景文科技大學 學生校外實習輔導訪視紀錄表

研020-E

JUST Student Off-campus Internship Counseling Form

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of Student** |  | | **Class** |  | | | | **Student ID** | | |  | | | |
| **Internship**  **Corporation** |  | | | | | | | | | | | | | |
| **Department** |  | | | | | **Supervisor** | |  | | | | | | |
| **Date** | Y/M/D/H | | | | | | | | | | | | | |
| **Way of Conseling** | □ Domestic/Overseas Counseling in Person  □ Counseling by Telephone TEL:  □ Overseas Counseling by Communication Software  □ Overseas Counseling by Telephone of RD | | | | | | | | | | | | | |
| **Signature of Student** | 受訪學生簽名 | | | | | | | | | | | | | |
| **Student Internship**  **Overview and**  **Counseling Summary** | **No** | **Counseling Content** | | | | | | | **Excellent** | **Good** | | **Even** | **Need to improve** | **Worse** |
| 1 | **Student’s learning status of professional skills in the workplace** | | | | | | |  |  | |  |  |  |
| 2 | **Overall student satisfaction with work** | | | | | | |  |  | |  |  |  |
| 3 | **Student attendance at work** | | | | | | |  |  | |  |  |  |
| 4 | **Interaction between student and colleagues in the department** | | | | | | |  |  | |  |  |  |
| 5 | **Interaction between student and supervisors** | | | | | | |  |  | |  |  |  |
| 6 | **Interactions between student and clients or colleagues from different departments** | | | | | | |  |  | |  |  |  |
| 7 | **Reasonable working hours for student** | | | | | | |  |  | |  |  |  |
| 8 | **Reasonable workload for student** | | | | | | |  |  | |  |  |  |
| 9 | **The content of the student's work is consistent with the content of the contract** | | | | | | |  |  | |  |  |  |
| Others: | | | | | | | | | | | | | |
| **Any Assistant needs** |  | | | | | | | | | | | | | |
| **Tutor** |  | | | | **Chairman of Dep.** | |  | | | | | | | |

**Remark：**

**1.The counseling tutor must ask the student to sign this form except overseas counseling.**

**2. Filling out a form for each student.**

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| **Visit photos** | |
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