

弘光科技大學餐旅管理系學生校外實習訪視紀錄表
Department of Culinary Arts and Hotel Management, HungKuang
University
Off-Campus Internship Visit Record Form

實習生 Intern		學號 ID NO.					
訪視機構 Company		地點 Location					
機構承辦人員 Company undertaker		職稱 Position					
差假編號 Leave of absence NO.	請 NO.	日期 Date	年	月	日		
			Year:	Month:	Day:		
實習生訪談評估	題號 Item NO.	檢視項目及內容 Item	非常 同意	同意	普通	不同意	非常 不同意
	1	實習生對其實習勞動條件(含工作時間、體力負荷)與環境適應(含安全、衛生)感到滿意 This intern is satisfied with his or her internship labor conditions (including working hours, physical load) and environmental adaptation (including safety, hygiene)					
	2	實習生與同事及主管間互動融洽感到滿意 Does the intern feel satisfied with working with supervisors?					
	3	實習生工作態度與積極度佳。 The intern's attitude is positive and excellent.					
	4	實習生對實習機構提供的相關實習措施與訓練感到滿意 The intern feels satisfied with the training by the company.					
機構訪談評估	5	實習生對實習工作的相關職務與專業技能表示勝任。 The intern can afford the job with professional ability.					
	6	該實習機構對本校實習生專業表現感到滿意。 The company is satisfied with the professional performance of this intern.					
	7	該實習機構對本校實習生人際溝通能力感到滿意。 The company is satisfied with the interpersonal communication skills of this intern.					
	8	該實習機構對本校實習生團隊合作感到滿意。 The company is satisfied with the teamwork performance of the intern.					
	9	該實習機構具有完善的薪資福利制度 The company has a complete salary and welfare system.					

學生表現整體評估 Overall evaluation of Student Performance	優點 Advantage	<input type="checkbox"/> 學以致用 <input type="checkbox"/> Apply what you have learned <input type="checkbox"/> 建立良好人際關係 <input type="checkbox"/> build good interpersonal relationships <input type="checkbox"/> 呈現本系優良學習成效 <input type="checkbox"/> Demonstrate the excellent learning outcomes of the department	<input type="checkbox"/> 促進學生對未來工作環境的認知 <input type="checkbox"/> Promoting student's perception of future work environment <input type="checkbox"/> 體驗職場的特色 <input type="checkbox"/> Experience the characteristics of the workplace <input type="checkbox"/> 其他_____
	缺點 Disadvantage	<input type="checkbox"/> 學生表現未能符合業界需求 <input type="checkbox"/> Student performance fails to meet industry demands <input type="checkbox"/> 學生的服儀舉止太隨便 <input type="checkbox"/> Students' clothing, appearance and behavior are too casual <input type="checkbox"/> 學生的專業能力不足 <input type="checkbox"/> Students do not have sufficient professional competence	<input type="checkbox"/> 學生的學習態度不夠積極 <input type="checkbox"/> Student's attitude towards learning is not positive enough <input type="checkbox"/> 學生對工作的配合度不高 <input type="checkbox"/> Students are not very cooperative with work <input type="checkbox"/> 其他_____
綜合訪視意見 Comments			

訪視老師簽章: _____ 填表日期: _____年____月____日
 Signature : _____ Date of Visiting : Year____Month____Day____

※訪視照片請貼於背面
 ※Please attach the photo of the visit to the back

FM-20420-030
 表單修訂日期：111.01.06
 保存期限：3年

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