文藻外語大學

Wenzao Ursuline University of Languages

校外實習機構評估表 Institution Survey Form

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| 一、實習工作概況Job Details 訪視日期Visit Date： / / |
| 機構名稱Name of Institution |  |
| 工作內容Job Description |  |
| 需求條件或專長Skills Required |  |
| 工作時間Working Hours | 每週 時(\_\_\_\_\_ hours per week) | 輪班Work Shift | □是 Yes □否 No排班方式Shift details:\_\_\_\_\_\_\_\_  |
| 加班時間Overtime | □是Yes ( \_\_\_ 時hour/日□否 No day或週or week)  | 住宿Lodging | □供宿 Yes (請加填宿舍評估單) □自理 No |
| 薪資Wage | □是Yes (NT$\_\_\_\_\_/月month)□否 No | 其他津貼Allowance | □是Yes (請詳填please specify) □否No |
| 提供勞健保Insurance | □是 Yes □否 No | 膳食Meals | □是Yes (請詳填please specify) □否No |
| 提撥勞退基金Labor Pension | □是 Yes □否 No | 配合簽約Contract Available | □是 Yes □否 No |
| 二、實習工作評估Work Evaluation（極佳Very Good-5；佳Good-4；可Fair-3；不佳Poor-2；極不佳Very Poor-1） |
| 工作時間Working Time | □5 □4 □3 □2 □1 |
| 工作環境Environment | □5 □4 □3 □2 □1 |
| 工作安全性Work Safety | □5 □4 □3 □2 □1 |
| 工作專業性Professionalism | □5 □4 □3 □2 □1 |
| 體力負荷Physical Loading | （負荷適合appropriate）□5 □4 □3 □2 □1（負荷太重too heavy） |
| 培訓計畫Training Program | □5 □4 □3 □2 □1 |
| 合作意願 Willingness of Cooperation | □5 (strong) □4 □3 □2 □1 (weak) |
|  總 分Total Scores |  \_\_\_\_\_\_\_\_\_\_分(評估總分須達28分方可推薦實習機構。)**Total scores below 28 will be rated as not recommended.** |
| 三、補充說明Remarks：（請務必逐項與實習機構確認實習備忘錄內容，避免因公司營運因素而造成學生中斷實習之困擾。Please check every item listed on the Internship Questionnaire to avoid inconvenient factors which will force internship to cease. |
| 四、評估結論Conclusion | □推薦合作Recommend □不推薦合作Not Recommend |
| 訪視教師姓名Signature |  | 填表日期Date |  |

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訪視校外實習機構提供宿舍評估表 Intern’s Dormitory Survey Form

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| --- | --- |
| 實習機構Name of Institution |  |
| 住宿調查Survey Items | ●公司宿舍 Employee’s Dormitory (□於實習機構內inside the Institution; □於實習機構外，步行距離約\_\_\_分outside the Institution, within \_\_\_\_ -min walk distance) |
| 宿舍狀況Condition | 環境安全Safety | * 總樓層Total Stories: \_\_ (標的物位於 樓,situated on \_\_th Floor)
* 型態House type：□透天厝 Town house; □公寓Flats; □電梯大樓Apartment; □頂樓加蓋Rooftop additions
* 租金Rent/month \_\_\_\_\_元/人月：□租金按\_\_月繳paid by month □租金按學期繳 paid by semester
* 環境情形Conditions： □套房Suite □雅房Room

-- □靠窗w/window; □無窗w/o window-- □商業區Commercial area □住宅區Residential area* 自然採光Light：□ 佳good □適中fair □暗 dark
* 門鎖Door Lock：□ 房間 Room □大門 Main Door
* 設施Facilities：□ 滅火器Fire extinguisher □逃生梯Emergency staircase □緩降梯Escape sling □防盜窗 Security window
* 陽台Balcony：□開放 opened □封閉 closed
* 隔間Partition Wall：□磚牆 Bricks □木板 Plywood
* 瓦斯熱水器Gas water heater：□室內 indoor □室外outdoor
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| 補充說明/照片提供Additional Remarks/Photos  |  |
| 綜合意見Conclusion |  |
| 其他建議事項Suggestion |  |
| 老師姓名Signature |  | 訪視日期Visit Date | / / / |