your future career goals?

這些技能對你未來的職業目標有幫助嗎？

**PART V.**

Were you given a specific problem/issue to address or solve as part of your internship?

在實習當中，你是否有被指派去解決具體問題/事件？

Can you make any suggestions or recommendations that would improve the

functioning of your internship organization?

可以請你能提出任何可以改善你的實習組織的建議嗎？

**PART VI.**

Please give us a sketch of your Company’s history, background, products/services/competitors/industry profile.

請簡述你實習公司的歷史、背景、產品/服務/競爭對手/行業概況。

工作週記Weekly Working Diary

|  |  |
| --- | --- |
| 1st Week | 2nd Week |
|  |  |
| 3rd Week | 4th Week |
|  |  |
| 5th Week | 6th Week |
|  |  |
| 7th Week | 8th Week |
|  |  |

工作照Work Photo Gallery

(彩色照片放置區)

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實習海報相關事項 Rules about the poster

1. A one-page poster which summarizes all the above must also be submitted.
2. Poster template will be provided to students.
3. **Poster** will be submitted to department A3 color to be displayed publically. Also include inside the report (page 1 inside.)
4. 學生必須繳交總結以上所有內容的一頁海報。
5. 系所將提供海報範例

實習英文報告要求Internship Report Requirements

10 pages at least (min. word count (3,000) in English, with standardized format and cover page. In addition to basic forms paperwork (photographs, contracts, weekly work schedule, agreements, etc included in the appendix)

Due date: to be announced

*Possibly including various (separate) sections / addressing the following points:*

1. What was your daily routine in your internship? Did your role vary throughout the internship? What were your duties? Who did you report to? How did your role benefit the internship organization?
2. How did you use knowledge and skills from your degree in your internship? Did you utilize English skills on a regular basis and did your English communication skills improve?
3. What training did you receive at the beginning/throughout your internship? Did your mentor/supervisor provide guidance and support?
4. What employability skills did you learn / develop during your internship (e.g. teamwork, leadership, problem solving, critical thinking, decision making etc.)? How do these skills contribute to your future career goals?
5. Were you given a specific problem/issue to address or solve as part of your internship? Can you make any suggestions or recommendations that would improve the functioning of your internship organization?
6. Company history, background, products/services/competitors/industry profile
7. A one-page poster which summarizes all the above must also be submitted