## 表8：長榮大學翻譯學系(所)實習簽到單

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 機構名稱 | | |  | | | | 電話 | |  | |
| 傳真 | |  | |
| 機構地址 | | |  | | | | | | | |
| 報到日期 | | | 年 月 日 | | | | | | | |
| 實習期間 | | | 年 月 日 至 年 月 日止 | | | | | | | |
| 實習生姓名 | | |  | | | | 實習生  聯絡電話 | |  | |
| 簽到單 | | | | | | | | | | |
| 日期 | 星期 | 應到時間 | | 實到時間 | 應退時間 | 實退時間 | | 主管簽核 | | 備註 |
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※亦可以機構的打卡單或簽到單取代。