

## Appendix P-1 Off-Campus Internship Planning Form

國立臺北科技大學校外實習計畫表  
National Taipei University of Technology  
Off-Campus Internship Planning Form

公司：

Company:

實習單位 Internship Unit	廠處課 Factory Division Section	實習學生 Intern Student	姓名 Name		輔導老師 Advisor	
			學號 ID			
			系所別/年級 Department/Year		實習期間 Internship Period	
主要工作項目 Major Work Items						
與原調查表異 Differences from the Original Questionnaire	<input type="checkbox"/> 完全相同 <input type="checkbox"/> 大部份相同 <input type="checkbox"/> 少部份相同 <input type="checkbox"/> 完全不相同 調整內容說明：  <div style="display: flex; justify-content: space-around;"> <span>輔導老師：</span> <span>學生：</span> </div> <input type="checkbox"/> Exactly the same <input type="checkbox"/> Mostly the same <input type="checkbox"/> Partially the same <input type="checkbox"/> Totally different Adjustment Description:  <div style="display: flex; justify-content: space-around;"> <span>Advisor:</span> <span>Student:</span> </div>					
項次 Item	期間 Period	實習訓練主題 Internship Practical Training Topic				
實習單位主管 Internship Unit Supervisor		實習輔導老師 Internship Advisor		經辦人員 Handler		

說明：

1. 本表由實習單位與輔導老師、學生檢討後填報一份陳核，一份自存，另影印分送系所單位主管、實習輔導老師、實習學生及研究發展處存查。

2. 論文指導教授為校外實務研究之當然輔導老師。

Note:

1. This form needs to be filled after the internship unit, advisor, and student review. Make copies for the department, the unit supervisor, the advisor, the student, and the Research and Development Division for filing.

2. The thesis advisor is the counselor of the off-campus internship study.

## Appendix P-2 Internship Counselling Record

### 國立臺北科技大學實習輔導紀錄 National Taipei University of Technology Internship Counselling Record

實習單位： Internship Unit:	實習生姓名： Intern Name:
實習部門： Internship Department:	訪視時間： Visit Time:
業師姓名： Advisor Name	
實習情形 及工作表現 Internship Situation And Performance	<p>實習生在工作崗位上，專業技能的學習狀況。  <input type="checkbox"/>優 <input type="checkbox"/>良 <input type="checkbox"/>可 <input type="checkbox"/>待改進 <input type="checkbox"/>劣</p> <p>實習生對工作的整體滿意度。  <input type="checkbox"/>優 <input type="checkbox"/>良 <input type="checkbox"/>可 <input type="checkbox"/>待改進 <input type="checkbox"/>劣</p> <p>實習生在工作崗位上之出勤狀況。  <input type="checkbox"/>優 <input type="checkbox"/>良 <input type="checkbox"/>可 <input type="checkbox"/>待改進 <input type="checkbox"/>劣</p> <p>實習生與同部門同事之間之互動情況。  <input type="checkbox"/>優 <input type="checkbox"/>良 <input type="checkbox"/>可 <input type="checkbox"/>待改進 <input type="checkbox"/>劣</p> <p>實習生與主管之間之互動情況。  <input type="checkbox"/>優 <input type="checkbox"/>良 <input type="checkbox"/>可 <input type="checkbox"/>待改進 <input type="checkbox"/>劣</p> <p>實習生與客戶或不同部門同事之間的互動情況。  <input type="checkbox"/>優 <input type="checkbox"/>良 <input type="checkbox"/>可 <input type="checkbox"/>待改進 <input type="checkbox"/>劣</p> <p>其他事項：</p> <p style="text-align: center;">(如不敷使用請自行增列或調整)</p> <p>The intern's learning situation for professional skills in the workplace.  <input type="checkbox"/>Excellent <input type="checkbox"/>Good <input type="checkbox"/>Fair <input type="checkbox"/>Need Improvement <input type="checkbox"/>Bad</p> <p>The intern's overall work satisfaction.  <input type="checkbox"/>Excellent <input type="checkbox"/>Good <input type="checkbox"/>Fair <input type="checkbox"/>Need Improvement <input type="checkbox"/>Bad</p> <p>The intern's attendance situation in the workplace.  <input type="checkbox"/>Excellent <input type="checkbox"/>Good <input type="checkbox"/>Fair <input type="checkbox"/>Need Improvement <input type="checkbox"/>Bad</p> <p>The intern's interaction with co-workers of the same department.  <input type="checkbox"/>Excellent <input type="checkbox"/>Good <input type="checkbox"/>Fair <input type="checkbox"/>Need Improvement <input type="checkbox"/>Bad</p> <p>The intern's interaction with the supervisor.  <input type="checkbox"/>Excellent <input type="checkbox"/>Good <input type="checkbox"/>Fair <input type="checkbox"/>Need Improvement <input type="checkbox"/>Bad</p> <p>The intern's interaction with customers or co-workers of different departments.  <input type="checkbox"/>Excellent <input type="checkbox"/>Good <input type="checkbox"/>Fair <input type="checkbox"/>Need Improvement <input type="checkbox"/>Bad</p> <p>Other matters:</p> <p style="text-align: center;">(Please make adjustment if the space above is not enough)</p>
實習生 生活現況 Intern's Current Life Status	<p>※實習生對生活現況的滿意程度。  <input type="checkbox"/>優 <input type="checkbox"/>良 <input type="checkbox"/>可 <input type="checkbox"/>待改進 <input type="checkbox"/>劣</p> <p>※不滿意的事項為：</p> <p style="text-align: center;">(如不敷使用請自行增列或調整)</p> <p>* The intern's satisfaction about the current life status.  <input type="checkbox"/>Excellent <input type="checkbox"/>Good <input type="checkbox"/>Fair <input type="checkbox"/>Need Improvement <input type="checkbox"/>Bad</p> <p>* List of unsatisfied items:</p> <p style="text-align: center;">(Please make adjustment if the space above is not enough)</p>
實習輔導老師 Internship Advisor	本次訪視 Visit by <input type="checkbox"/> 電話 <input type="checkbox"/> 面談 <input type="checkbox"/> Phone <input type="checkbox"/> Interview
系所單位主管 Department Head	研究發展處 Research and Development Section

