***2018 Internship Evaluation Form 實習評分表***

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| Information of the intern student  實習學生資料 | Name of Intern 學生姓名 iclogo  Student ID 學號 | |
| Intern total hours 實習總時數 | |
| Work Content 擔任工作 | |
| Information of the intern unit  實習單位資料 | Name of Organization  公司/部門名稱 |  |
| Location  地點 | □ Taiwan 台灣  □ Overseas海外 ( ) |
| Name of Supervisor  督導/主管 |  |
| Contact Number  連絡電話 |  |
| Contact E-mail  聯絡信箱 |  |

Please grade the intern below and write a statement concerning the intern's performance in your organization. And finally return this form to the secretary of Journalism and Mass Communication Program at MCU’s address: No.250 Zhong-Shan N. Rd., Sec. 5, Taipei 111

請實習督導或主管依據以下考核項目評分並填寫評語，最後送回銘傳大學國際學院/時尚創意管理學位學程 秘書 (地址：111台北市士林區中山北路五段250號)

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| **Items**  **項目** | **Description**  **說明** | **Final Grading**  **總評分** |
| Attendance (40%)  考勤狀況 | * Arrive late/ Leave early遲到/早退 * Personal leave/ Sick leave事/病假 * Absent曠職 |  |
| Work Performance (60%)  工作表現 | * Professional Knowledge and skills專業技能 * Compliance服從 * Cooperation/Team work團隊合作 * Responsibility 責任感 * Learning Attitude 學習態度 * Enthusiasm at work服務熱忱 |
| Other Comments 其他評語  Signature & Date簽章/日期 |  | |