

## 明志科技大學學生工讀實務實習報告寫作及評核說明

### 一、實習報告結構（範例可至明志科大首頁之工讀實習交流平台網頁下載）

- 1.封面
- 2.工讀實務實習學習計畫表
- 3.目錄
- 4.前言
- 5.本文（自行依實習學習計畫訂定題綱，如：第一階段報告可作合作機構簡介、組織、功能等。題綱應先送指導老師及部門主管確認核示，依報告結構繕寫。）
- 6.建議與心得
- 7.參考文獻
- 8.工讀實務實習成績考評表（主管用）
- 9.工讀實務實習成績考評表（指導老師用）--封底

### 二、實習報告寫作

- 1.封面：依規定格式，勿另行設計或任加圖案。
- 2.A4 規格由左而右以電腦繕打，以隨身碟存取。
- 3.字體大小：章標題 18 號字、節標題 16 號字、本文 13 號字。
- 4.自前言起編列頁碼。
- 5.列印：以楷書列印，雙面印刷。
- 6.裝訂：用訂書機裝訂左側，勿用塑膠夾或鐵夾，以利四階段報告之彙整。
- 7.勿影印現成資料充數，涉及合作機構技術機密資料不得列於報告。

### 三、實習報告評核

- 1.學生將實習報告繳交給主管時間：  
第一次： 年 月 日繳交校外工讀實務實習（一）。  
第二次： 年 月 日繳交校外工讀實務實習（二）。  
第三次： 年 月 日繳交校外工讀實務實習（三）。  
第四次： 年 月 日繳交校外工讀實務實習（四）。  
2.請務必準時繳交，逾時將依規定核扣實習成績，「學生實習每月聯繫表」每月月底前送交指導老師列入實習成績評核。  
3.實習報告內容不符實際或未用心寫作者，請主管、指導老師給予輔導後退回學生修訂後再予以評核。  
4.實習報告修訂定案後，依序陳核，另印送合作機構主管一本，指導老師一本，學生自存一本。  
5.學生實習報告由各系存查，實習結束學生應將實習報告磁片繳交導師彙集後送各系製成光碟片保存。

### 四、實習成績不及格或中途停止實習者，將依規定補修學分。

表號：A0A2100917

## Ming Chi University of Technology Internship Report Writing and Evaluation Remarks

- I. Structure of the internship report (Please download the template from the internship exchange platform on the homepage of MCUT.)
  2. Cover
  2. Internship Learning Plan
  3. Table of Contents
  4. Foreword
  5. Body (Please decide your own topic outline based on the internship learning plan. For example, the 1st-stage report can describe the introduction to and organization and functions of the partner institutions. The topic outline shall be submitted to the student advisor and department supervisor for verification, and written based on the structure of the report.)
  6. Suggestion and Experience
  7. Reference
  8. Internship Performance Evaluation Form (Exclusive for Supervisor)
  9. Internship Performance Evaluation Form (Exclusive for Student Advisor) --- Back Cover
- II. Internship Report Writing
  8. Cover: To follow the prescribed format and never add designs or pictures separately.
  9. In A4 size, printed from left to right on a computer, and accessed via USB.
  10. Font size: 18 font size for chapter titles, 16 font size for section titles, and 13 font size for the body.
  11. The page number is assigned starting from the preface.
  12. Printing: Printed letters and double-sided printing.
  13. Binding: Bind the left side with a stapler, and never use plastic clips or iron clips to help compilation of the reports of the four stages.
  14. Never copy the existing data as a stop-gap. **Any technical confidential information involving the partnership institution shall not be included in the report.**
- III. Assessment on Internship Report
  6. When the student should submit the internship report to the supervisor:
    - 1st time: To submit the off-campus **internship report (I)** on MM/DD/YY.
    - 2nd time: To submit the off-campus **internship report (II)** on MM/DD/YY.
    - 3rd time: To submit the off-campus **internship report (III)** on MM/DD/YY.
    - 4th time: To submit the off-campus **internship report (IV)** on MM/DD/YY.
  7. Please do submit the report on time; otherwise, the internship performance scores will be deducted as required. The “Student Internship Monthly Contact Form” shall be sent to the student advisor before the end of each month and included into the internship performance evaluation.
  8. If the contents of the internship report are unpractical or written poorly, the supervisor and student advisor shall give advice on the student and then return the report to the student for revision, and then reassess the same.
  9. Upon finalization of the revision to the internship report, the report will be submitted for approval. One copy thereof shall be submitted to each of the partnership institution’s supervisor and student advisor, and the other copy shall be retained by the student himself/herself.
  10. The student’s internship report shall be kept by the relevant department. At the end of the internship, the student shall submit the disc containing the internship report to the class advisor for compilation into the DVD for storage.
- IV. Those who fail the internship or suspend the internship shall make up the relevant credits as required.