1.本輔導紀錄經系所核閱後，正本系所自存，正本掃描檔送至研發處存查。

2.依本校「學生校外實習辦法」第十條規定辦理。

3.儘可能附加實習照片等佐證資料。

1. After the counseling record being reviewed by the department, the original copy will be kept by the department. A copy will be delivered to the Research and Development Division for filing.

2. It is processed in terms of the Article No. 10 of the school's "Student Off-Campus Internship Method".

3. Attach documents such as pictures taken during internship if possible.

## Appendix P-3 Off-Campus Internship/Study Grading Form and Certification

### National Taipei University of Technology Off-Campus Internship/Study Grading Form and Certification

#### 國立臺北科技大學實習評分表

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	<input type="checkbox"/> 時薪 Hour Wage NTDS _____ <input type="checkbox"/> 月薪 Monthly Wage NTDS _____ <input type="checkbox"/> 日薪 Daily Wage NTDS _____ <input type="checkbox"/> 其它 Others _____				
Internship Unit Grading: 實習單位評分 (This grade will be counted as 50% of the total grade)此分數會佔一半的總成績。		Grading Supervisor/Teacher 評分主管/老師		(Sign or stamp)簽名或蓋章	
		Grading Date 評分日期			
<b>Communication 溝通能力</b>					
<b>Organization 組織能力</b> <i>Presentation is clear, logical, and organized. Listener can follow line of reasoning.</i> 報告清晰，符合邏輯，有條理。能輕鬆理解。		<input type="checkbox"/> Excellent	<input type="checkbox"/> Acceptable	<input type="checkbox"/> Unacceptable	
<b>Depth of Content 內容深度</b> <i>Speaker provides accurate and complete explanations of key concepts and examples for listeners to comprehend.</i> 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。		<input type="checkbox"/> Excellent	<input type="checkbox"/> Acceptable	<input type="checkbox"/> Unacceptable	
<b>Grammar and Word Choice 文法及用字</b> <i>Sentences are complete and grammatical. They flow together easily. Words are well chosen; they express the intended meaning precisely.</i> 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。		<input type="checkbox"/> Excellent	<input type="checkbox"/> Acceptable	<input type="checkbox"/> Unacceptable	
<b>Interaction 互動</b> <i>Consistently clarifies, restates, and responds to questions. Summarizes when needed.</i> 有邏輯性地解釋，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。		<input type="checkbox"/> Excellent	<input type="checkbox"/> Acceptable	<input type="checkbox"/> Unacceptable	
<b>Collaboration 團隊合作能力</b>					
<b>Contributions 貢獻</b> Routinely provides useful ideas..總是能提供了有益的想法。		<input type="checkbox"/> Excellent	<input type="checkbox"/> Acceptable	<input type="checkbox"/> Unacceptable	
<b>Time-management 時間管理</b> 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。		<input type="checkbox"/> Excellent	<input type="checkbox"/> Acceptable	<input type="checkbox"/> Unacceptable	
<b>Attitude 態度</b> Always has a positive attitude about the task(s). 有正面積極的態度來面對事物		<input type="checkbox"/> Excellent	<input type="checkbox"/> Acceptable	<input type="checkbox"/> Unacceptable	
<b>Quality of Work 工作品質</b> Provides work of the highest quality. 工作品質良好		<input type="checkbox"/> Excellent	<input type="checkbox"/> Acceptable	<input type="checkbox"/> Unacceptable	
<b>Business Knowledge 專業知識</b>					
<b>Knowledge 知識</b> 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。		<input type="checkbox"/> Excellent	<input type="checkbox"/> Acceptable	<input type="checkbox"/> Unacceptable	
<b>Understand 理解</b> <i>Explains/demonstrates business ideas, concepts and principles accurately and relevant examples.</i> 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。		<input type="checkbox"/> Excellent	<input type="checkbox"/> Acceptable	<input type="checkbox"/> Unacceptable	
<b>Application 應用</b> <i>Applies business knowledge and reasoning with consistently and accuracy.</i>		<input type="checkbox"/> Excellent	<input type="checkbox"/> Acceptable	<input type="checkbox"/> Unacceptable	

