**National Taichung University of science and technology**

**\_\_\_\_\_\_\_\_\_\_\_\_\_Department \_\_\_\_\_\_\_school year evaluation form of students' off-campus internship results**

Evaluation date: yy\_\_\_\_\_\_ / mm\_\_\_\_ / dd\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| Intern name |  | Department/Class | Department\_\_\_\_\_\_\_\_\_\_Grade\_\_\_\_\_\_ Class\_\_\_\_\_\_ |
| Internship institution |  |
| Name of assessor of internship institution |  | Assessor's position |  |
| Internship Period | From yy\_\_\_\_\_ / mm\_\_\_ / dd\_\_\_ to yy\_\_\_\_\_ / mm\_\_\_ / dd\_\_\_ | Total hours of internship | Total　　　weeks\_\_\_\_\_\_hours |
| ※ This form is to evaluate the internship performance of our students in your company. Please tick the following appropriate positions after evaluation: |
| Content to be assessed | Very satisfa-ctory (5 points) | Satisf-actory (4 points) | Avera-ge (3 points) | Unsatisfactory (2 points) | Very Unsatisfactory (1 point) |
| **1. Learning attitude (30%)** |
| 1 | Sense of responsibility | □ | □ | □ | □ | □ |
| 2 | Initiative | □ | □ | □ | □ | □ |
| 3 | Cooperation | □ | □ | □ | □ | □ |
| 4 | Acceptance of others’ suggestions | □ | □ | □ | □ | □ |
| 5 | Implementation of institutional requirements, | □ | □ | □ | □ | □ |
| 6 | Self-reflection ability | □ | □ | □ | □ | □ |
| **2. Interpersonal relationship (10%)** |
| 1 | Harmonious degree of interpersonal relationship | □ | □ | □ | □ | □ |
| 2 | Ability to communicate and coordinate with others | □ | □ | □ | □ | □ |
| **3. Professional knowledge and ability (40%)** |
| 1 | Understanding of the institution and its goals | □ | □ | □ | □ | □ |
| 2 | Understanding of institutional administrative processes | □ | □ | □ | □ | □ |
| 3 | Ability to build relationships with clients | □ | □ | □ | □ | □ |
| 4 | Ability to diagnose or evaluate business needs and problems | □ | □ | □ | □ | □ |
| 5 | Ability to collect data | □ | □ | □ | □ | □ |
| 6 | Ability to use social resources | □ | □ | □ | □ | □ |
| 7 | Ability to fill in work report | □ | □ | □ | □ | □ |
| 8 | Creativity | □ | □ | □ | □ | □ |
| **4. Attendance (20%)** | Score (0～20 points): points。 |
| **5. Total score (100%)** | Total score (sum of one to four items):\_\_\_\_\_\_\_\_\_\_\_\_\_\_points. |
| 6. Suggestions on the work performance of interns in our school: Signature of the assessor of the internship institution: 　　 　  |

Note: This form is used to evaluate students' internship results. Please sign after grading and send the original to the department business undertaker.