***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 iclogoStudent 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 |  |