

國立政治大學校外實習成績評分、實習報告【建議版】

實習成績評分表

Internship Evaluation Form

請利用此表為您督導的實習生評分，依學生之實習表現勾選適當的描述，並於實習結束後將評量表正本彌封，或以傳真/E-mail 寄回，請勿交由學生攜回。

This form is to be filled out by the supervisor to provide an overall evaluation of the intern's performance. Please check the statement that best applies and submit the form to the IMICS Office via post/fax/E-mail at the end of the internship.

實習生姓名：_____ 實習生學號：_____ 學校實習督導教師：_____

Student's name Student ID University Internship Supervisor

實習單位名稱：_____ 實習主管姓名：_____

Company name Name of Supervisor

實習期間：_____ 年 _____ 月 _____ 日至 _____ 年 _____ 月 _____ 日，每週

Internship Period and total working hours _____ 小時，共計 _____ 周，總實習時數 _____ 小時。

非常好=Excellent；佳=Good；尚可=Acceptable；待加強=Improvement desirable

評量項目 Evaluation Criteria	非常 好	佳	尚 可	待 加 強
1. 實習期間出席情形 Maintain regular attendance during internship	£	£	£	£
2. 工作準時 Demonstrate punctuality	£	£	£	£
3. 能在時間壓力下完成工作 Able to work with deadlines	£	£	£	£
4. 工作效率高 Perform high working efficiency	£	£	£	£
5. 工作成果的品質 Produce high-quality work	£	£	£	£
6. 人際溝通能力 Interpersonal skills	£	£	£	£
7. 穿著打扮合宜 Neat and clean in appearance, dressed properly	£	£	£	£

8.	與他人相處時應對得體、有禮貌 Tactful and polite in dealing with colleagues and the public	£	£	£	£
9.	具積極、專業的工作態度 Positive and professional attitude	£	£	£	£
10.	語文表達能力 Speaking and writing skills	£	£	£	£
11.	團隊工作能力 Ability to work in a team	£	£	£	£
12.	獨立工作能力 Ability to work independently	£	£	£	£
13.	主動學習 Initiative and eager to learn	£	£	£	£
14.	能自主管理 Self-directed and worked well without supervision	£	£	£	£
15.	能夠接受批評並據此改進 Ability to accept criticism	£	£	£	£
16.	瞭解實習單位工作流程 Understanding of this media field and mass media in general	£	£	£	£
17.	繼續在此領域中發展的潛力 Professional potential in this field	£	£	£	£
18.	請就實習生的整體表現評分（0~100分） Please rate the intern's overall performance on a scale from 0~100				
19.	您認為該實習生最值得嘉許之處為何？ What do you consider the intern's most significant strength?				
20.	您對於該實習生有無其他評語或建議？ Do you have any other comments or suggestions for the intern?				

除了此表所列之項目，也歡迎您提供額外有助於評估學生表現之參考資料，或寫下其他對於課程的意見及指教。再次感謝您的協助，並感謝貴單位提供實習機會。

Please feel free to provide additional information that may help more accurately evaluate the student's performance. Other feedbacks on IMICS are also welcome. Once again thank you for your assistance and for the internship offer.

實習督導簽名：_____ 填表日期：_____

Supervisor's Signature _____ Fill-in Date _____

