**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2024**

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 | | |  | | | | |
| **LG1** | **Business Knowledge 專業知識** | | | | | | | | | | |
| **Knowledge 知識** Outstanding showcase of knowledge with extensive variety of resources.  學生能出色地表現所學和廣泛的運用資源。 | | | | | * Excellent | | * Good | | * Acceptable | | * Unacceptable |
| **Understand 理解**  *Explains/demonstrates business ideas, concepts, and principles accurately and relevant examples.*  學生能準確地解釋/表達想法，具有理念和原則，並能使用相關的舉例。 | | | | | * 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論。 | | | | | * 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方法，深入各個要素之中。 | | | | | * Excellent | | * Good | | * Acceptable | | * Unacceptable |
| **LG2** | **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 |
| **LG3** | **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 |
| **LG4** | **Collaboration團隊合作能力** | | | | | | | | | | |
| **Contributions 貢獻** Routinely provides useful ideas..總是能提供有用的想法。 | | | | | * Excellent | | * Good | | * Acceptable | | * Unacceptable |
| **Time-management時間管理** Stays focused & uses time well to ensure things get done on time.能專注及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). 總是用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.  能提供良好的工作品質 | | | | | * 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月 / D日 / Y年 /

**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**

The College of Management (CM) requests your completion of this internship program evaluation form. We will use your constructive comments to strengthen its overall internship program. Individual responses are anonymous and confidential. Submit your completed form to your department office. (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/Student ID/Internship course:  姓名/學號/實習課程 |  |
| Name of the internship course mentor:  校內指導老師姓名 |  |
| Academic status: □ Freshman新生 □ Sophomore大二 □ Junior大三 □ Senior大四 □ Master 碩班 | |

**PART I: Internship Preparation (實習前置準備)**

|  | | Strongly  Disagree  非常不同意 | Disagree  不同意 | Neutral  中立 | Agree  同意 | Strongly  Agree  非常同意 |
| --- | --- | --- | --- | --- | --- | --- |
| 1 | Is the internship program of my department valuable and helpful?  系所的實習課程是有價值且有幫助的？ |  |  |  |  |  |
| 2 | Is the information of the internship program that provided by the websites of the department and school a useful and helpful resource?  系所、學校網站所提供的實習課程資源的是有用且有幫助的？ |  |  |  |  |  |
| 3 | Does my department provide internship orientation or relative workshops before the internship?  系所在實習前是否提供實習說明會或相關工作坊？ |  |  |  |  |  |
| 4 | Has the curricula design of my major prepared me with the professional knowledge and skills to be successful in my internships?  系所主修的課程設計是否讓我具備相關專業知識和技能，以利成功的完成校外實習？ |  |  |  |  |  |

**PART II: The Assistance of My On-Campus Internship Mentor(校內指導老師的協助)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | | Strongly  Disagree  非常不同意 | Disagree  不同意 | Neutral  中立 | Agree  同意 | Strongly  Agree  非常同意 |
| 1 | Was helpful in identifying and choosing an appropriate internship site suited to academic development and my needs and interests.  指導老師有助於確定和選擇適合學術發展以及我的需求和興趣的實習地點 |  |  |  |  |  |
| 2 | Was helpful in developing useful learning goals and objectives and determining onsite learning activities aligned with them.  指導老師有助於製定有用的學習目的和目標，並確認與其相符的校外實習活動 |  |  |  |  |  |
| 3 | Was concerned about my internship learning and followed up with me and my site supervisor to review my performance.  指導老師關心我的實習學習表現，並追踪我和我的校外實習主管來審查我的表現 |  |  |  |  |  |
| 4 | Was helpful in answering my questions and dealing with internship site concerns.  指導老師對回答我的問題和處理校外實習的問題很有幫助 |  |  |  |  |  |
| 5 | Was conscientious and insightful in evaluating my internship performance  指導老師認真且富有洞察力地評估我的實習表現 |  |  |  |  |  |
| 6 | Helped me to integrate my internship experiences with prior learning.  指導老師幫助我將實習經歷與之前的學習結合起來 |  |  |  |  |  |
| 7 | I would recommend this internship supervisor to other students.  指導老師我會向其他學生推薦這位實習導師 |  |  |  |  |  |

**PART III: Internship Feedback (可用中文填寫)**

1. What do you think of your department’s internship preparation for you overall? 你對系所為你校外實習所準備的整體情況有何看法？
2. What parts of the internship program could your department improve? 你覺得系上可以改進校外實習的地方有哪些？
3. Do you agree that the internship experience is helpful for your resume and future job-hunting and helps you be more competitive than others? Please explain! 你是否認為實習經歷對你的簡歷和未來找工作有所幫助，讓你比其他人更具競爭力？ 請解釋！
4. Any other suggestion from your learning experiences to your department? 就你在系上的所學經驗，你對系上還有什麼其他建議？