**AACSB實習評估表-填表說明**

**國立臺北科技大學管理學院校外實習評分表**

Off-Campus Internship Evaluation Form

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Student Name  學生姓名 | |  | | ID  學號 | | |  | | | | Department  系所 |  |
| Internship Unit  實習單位 | |  | | | | | Internship Period實習期間 | |  | | | |
| Internship Wage Calculation  實習薪資計算 | |  |  時薪Hour Wage NTD$ \_\_\_\_\_\_   月薪Monthly Wage NTD$ \_\_\_\_\_\_\_   日薪Daily Wage NTD$ \_\_\_\_\_\_\_\_\_\_\_\_   其它Others \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | |
| Internship Unit Grading: 實習單位**評分**  請依以下的四大能力進行評分，評分等級分為四種，每項請勾選一個對應的表現成果。(該評分將不計入學生學習成績，僅提供北科大管理學院進行校外實習課程的改善及精進) | | | | | Grading Supervisor  評分主管 | | | (Sign or stamp)簽名或蓋章 | | | | |
| Grading Date  評分日期 | | |  | | | | |
|  | **Communication 溝通能力** | | | | | | | | | | | |
| **Organization組織能力** *Presentation is clear, logical, and organized. Listener can follow line of reasoning.*  報告清晰，符合邏輯，有條理。能輕鬆理解。 | | | | | | * Excellent | | * Good | | * Acceptable | | * Unacceptable |
| **Depth of Content　內容深度** *Speaker provides accurate and complete explanations of key concepts and examples for listeners to comprehend.*  學生提供了準確，完整的關鍵概念和理論的解釋，正確應用例子，讓聽者能深入了解。 | | | | | | * Excellent | | * Good | | * Acceptable | | * Unacceptable |
| **Grammar and Word Choice　文法及用字** *Sentences are complete and grammatical. They flow together easily. Words are well chosen; they express the intended meaning precisely.*  學生用句是完整，符合語法。報告流暢。用字恰當;學生能精確表達內容。 | | | | | | * Excellent | | * Good | | * Acceptable | | * Unacceptable |
| **Interaction互動** *Consistently clarifies, restates, and responds to questions. Summarizes when needed.* 有邏輯性地解譯，重申和回應問題。在需要的時候會做組織和總結。和他人互動良好。 | | | | | | * Excellent | | * Good | | * Acceptable | | * Unacceptable |
|  | **Collaboration團隊合作能力** | | | | | | | | | | | |
| **Contributions 貢獻** Routinely provides useful ideas..總是能提供了有益的想法。 | | | | | | * Excellent | | * Good | | * Acceptable | | * Unacceptable |
| **Time-management時間管理** Stays focused & uses time well to ensure things get done on time.能專注和有效運用時間來解決事情。 | | | | | | * Excellent | | * Good | | * Acceptable | | * Unacceptable |
| **Attitude　態度** Always has a positive attitude about the task(s). 有正面積極的態度來面對事物 | | | | | | * Excellent | | * Good | | * Acceptable | | * Unacceptable |
| **Quality of Work**工作品質 Provides work of the highest quality.  工作品質良好 | | | | | | * Excellent | | * Good | | * Acceptable | | * Unacceptable |
|  | **Business Knowledge 專業知識** | | | | | | | | | | | |
| **Knowledge 知識** Outstanding showcase of knowledge with extensive variety of resources.  學生有展現出豐富的知識與能運用各種資源來增進知識的能力。 | | | | | | * Excellent | | * Good | | * Acceptable | | * Unacceptable |
| **Understand 理解**  *Explains/demonstrates business ideas, concepts and principles accurately and relevant examples.*  學生能準確解釋/表達經營思想，理念和原則，及運用相關的例子。 | | | | | | * Excellent | | * Good | | * Acceptable | | * Unacceptable |
| **Application 應用** *Applies business knowledge and reasoning with consistently and accuracy.*  學生能有邏輯性地和準確地應用商業知識和推理。 | | | | | | * Excellent | | * Good | | * Acceptable | | * Unacceptable |
| **Analysis 分析** *Breaks down theories strategies, and methods into their elements with accuracy.*  能準確地分析理論性策略和把運用方法納入其內容。 | | | | | | * Excellent | | * Good | | * Acceptable | | * Unacceptable |
|  | **Business Ethics 企業倫理** | | | | | | | | | | | |
| **Workplace Ethics**職場倫理 *The intern absolutely followed workplace ethics and is honest during his/her internship.*  實習生完全遵循職場倫理和他/她實習期間的誠信。 | | | | | | * Excellent | | * Good | | * Acceptable | | * Unacceptable |
| **Attendance出席率** *The intern had great attendance and doesn’t come in late or leaving early at work during his/her internship.*  實習生於他/她的實習期間，有優良的出勤和不晚到或早退。 | | | | | | * Excellent | | * Good | | * Acceptable | | * Unacceptable |
|  | **Comments or Suggestions: 建議** | | | | | | | | | | | |
|  | 中、英回覆皆可 | | | | | | | | | | | |

