**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.) | |
| **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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| 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。