學生能有邏輯性地和準確地應用商業知識和推理。			
<b>Analysis 分析</b> <i>Breaks down theories strategies, and methods into their elements with accuracy.</i> 能準確地分析理論性策略和把運用方法納入其內容。	<input type="checkbox"/> Excellent	<input type="checkbox"/> Acceptable	<input type="checkbox"/> Unacceptable
<b>Business Ethics 企業倫理</b>			
<b>Workplace Ethics 職場倫理</b> <i>The intern absolutely followed workplace ethics and is honest during his/her internship.</i> 實習生完全遵循職場倫理和他/她實習期間的誠信。	<input type="checkbox"/> Excellent	<input type="checkbox"/> Acceptable	<input type="checkbox"/> Unacceptable
<b>Attendance 出席率</b> <i>The intern had great attendance and doesn't come in late or leaving early at work during his/her internship.</i> 實習生於他/她的實習期間，有優良的出勤和不晚到或早退。	<input type="checkbox"/> Excellent	<input type="checkbox"/> Acceptable	<input type="checkbox"/> Unacceptable
<b>Application of Ethical Perspectives/Concept</b> <b>道德觀點/概念的應用</b> Student can independently apply ethical perspectives/concepts to an ethical question, accurately, and is able to consider full implications of the application. 學生可以準確地獨立應用倫理觀點/概念到道德的問題，並能考慮到應用的全面影響。	<input type="checkbox"/> Excellent	<input type="checkbox"/> Acceptable	<input type="checkbox"/> Unacceptable
<b>Ethical Issue Recognition</b> <b>道德問題識別</b> <i>The intern can recognize ethical issues when presented in a complex, Multilayered context AND can recognize cross-relationships among the issues.</i> 當在一個複雜的，多層議題的背景中，實習生可以識別出道德問題和能夠識別其中問題的交叉關係。	<input type="checkbox"/> Excellent	<input type="checkbox"/> Acceptable	<input type="checkbox"/> Unacceptable
<b>Comments or Suggestions: 建議</b>			

**[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。

**[Note 2]** After the internship unit fills out this form, please mail it to National Taipei University of Technology by registered mail (No.1, Sec. 3, Zhongxiao E. Rd., Da'an Dist., Taipei City 10608. Attention: Department Name). Thank you.

註 2：在實習單位填寫完此表後，請以掛號郵件郵寄到國立台北科技大學，感謝您。

10608 台北市大安區忠孝東路三段一號 科研大樓 八樓 841 室 管理學院 辦公室

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

\_\_\_\_ MM \_\_\_\_ / \_\_\_\_ DD \_\_\_\_ / \_\_\_\_ YYY \_\_\_\_

## Appendix P-4 A student internship evaluation form

### A 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.

Name/number/semester of internship course:
Name of college supervisor:
Academic status: <input type="checkbox"/> Freshman <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> 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**

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?

