## CJCU INTERNSHIP EVALUATION FORM

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Class |  | | Stu. ID | | |  | | Name |  | | |
| Semester/year |  | | | | | | | | | | |
| Institution |  | | | | | | | | | | |
| Duration | from MM DD YY to MM DD YY | | | | | | | | | | |
| **STUDENTS DO NOT FILL OUT BELOW** | | | | | | | | | | | |
| **Evaluation by internship supervisor**  **(80%)** | | | | | | | **Evaluation by internship advisor of home university (20%)** | | | | |
| A: Subject (Internship) | | | | | | | B: Subject (Written Report: 15%) | | | | |
| 1. Attitude and cooperation  \*Attendance and tardiness  \*Participation  \*Attitude  \*Sociability  \*Crisis management  \*Cooperation  \*服裝儀容是否得宜 | | （30％） | |  | | | 1. Attitude and cooperation  Attendance and tardiness  \*Participation  \*Attitude  \*Sociability  \*Crisis management  \*Cooperation  \*服裝儀容是否得宜 | | | （30％） |  |
| 2. Execution ability  \*Dutifully execute duties  \*Set out plans for internship  \*Fully prepared for work  \*Ability to execute    \*在實習中能展現所學專業能力 | | （35％） | |  | | | 2. Report  \*Writing reports with honesty  \*Contents of reports exhibit  self-growth  \*Set out to solve problems  stated in reports | | | （35％） |
| 3. Performance evaluation  \*Operating software application  \*English ability  \*Communication ability  \*Independent thinking  \*Team work | | （35％） | |  | | | 3. Timely submission of reports  \*Turn in reports on time  \*Students who have not  submitted necessary reports  will receive 0. | | | （35％） |
| Subtotal A | |  | | | | | Subtotal B: | | |  | |
| C: Subject (Oral Report: 5%) | | | | |
| Subtotal C : | | |  | |
| **Total Score** (**A** x 80% + **B** x 15% + **C** x 5%) | | | | |  | | | | | | |
| **Comments:** | | | | | | | | | | | |

**Supervisor:　　　　　 Sect. Chief:　　　　 　 Dept. Supervisor:**

**Internship**

**DTIS**

**Advisor: Dept. Chair:**