**國立高雄科技大學實習機構基本資料與評估表**

**National Kaohsiung University of Science and Technology**

**Internship Organization Basic Information and Evaluation Form**

填寫日期Date：＿＿年＿＿月＿＿日(YYYY/MM/DD)

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **一、實習機構基本資料** Basic Information of Internship Organization | | | | | | | | | | | |
| **機構名稱**  Name of Organization |  | | | | | **機構統編**  BAN | |  | | | |
| **是否為上市(櫃)公司**  Listed company or not? | □上市(櫃)公司，股票代號Listed company, stock symbol：＿＿＿＿＿  □否No | | | | | | | | | | |
| **機構地址**  Organization Address |  | | | | | | | | | | |
| **實習地點**  Internship Location | □同機構地址 Same as organization address  □其他地址 Other address：  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  □海上實習 On-board internship | | | | | | | | | | |
| **負責人**  Person-in-charge |  | | **聯絡人**  Contact Person |  | | | **聯絡電話**  Contact No. | | | ( ) | |
| **E-mail** |  | | | | | | | | | | |
| **機會來源**  Source of Opportunity | □機構申請Organization’s application □　　　　老師推介Recommendation by teacher  □　　　　學生申請Application by student □其它Other | | | | | | | | | | |
| **合作情形**  Cooperation Status | □第一次合作First-time cooperation  □延續性合作Renewed cooperation | | | | | | | | | | |
| **職業安全衛生管理系統或其他驗證紀錄(複選)**  Occupational Safety and Health Management System or Other Certification Record (may choose multiple options) | □CNS 45001 □ISO 45001 □TOSHMS  □通過政府機關職業安全衛生績效評核Evaluation of Occupational Safety and Health Performance by Government Authorities  □國際/國內其他機構評鑑Accredited by other international/domestic institutions：  ＿＿＿＿＿＿＿＿  □其他Other：＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿(如定期實施職安衛教育訓練、定期實施環安衛工作檢查、訂定安全衛生工作守則、榮獲國家職業安全獎等Such as conducting regular occupational safety and health training, carrying out periodic environmental, safety, and health inspections, establishing safety and health work regulations, and receiving national occupational safety awards.)  □若未有前揭驗證紀錄，需檢附本校實習環境評核表If the aforementioned verification records are not available, an internship environment evaluation form from the school must be attached. | | | | | | | | | | |
| **機構簡介**  Brief Introduction of Organization |  | | | | | | | | | | |
| **預估實習**  **期間**  (可複選)  Expected Internship Period  (may choose multiple options) | □暑(寒)期Summer (Winter) vacation：  From　　　年(YYYY)　　 　月(MM)至to　　　年(YYYY)　 　　月(MM)  （一學分至少4週或不低於160小時 at least 4 weeks or no less than 160 hours for 1 credit）  □學期Semester：  From　　　年(YYYY)　　 　月(MM)至to　　　年(YYYY)　 　　月(MM)  （至少18週或不低於720小時at least 18 weeks or no less than 720 hours）  □學年Academic year：  From　　　年(YYYY)　　 　月(MM)至to　　　年(YYYY)　 　　月(MM)  （至少36週或不低於1440小時at least 36 weeks or no less than 1440 hours）  □專案Project：  From　　　年(YYYY)　　 　月(MM)至to　　　年(YYYY)　 　　月(MM)  （累計不得低於320小時cumulatively no less than 320 hours） | | | | | | | | | | |
| **類別**  Type | **薪資福利**  Salary and Benefits | | | | | **保險提供**  Insurance Coverage | | | **實習時間（工作時間）**  Internship Hours (Work Hours) | | |
| **工作型實習**  Work-based Internship | 基本工資Base pay  （月薪monthly /時薪hourly）  元  □福利Benefits：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (如：生活津貼、交通津貼、伙食津貼、交通接駁、進修、禮券等)  (e.g., living allowance, transport allowance, meal allowance, shuttle bus, further study, coupons, etc.) | | | | | 🗹勞保/勞退  Labor insurance/ Labor pension  🗹健保  National health insurance  □意外險  Casualty insurance  □醫療險  Medical insurance  □其它Other  ＿＿＿＿ | | | 每日＿＿小時hours per day，  每週＿＿小時hours per week.  （正常工時及延長工時須符合勞動基準法相關規定）  (Regular work hours and overtime work hours should comply with the relevant provisions in the Labor Standards Act.) | | |
| **一般型實習**  General Internship | □無補助No subsidy  □獎助學金Scholarship and financial aid  $＿＿＿＿元  □福利Benefits：  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (如：交通接駁、進修、禮券等)  (e.g., transport and shuttle bus, further study, coupons, etc.) | | | | | □勞保  Labor insurance  □健保  National health insurance  □意外險  Casualty insurance  □醫療險  Medical insurance  □其它Other  ＿＿＿＿ | | | 每日實習期間不得超過8小時，且不得午後10時至翌晨6時之時間內進行。  No more than 8 hours’ work per day during the internship period, and no work between 10:00 p.m. in the evening and 6:00 a.m. the next morning. | | |
| **住宿**  Accommodation | □無No  □供宿Accommodation provided  (免費free)  □供宿Accommodation provided  (需自付self-financed $\_\_\_\_元/月month)  □外宿補貼Housing allowance  ($\_\_\_\_\_\_\_\_元/月month) | | | | | **膳食**  Meals | | | □無No  □供膳Meal(s) provided  (一日\_\_餐meal(s) per day)  □伙食補貼Meal allowance  ($\_\_\_\_\_\_\_\_元/月month) | | |
