## 銘傳大學學生校外實習訪視紀錄表

| 訪視時間<br>Visit Time   |  | 年月日<br>YYYY/MM/DD   | 訪視方式<br>Method of Visit   | □實地訪視On-Site Visit<br>□視訊訪談Virtual Interview  |
|--|--|---|---|---|
| 班級<br>Class  |  |   | 實習生學號<br>Student ID   |   |
| 實習生姓名<br>Name  |  |   | 實習機構名稱<br>Internship<br>Organization Name   |   |
| 實習生情形及<br>工作表現<br>Intern's Situation<br>and Job<br>Performance | <ol> <li>2.</li> <li>3.</li> <li>6.</li> <li>7.</li> </ol> | 實習生在工作崗位上,專業The intern's learning progress □非常滿意Very Satisfied □不滿意Dissatisfied □非常滿意Very Satisfied □非常滿意Very Satisfied □不滿意Dissatisfied □不滿意Dissatisfied □不滿意Dissatisfied □不滿意Dissatisfied □不滿意Dissatisfied □不滿意Dissatisfied □不滿意Dissatisfied □不滿意Dissatisfied □下滿意Very Satisfied □不滿意Dissatisfied □下滿意Very Satisfied □不滿意Dissatisfied □下滿意Very Satisfied □不滿意Dissatisfied □下滿意Dissatisfied □下滿意Dissatisfied □下滿意Very Satisfied □下滿意Very Satisfied □下滿意Very Satisfied □下滿意Very Satisfied □下滿意Dissatisfied □下滿意Dissatisfied □下滿意Dissatisfied □下滿意Dissatisfied □下滿意Dissatisfied □下滿意Very Satisfied □下滿意Very Satisfied □下滿意Very Satisfied □下滿意Oissatisfied □下滿意Dissatisfied □下滿意Oissatisfied □下滿意Oissatisfied □下滿意Dissatisfied □下滿意Dissatisfied □下滿意Dissatisfied □下滿意Dissatisfied | in professional skills on a capacity and a capacit | □尚可Fair ssatisfied  □尚可Fair ssatisfied  □尚可Fair ssatisfied  epartment □尚可Fair ssatisfied  □尚可Fair ssatisfied  □尚可Fair ssatisfied  □尚可Fair |

## 銘傳大學學生校外實習訪視紀錄表

# 銘傳大學學生校外實習訪視紀錄表

|   | 1. | 實習機構提供給實習生的質  |                            |                             |  |
|---|----|---|----------------------------|-----------------------------|--|
|   |    | The internship environment pr   |                            |                             |  |
|   |    | □非常滿意Very Satisfied   | □滿意Satisfied               | □尚可Fair                     |  |
|   |    | □不滿意Dissatisfied  | □非常不滿意Very Diss            | atisfied                    |  |
|   | 2. | 實習機構對於實習生的實習訓練與輔導   |                            |                             |  |
|   |    | The internship training and gui   | idance provided by the int | ernship 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 Diss            | atisfied                    |  |
|   | 3. | 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 Diss            | atisfied                    |  |
|   | 4. | 實習機構承辦人員的交談、  | 、溝通及互動的態度                  |                             |  |
| 實習機構  |    | The attitude of the personne  | l from the internship or   | ganization in terms of      |  |
| 現白機構現況  |    | conversation, communication   | on, and interaction.       |                             |  |
| Current Status of 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 Diss            | atisfied                    |  |
|   | 5. | 實習機構提供之工作內容具  | 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 Diss            | atisfied                    |  |
|   | 6. | 實習機構分配實習工作之法  | 適當程度                       |                             |  |
|   |    | The appropriateness of the i  | nternship tasks assigned   | l 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 Diss            | atisfied                    |  |
|   | 7. | 實習機構建議事項Sugge   | stions from the internsh   | ip organization:            |  |
|   |    |   |                            |                             |  |
|   |    |   |                            |                             |  |
|   |    |   |                            |                             |  |
|   |    |   |                            |                             |  |
|   | 8. | 綜合評語Overall commen  | nts:                       |                             |  |

## 銘傳大學學生校外實習訪視紀錄表

| 校外實習訪視<br>照片<br>Photos of<br>Off-Campus<br>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                       |  |  |

## 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

| 校外實習訪視   |        | (3)照片黏貼處Photo Placement Area |  |  |
|--|--------|------------------------------|--|--|
| 照片   | 工作場域合影 |                              |  |  |
| 照片<br>Photos of<br>Off-Campus<br>Internship Visits |        | (4)照片黏貼處Photo Placement Area |  |  |
|  | 工作狀態合影 |                              |  |  |
| 系所實習輔導<br>Department Ad                            |        | 系所主管<br>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.