



附件 1. 實習申請表 Internship Application Form

學生信息 Student Information			
姓名 Name		班級 Class	
學號 Student Number		聯絡電話 Phone Number	
電郵 Email		擬實習時間 Proposed Internship Duration	YYYY. MM to YYYY. MM
緊急聯繫人姓名及聯繫方式 Emergency Contact Name and Phone Number			
擬實習崗位及工作內容簡介 Brief Description of the Proposed Internship			
擬實機構位信息 Proposed Internship Organization Information			
機構名稱 Organization Name		機構連絡人及其職務 Contact Person and position	
聯絡電話 Phone Number		郵箱 Email	
機構地址 Organization Address			
機構性質/從事行業 Business of Organization			
機構背景 Organization Background			

*申請人誠信聲明：我保證以上個人信息及個人所瞭解的單位信息真實，如有虛假，後果自負。

*Integrity Statement of the Applicant: I guarantee that the above personal information and personal understanding of company and internship information is true. If false information was intentionally provided, the applicant would bear all responsibility.

申請人簽名 Signature of Applicant _____

日期 Date _____



附件 2. 實習評價表 Internship Evaluation Form

基本信息 Basic Information

機構名稱 Organization Name	
實習聯絡人姓名 Internship Contact Person	
聯絡人工作職位 Contact Person Job Title	
聯絡人電郵 Email of Contact Person	
實習生姓名 Intern Name	
實習生學號 Intern Student Number (e.g., H20090100000)	

實習評價 Internship Evaluation

工作完成度 Completion of Work (10%)	1	2	3	4	5	6	7	8	9	10
工作效率 Work Efficiency (10%)	1	2	3	4	5	6	7	8	9	10
工作態度 Work Attitude (10%)	1	2	3	4	5	6	7	8	9	10
守時 Punctuality (10%)	1	2	3	4	5	6	7	8	9	10
工作主動性 Initiative at Work (10%)	1	2	3	4	5	6	7	8	9	10
專業知識應用 Application of Professional Knowledge (10%)	1	2	3	4	5	6	7	8	9	10
自主學習能力 Autonomous Learning Skills (10%)	1	2	3	4	5	6	7	8	9	10
溝通能力 Communication Skills (10%)	1	2	3	4	5	6	7	8	9	10
創造力 Creativity (10%)	1	2	3	4	5	6	7	8	9	10
專業潛力 Professional Potential (10%)	1	2	3	4	5	6	7	8	9	10

請在各項評分數字上打勾√。Please tick√each rating number.

請列出實習生之長處及短處。Please list the strengths and weaknesses of the intern.



當實習生完成實習時，閣下會否推薦此學生至貴機構工作？請一併闡述原因。

Will you recommend this student to work in your organization upon completion of the internship?

Please also explain why.

其他意見（選填）。 Other comments (optional).

聯絡人簽名及機構公章
Signature of Contact Person with Official Seal

日期
Date



附件 3. 自我評價表 Self-Evaluation Form

Student Name	
Student Number	
Organization Name	
Internship Duration	YYYY. MM. DD to YYYY. MM. DD

A. Please rate your internship experience from **1 (very dissatisfied)** to **5 (very satisfied)** as follows:

1) Handling of work	1	2	3	4	5
The overall quality of your work					
The efficiency of completing tasks					
The understanding of work content					
Being responsible at work					
Being creative at work					
2) Initiative	1	2	3	4	5
Autonomy (The ability to make your own decisions rather than being told what to do)					
Credibility (Being trusted or believed by others)					
Enthusiasm					
Work interest					
Self-confidence					
3) Skills	1	2	3	4	5
Professional knowledge					
Academic Sensitivity and Social Awareness					
Communication skills					
Problem-solving skills					
Teamwork					
4) Time Management	1	2	3	4	5
Workload management					
Goal Setting					
Multitasking ability					
Deadline adherence					
Adaptability (adapt and adjust plans when unexpected changes occur)					



B. Please describe your personal progress and the skills you have gained during the internship:

C. Please provide an overall evaluation of this internship

How do you feel about your intership experience?

1. Very dissatisfied
2. Dissatisfied
3. Medium
4. Satisfied
5. Very Satisfied

Has this internship made you more employable?

1. Yes
2. No

Do you find the internship experience helps you gain confidence in entering the workforce following graduation from university?

1. Yes
2. No