文藻外語大學

Wenzao Ursuline University of Languages

校外實習機構評估表 Institution Survey Form

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 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 | | |
| 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 | / / / |