| **科系需求**  Department Requirement | □工學院College of Engineering  □智慧機電學院  College of Intelligent Mechanical and Electrical Engineering  □電機與資訊學院  College of Electrical Engineering and Computer Science  □海事學院College of Maritime  □水圈學院  College of Hydrosphere Science  □管理學院College of Management  □商業智慧學院  Business Intelligence School  □海洋商務學院  College of Marine Commerce  □外語學院College of Foreign Languages  □創新設計學院  College of Innovation and Design  □不限科系No specified department  指定科系Specified department: | | | | | 實習職缺名稱Name of internship vacancy： | | | | | |
| 提供實習名額Number of internship vacancies： | | | | | |
| 開放外籍學生應徵Open to applications from international students：  □開放Open□不開放Not Open | | | | | |
| 實習項目  或內容  Internship project or content | | | (實習內容描述將影響系所評核學生實習內容是否符合課程內容)  (Description of internship content will affect the Department’s judgment of whether the internship content fits the course content.) | | |
| **科系需求**  Department Requirement | □工學院College of Engineering  □智慧機電學院  College of Intelligent Mechanical and Electrical Engineering  □電機與資訊學院  College of Electrical Engineering and Computer Science  □海事學院College of Maritime  □水圈學院  College of Hydrosphere Science  □管理學院College of Management  □商業智慧學院  Business Intelligence School  □海洋商務學院  College of Marine Commerce  □外語學院College of Foreign Languages  □創新設計學院  College of Innovation and Design  □不限科系No specified department  指定科系Specified department: | | | | | 實習職缺名稱Name of internship vacancy： | | | | | |
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| 開放外籍學生應徵Open to applications from international students：  □開放Open□不開放Not Open | | | | | |
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| 上列表格可自行增列Additional rows can be added to the above table. | | | | | | | | | | | |
| **以下由系（所）填寫，實習機構免填。**  The following is to be completed by the Department (Institute). Internship organization is not required to fill in. | | | | | | | | | | | |
| **二、實習機構評估**Internship Organization Evaluation  （極佳Excellent：5分5points 佳Good：4分 4points 普通Fair：3分 3points  差Poor：2分 2points 極差Very Poor：1分 1point） | | | | | | | | | | | |
| **環境衛生**  Environmental hygiene | □ 5分  5points | □ 4分  4points | | | □ 3分  3points | | | | □ 2分  2points | | □ 1分  1point |
| **實習待遇**  Intern remunerations | □ 5分  5points | □ 4分  4points | | | □ 3分  3points | | | | □ 2分  2points | | □ 1分  1point |
| **職場安全**  Workplace safety | □ 5分  5points | □ 4分  4points | | | □ 3分  3points | | | | □ 2分  2points | | □ 1分  1point |
| **職務專業**  Job professionalism | □ 5分  5points | □ 4分  4points | | | □ 3分  3points | | | | □ 2分  2points | | □ 1分  1point |
| **實務訓練**  Practical training | □ 5分  5points | □ 4分  4points | | | □ 3分  3points | | | | □ 2分  2points | | □ 1分  1point |
| **輔導機制**  Guidance system | □ 5分  5points | □ 4分  4points | | | □ 3分  3points | | | | □ 2分  2points | | □ 1分  1point |
| **體力負荷**  Physical workload | □ 5分  5points | □ 4分  4points | | | □ 3分  3points | | | | □ 2分  2points | | □ 1分  1point |
| **總分**  Total Score |  |  | | |  | | | |  | |  |
| □依教育部規定已查核該實習機構於「違反勞動法令事業單位(雇主)查詢系統」、「重大職業災害公開網」之紀錄。In accordance with the Ministry of Education's regulations, records of the internship institution have been verified in the 'Inquiry System for Enterprises (Employers) in Violation of Labor Laws' and the 'Public Website for Major Occupational Accidents. | | | | | | | | | | | |
| **三、評估結果**Evaluation Result□推薦實習Recommended □不推薦實習Not Recommended  請依據上述評估項目結果及「違反勞動法令事業單位(雇主)查詢系統」、「重大職業災害公開網」查核紀錄，做出以下評估結果Please make the evaluation based on the results of the above assessment items, as well as records from the “Inquiry System for Employers Violating Labor Laws” and the “Major Occupational Accident Public Disclosure Website.”：  ※1.總分未達25分If the total score is below 25 points, or  ※2.總分雖達25分，惟單項分數1分者，皆不推薦實習。  Even if the total score reaches 25 points but any single item is rated 1 point , the internship is not recommended. | | | | | | | | | | | |
| **四、其他備註**Other Remarks  **填表人**Completed by**：** after on-site visit on**經\_\_\_年**(YYYY) **\_\_\_月**(MM) **\_\_\_日**(DD)**完成實地訪視。**  **填表系所**Department/Institute**： ，\_\_\_年**(YYYY) **\_\_\_月**(MM) **\_\_\_日**(DD)**系級學生職場實習委員會審查通過**reviewed and approved by the Department Internship Committee**。** | | | | | | | | | | | |

說明Note：上述評估資料請至實習就業達人網Please log on the Internship & Career Talent website (http://goodjob.nkust.edu.tw/)完成登錄to complete the above evaluation。