

國立政治大學國際傳播英語碩士學位學程 (IMICS)

實習評量表

Internship Evaluation Form

請利用此表為您督導的實習生評分，依學生之實習表現勾選適當的描述，並於實習結束後將評量表正本彌封，或以傳真/E-mail 寄回本學程，請勿交由學生攜回。

This form is to be filled out by the supervisor to provide an overall evaluation of the intern's performance. Please check the statement that best applies and submit the form to the IMICS Office via post/fax/E-mail at the end of the internship.

實習生姓名：\_\_\_\_\_ 實習生學號：\_\_\_\_\_  
Student's name Student ID

實習單位名稱：\_\_\_\_\_ 實習主管姓名：\_\_\_\_\_  
Company name Name of Supervisor

實習期間：\_\_\_\_\_ 年 \_\_\_\_\_ 月 \_\_\_\_\_ 日至 \_\_\_\_\_ 年 \_\_\_\_\_ 月 \_\_\_\_\_ 日  
Internship Period

非常好=Excellent；佳=Good；尚可=Acceptable；待加強=Improvement desirable

評量項目 Evaluation Criteria	非常好	佳	尚可	待加強
1. 實習期間出席情形 Maintain regular attendance during internship	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. 工作準時 Demonstrate punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. 能在時間壓力下完成工作 Able to work with deadlines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. 工作效率高 Perform high working efficiency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. 工作成果的品質 Produce high-quality work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. 人際溝通能力 Interpersonal skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. 穿著打扮合宜 Neat and clean in appearance, dressed properly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. 與他人相處時應對得體、有禮貌 Tactful and polite in dealing with colleagues and the public	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- |     |  |                          |                          |                          |                          |
|-----|--|--------------------------|--------------------------|--------------------------|--------------------------|
| 9.  | 具積極、專業的工作態度<br>Positive and professional attitude  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. | 語文表達能力<br>Speaking and writing skills  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. | 團隊工作能力<br>Ability to work in a team  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. | 獨立工作能力<br>Ability to work independently  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. | 主動學習<br>Initiative and eager to learn  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. | 能自主管理<br>Self-directed and worked well without supervision                                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. | 能夠接受批評並據此改進<br>Ability to accept criticism   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. | 瞭解實習單位工作流程<br>Understanding of this media field and mass media in general                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 17. | 繼續在此領域中發展的潛力<br>Professional potential in this field                                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 18. | 請就實習生的整體表現評分（0~100分）<br>Please rate the intern's overall performance on a scale from 0~100 |                          |                          |                          |                          |
| 19. | 您認為該實習生最值得嘉許之處為何？<br>What do you consider the intern's most significant strength?          |                          |                          |                          |                          |
| 20. | 您對於該實習生有無其他評語或建議？<br>Do you have any other comments or suggestions for the intern?         |                          |                          |                          |                          |

除了此表所列之項目，也歡迎您提供額外有助於評估學生表現之參考資料，或寫下其他對於本學程的意見及指教。再次感謝您的協助，並感謝貴單位提供實習機會。  
Please feel free to provide additional information that may help more accurately evaluate the student's performance. Other feedbacks on IMICS are also welcome. Once again thank you for your assistance and for the internship offer.

主管簽章：\_\_\_\_\_

Supervisor's Signature

填表日期：\_\_\_\_\_

Fill-in Date

國立政治大學 國際傳播英語碩士學位學程

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