明志科技大學學生專業研究實習成績考評表

系/專班/學程				實習階段	□一□二□三□四
班級	□甲□乙□丙	姓名		學號	
研究主題					
實習評核期間	自西元　　年　　月　　日至西元　　年　　月　　日止（每三個月為一階段）				

（一）考勤獎懲評核（基本分數為20分，人事單位提供資料由實輔組彙整）

結算期間	西元　　年　　月　　日至西元　　年　　月　　日

出缺勤	事假	病假	遲到	早退	曠職	小計（1）	說明	1.事假1日扣1分，不滿半日不扣分；滿半日不滿1日扣 0.5 分。 2.病假1日扣0.5分，不滿1日不扣分。 3.遲到、早退1次扣0.5分。 4.曠職1日扣3分，不滿1日扣 1.5 分。
日/次數								
計分								

獎懲/增減分	嘉獎/+1	小功/+3	大功/+9	警告/-0.5	申誡/-1	小過/-3	大過/-9	小計（2）
次數								
計分								

考評表繳交準時性 （研發處實輔組每階段會通知學生繳交考評表，不含例假日每遲交一天扣1分）	增減分	小計（3）
收件日期　西元　　年　　月　　日　□準時繳交 □遲交		
（一）考勤獎懲總分：20+(1)＋(2)＋(3) 且上限20分		

（二）實習表現及報告評核（總分為80分，由指導老師評核）

實習表現	配分	得分	實習報告	配分	得分
1.研究態度與效益	15		1.研究報告結構與編排	10	
2.研究成果及發表	15		2.研究內容專業與深度	10	
3.學習熱忱	5		3.研究學習心得與建議	10	
4.研究平時聯繫與互動	5		4.口頭報告及繳交報告	10	
小計（4）	40		小計（5）	40	
（二）指導老師評核得分：(4)＋(5)			指導老師加總實習成績得分：（一）＋（二）		

評語與建議：

說明	一、雙線以上欄位先由實習學生詳細填寫，雙線內表格交由指導老師及相關單位評核，並檢附於報告內。 二、考評表核簽遞送順序：學生→研發處實輔組→學生口頭報告後→指導老師→班導師→各系/專班/學程存查。

評分流程

班級導師③		指導老師②		研發處 實輔組①	

表號：A2A2180201

Ming Chi University of Technology Project Research Internship Performance Evaluation Form

Department/In-service Program/Credit Program				Internship stage	☐1 ☐2 ☐3 ☐4
Class	☐Class A ☐Class B ☐Class C	Name		Student ID No.	
Research Topic					
Internship Assessment Period	/ / – / / (each stage consisting of three months)				

(1) Attendance and Reward & Punishment Assessment (20 points as the basic score; the HR unit provides the data to the Division of Internship and Career Services for compilation)

Settlement Period: From _____Month/_____Date/_____Year to _____Month/_____Date/_____Year

Attendance/ absence	Personal leave	Sick leave	Tardiness	Early dismissal	Absence from work	Subtotal (1)	Description
Day/time							1. 1 point will be deducted for each day of personal leave. No points shall be deducted if the interval is less than a half of day. 0.5 points will be deducted for the interval more than a half of day but less than one day. 2. 0.5 points will be deducted for each day of sick leave. No points shall be deducted if the interval is less than one day. 3. 0.5 points will be deducted for each late arrival and early departure. 4. 3 points will be deducted for each day of absence from work. 1.5 points shall be deducted for an absence of less than one day.
Scoring							

Reward & punishment/ increase or decrease in score	Commendation/ +1	Minor merit/+3	Major merit/+9	Warning/ -0.5	Reprimand/ -1	Minor demerit/ -3	Major demerit/ -9	Subtotal (2)
Time								
Scoring								

Timeliness of submission of the evaluation forms (The Division of Internship and Career Services, Office of Research and Development will notify the students to submit the evaluation forms at each stage. 1 point will be deducted for each overdue day, exclusive of holidays.)		Increase or decrease in score	Subtotal (3)
Date received	_____Month/_____Date/_____Year	☐Submitted on time ☐Submitted late		
(1) Total score of attendance and reward & punishment: 20+(1)+(2)+(3), and no more than 20 points			

(2) Internship performance and report assessment (80 as the total score, assessed by the Student advisor)

Internship performance	Distributed scores	Scores won	Internship Report	Distributed scores	Scores won
1. Research attitude and effectiveness	15		1. Structure and layout of the research report	10	
2. Research results and presentation	15		2. Professionalism and depth of the research contents	10	
3. Learning enthusiasm	5		3. Research learning experience and suggestions	10	
4. Routine communication and interaction for the research	5		4. Oral report and submission of report	10	
Subtotal (4)	40		Subtotal (5)	40	
(2) Scores won upon assessment by the student advisor: (4)+(5)			Internship performance scores aggregated by the student advisor: (1)+(2)		

Comment and suggestion:

Description	
	1. The fields above the double line shall be completed in detail by the intern student, while the forms below the double line are assessed by the student advisor and the related unit, and attached to the report. 2. Submission order of the evaluation form: Student→ Division of Internship and Career Services, Office of Research and Development→ after the student's oral report→ student advisor→ class advisor→ department/ in-service program/credit program for record.

Scoring process

Class Advisor③		Student Advisor②		Office of Research and Development Division of Internship and Career Services①	

Form No.: A2A2180201