**國立中興大學管理學院 企業實習**

**實習導師考核表**

**National Chung Hsing University, College of Management**

**Internship Mentor Evaluation Form**

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| Dear Internship Mentor:  Thank you for your dedication to serving as an internship mentor for our students. We greatly appreciate your assistance. This evaluation form is divided into two parts. The first part is to evaluate the student's internship performance, while the second part is to evaluate the internship company. We kindly request that you take the time to complete the evaluation after the student's internship concludes, so that we can better understand the student's internship experience and use it as a reference for future improvements. Please return the completed evaluation form to stone@nchu.edu.tw. We appreciate your kind assistance!  Sincerely,  Wishing you good health and success in all your endeavors.  National Chung Hsing University College of Management  Dean Ying-Jiun Hsieh  Cornerstone Center For Academia-Industry Research  Director Jung-Yu Lai  親愛的實習導師您好：  感謝您鼎力協助擔任企業實習同學的實習導師，特此致謝。下列考核表分為兩個部分，第一部分為考核同學實習狀況，第二部分為對實習企業的評價，敬盼您能於學生實習結束後，撥冗予以評分，俾便本中心了解學生實習狀況，作為未來改進之參考。此份考核表請填寫完成後送至磐石中心或掃描回寄至磐石中心信箱，在此感謝您的熱心協助！(磐石中心信箱：stone@nchu.edu.tw)  謹此 敬祝  健康平安 事事如意  國立中興大學 管理學院 謝焸君 院長  磐石中心 賴榮裕 主任 敬啟 |

實習企業Internship Enterprise：

實習單位Internship Unit：

受評學生姓名Name of Evaluated Student：

系所Department：

* **第一部分：實習學生考核Part One: Internship Student Evaluation**

【實習期間各項能力評分Evaluation of Internship Performance During the Internship Period】

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| --- | --- | --- |
| 項目(配分)  Item (Score) | 評分標準  Evaluation Criteria | 評分  Score |
| 1. 出席狀況(15%)Attendance | 遵守機構實習時間規定  Compliance with the internship time regulations of the organization |  |
| 2. 工作態度(25%)  Work Attitude | 1.學習意願與態度Learning Motivation and Attitude  2.工作責任感Sense of Responsibility |  |
| 3. 人際互動(25%)  Interpersonal Interaction | 1.與機構督導、同事的互動溝通Interaction and Communication with the organization's supervisors and colleagues  2.與其他實習生的溝通協調Communication and coordination with other interns  3.與實習相關單位及案主之互動Interaction with relevant units and clients related to the internship |  |
| 4. 專業成長(35%)  Professional Growth | 1.瞭解機構目標功能與配合機構實務工作的程度Understanding of the organization's goals and functions, and the ability to cooperate with the organization's practical work  2.專業知能與實務操作之運用Application of professional knowledge and practical operations  3.問題分析與解決能力Problem Analysis and Solving Ability  4.獨立作業能力Independent Work Ability |  |

【綜合評語Overall Evaluation】

1. 實習學生實習初期與實習完成後的總體表現：

Overall performance of the internship student from the beginning to the end of the internship：

 有明顯進步Significant Improvement  略有進步Slight Improvement

 無進步No Improvement  不予評論No Comment

1. 對實習學生的評語與建議Comments and suggestions for the internship student：

* **第二部分：實習企業評價Part Two: Internship Company Evaluation**

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| --- | --- | --- | --- | --- | --- |
| 【實習內容Internship Content】 | **非常不同意**  Strongly Disagree | **不同意**  Disagree | **無意見**  Neutral | **同意**  Agree | **非常**  **同意**  Strongly Agree |
| 1.實習工作符合學生的學術專長  The internship work is in line with the student's academic expertise | □ | □ | □ | □ | □ |
| 2.實習工作讓學生擁有實務經驗  The internship work provides the student with practical experience | □ | □ | □ | □ | □ |
| 1. 實習進度時程恰當   The internship schedule is appropriate | □ | □ | □ | □ | □ |
| 【實習單位主管/企業導師Internship Unit Supervisor/Company Mentor】 | **非常不同意**  Strongly Disagree | **不同意**  Disagree | **無意見**  Neutral | **同意**  Agree | **非常**  **同意**  Strongly Agree |
| 1. 企業導師能提供適當的專業指導   The company mentor can provide appropriate professional guidance | □ | □ | □ | □ | □ |
| 1. 實習學生與企業導師有足夠的互動時間   The internship student has sufficient interaction time with the company mentor | □ | □ | □ | □ | □ |
| 1. 實習學生與單位主管的溝通管道暢通   The communication channels between the internship student and the unit supervisor are smooth | □ | □ | □ | □ | □ |
| 【實習環境Internship Environment】 | **非常不同意**  Strongly Disagree | **不同意**  Disagree | **無意見**  Neutral | **同意**  Agree | **非常**  **同意**  Strongly Agree |
| 1. 實習企業單位工作氣氛良好   The internship company unit has a good working atmosphere | □ | □ | □ | □ | □ |
| 2.實習同學有與其他工作同仁互動、學習之  機會  The internship students have the opportunity to interact and learn from other employees | □ | □ | □ | □ | □ |

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| 【其他Other】 |
| 1. 您認為是否應繼續安排同學至該企業實習   Do you think it is appropriate to continue arranging students to intern at this company? |
| □ 是Yes □ 否No 原因Reason： |
| 2.其他建議Other suggestions |
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實習導師簽章Internship Mentor Signature：

填表日期Date：