

銘傳大學學生校外實習訪視紀錄表

Ming Chuan University Student Off-Campus Internship Visit Record Form

訪視時間 Visit Time	__年__月__日 YYYY/MM/DD	訪視方式 Method of Visit	☐ 實地訪視On-Site Visit ☐ 視訊訪談Virtual Interview
班級 Class		實習生學號 Student ID	
實習生姓名 Name		實習機構名稱 Internship Organization Name	
實習生情形及 工作表現 Intern's Situation and Job Performance	1. 實習生在工作崗位上, 專業技能的學習狀況 The intern's learning progress in professional skills on the job ☐非常滿意Very Satisfied ☐滿意Satisfied ☐尚可Fair ☐不滿意Dissatisfied ☐非常不滿意Very Dissatisfied 2. 實習生對工作的整體滿意度 The intern's overall job satisfaction ☐非常滿意Very Satisfied ☐滿意Satisfied ☐尚可Fair ☐不滿意Dissatisfied ☐非常不滿意Very Dissatisfied 3. 實習生在工作崗位上之出勤狀況 The intern's attendance status on the job ☐非常滿意Very Satisfied ☐滿意Satisfied ☐尚可Fair ☐不滿意Dissatisfied ☐非常不滿意Very Dissatisfied 4. 實習生與同部門同事之間之互動情況 The intern's interaction with colleagues in the same department ☐非常滿意Very Satisfied ☐滿意Satisfied ☐尚可Fair ☐不滿意Dissatisfied ☐非常不滿意Very Dissatisfied 5. 實習生與主管之間之互動情況 The intern's interaction with the supervisor ☐非常滿意Very Satisfied ☐滿意Satisfied ☐尚可Fair ☐不滿意Dissatisfied ☐非常不滿意Very Dissatisfied 6. 實習生與客戶或不同部門同事之間的互動情況 The intern's interaction with customers or colleagues from other departments ☐非常滿意Very Satisfied ☐滿意Satisfied ☐尚可Fair ☐不滿意Dissatisfied ☐非常不滿意Very Dissatisfied 7. 其他事項Other matters:		

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實習機構 現況 Current Status of the Internship Organization	- 實習機構提供給實習生的實習環境(安全性) The internship environment provided by the organization to the interns (safety) ☐非常滿意Very Satisfied ☐滿意Satisfied ☐尚可Fair ☐不滿意Dissatisfied ☐非常不滿意Very Dissatisfied - 實習機構對於實習生的實習訓練與輔導 The internship training and guidance provided by the internship organization to the interns. ☐非常滿意Very Satisfied ☐滿意Satisfied ☐尚可Fair ☐不滿意Dissatisfied ☐非常不滿意Very Dissatisfied - 實習機構協助推動實習相關事宜的配合程度 The level of cooperation by the internship organization in assisting with internship-related matters. ☐非常滿意Very Satisfied ☐滿意Satisfied ☐尚可Fair ☐不滿意Dissatisfied ☐非常不滿意Very Dissatisfied - 實習機構承辦人員的交談、溝通及互動的態度 The attitude of the personnel from the internship organization in terms of conversation, communication, and interaction. ☐非常滿意Very Satisfied ☐滿意Satisfied ☐尚可Fair ☐不滿意Dissatisfied ☐非常不滿意Very Dissatisfied - 實習機構提供之工作內容與簽約內容、所學的符合程度 The degree of alignment between the work content provided by the internship organization, the contract terms, and what has been learned. ☐非常滿意Very Satisfied ☐滿意Satisfied ☐尚可Fair ☐不滿意Dissatisfied ☐非常不滿意Very Dissatisfied - 實習機構分配實習工作之適當程度 The appropriateness of the internship tasks assigned by the internship organization. ☐非常滿意Very Satisfied ☐滿意Satisfied ☐尚可Fair ☐不滿意Dissatisfied ☐非常不滿意Very Dissatisfied - 實習機構建議事項Suggestions from the internship organization: - 綜合評語Overall comments:
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校外實習訪視 照片 Photos of Off-Campus Internship Visits	(1)照片黏貼處Photo Placement Area
	公司招牌合影
	(2)照片黏貼處Photo Placement Area
	公司主管合影

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校外實習訪視 照片 Photos of Off-Campus Internship Visits	(3)照片黏貼處Photo Placement Area		
	工作場域合影		
	(4)照片黏貼處Photo Placement Area		
	工作狀態合影		
系所實習輔導教師 Department Advisor		系所主管 Director	

說明Explanation：
每次訪視或訪談後，均應詳實填寫輔導紀錄，以備實習輔導及課程改進等參考及行政單位查核。
After each visit or interview, a detailed record of guidance should be completed to serve as a reference for internship supervision, course improvement, and verification by administrative units.