**[Note 1]** Since the intern’s attendance record during his/her internship is one of the grading indicators of the school counselor, it is highly appreciated if the internship unit can provide the intern’s attendance record to the school.

註1：因為實習生於他/她的實習期間的考勤記錄是學校輔導員的重要指標之一，希望貴單位能提供實習生的考勤記錄給學校。

This certification proves that the student of the Department of Business Management, National Taipei University of Technology has passed the off-campus internship /study training in our unit and completed □320 hours / □ hours for the internship.

此證書證明了此北科大管理學院學生 於我司單位完成並通過了320小時或\_\_\_\_小時的實習訓練

M / D / Y

**國立臺北科技大學管理學院校外實習學生意見表**

**STUDENT INTERNSHIP EVALUATION FORM**

Taipei Tech College of Management requests your completion of this internship program evaluation form. The College will use your constructive comments to strengthen its overall internship program. Aggregate results will be shared with appropriate individual faculty coordinators/evaluators. Individual responses are anonymous and confidential. Submit your completed form to your degree program. (該評分將不計入學生學習成績，僅提供北科大管理學院進行校外實習課程的改善及精進)

|  |  |
| --- | --- |
| Name/number/semester of internship course: |  |
| Name of college supervisor: |  |
| Academic status: □ Freshman □ Sophomore □ Junior □ Senior | |

**PART I ACADEMIC PREPARATION AND LEARNING**

|  |  | Strongly  Disagree | Disagree | Neutral | Agree | Strongly  Agree |
| --- | --- | --- | --- | --- | --- | --- |
| 1 | The College’s general internship orientation program was valuable in preparing me to succeed in my first internship. |  |  |  |  |  |
| 2 | Internship program website is a useful and helpful resource. |  |  |  |  |  |
| 3 | My degree program’s internship orientation was valuable in preparing me for a successful internship experience. |  |  |  |  |  |
| 4 | My academic coursework in the major prepared me with the professional knowledge and skills to be successful in my internships. |  |  |  |  |  |
| 5 | My classes outside the major prepared me to demonstrate the general intellectual abilities necessary to succeed in internships such as to write, give oral presentations, think critically and creatively, analyze and use numbers and data, solve problems, and make decisions. |  |  |  |  |  |
| 6 | I found Off-Campus Internship Planning Form an effective planning tool. |  |  |  |  |  |
| 7 | I found Student’s Internship Report useful and valuable reflective learning tools. |  |  |  |  |  |

**PART II INTERNSHIP COORDINATOR/EVALUATOR:** My college internship mentor

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | Strongly  Disagree | Disagree | Neutral | Agree | Strongly  Agree |
| 1 | Was helpful in identifying and choosing an appropriate internship site suited to academic development and my needs and interests. |  |  |  |  |  |
| 2 | Was helpful in developing useful learning goals and objectives and determining onsite learning activities aligned with them. |  |  |  |  |  |
| 3 | Was concerned about my internship learning and followed up with me and my site supervisor to review my performance. |  |  |  |  |  |
| 4 | Was helpful in answering my questions and dealing with internship site concerns. |  |  |  |  |  |
| 5 | Was conscientious and insightful in evaluating my internship performance |  |  |  |  |  |
| 6 | Helped me to integrate my internship experiences with prior learning. |  |  |  |  |  |
| 7 | I would recommend this internship supervisor to other students. |  |  |  |  |  |

**PART III PROGRAM EVALUATION(可用中文填寫)**

1. In what ways do you feel your degree program prepared you for internships?
2. What, if anything, do you feel was lacking in your degree program to prepare you to succeed as an intern?
3. Do you feel that your internship experiences will be of help to you in pursuing professional opportunities after college? Explain.
4. What recommendations do you have to improve College of Management’s undergraduate internship program?