**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 □OHSAS□通過勞動部績效認可Passed Ministry of Labor’s performance recognition□國際/國內其他機構評鑑Accredited by other international/domestic institutions：＿＿＿＿＿＿＿＿□其他Other：＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿\_ |
| **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、禮卷等)(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、禮卷等)(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： |
| 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.) |
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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 |
| **環境衛生**Environmental hygiene | □極佳Very good □佳Good □普通Average □尚可Fair □不良Poor |
| **實習待遇**Intern remunerations | □極佳Very good □佳Good □普通Average □尚可Fair □不良Poor |
| **職場安全**Workplace safety | □極佳Very good □佳Good □普通Average □尚可Fair □不良Poor |
| **職務專業**Job professionalism | □極佳Very good □佳Good □普通Average □尚可Fair □不良Poor |
| **實務訓練**Practical training | □極佳Very good □佳Good □普通Average □尚可Fair □不良Poor |
| **輔導機制**Guidance system | □極佳Very good □佳Good □普通Average □尚可Fair □不良Poor |
| **體力負荷**Physical workload | □極佳Very good (負荷極輕Very light workload) □佳Good (負荷輕Light workload) □普通Average (負荷中度Moderate workload) □尚可Fair (負荷重Heavy workload) □不良Poor (負荷極重Very heavy workload) |
| **三、評估結果**Evaluation Result**（若有1項達「不良」者，即不推薦此實習機構**The internship organization should not be recommended if any item above has a “Poor” rating.**）：**□推薦實習Recommended □不推薦實習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。