[서식1]학생 작성

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| **인문인턴십(현장실습) 종합보고서** | | | | | | | |
| **학 과 명** |  | **학 번** |  | | **성 명** | |  |
| **신청과목/학점수** | □ 인문인턴십1 □ 인문인턴십2 □ 인문인턴십3 □ 인문인턴십4 (총 학점수: 학점) | | | | | | |
| **실습기관** |  | | | **실습기간** | |  | |
| **실습업무 요약** |  | | | | | | |
| **지원동기**  **및**  **목 표** |  | | | | | | |
| **실습내용** |  | | | | | | |
| **새로 알게된 부분**  **및**  **본인의 업무평가** |  | | | | | | |
| **향후 진로**  **및**  **학업계획** |  | | | | | | |
| **건의사항** |  | | | | | | |
| **실습후기** |  | | | | | | |

[서식2]학생 작성

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| **Summary of the Internship(Weekly)** | | | | | | | | | | | | | | | |
| **Name of Intern** | | |  | | | | | | | | | | | | |
| **Internship Period** | | |  | | | | | | | | | | | | |
| 1st week | | |  | | | | | | | | | | | | |
| 2nd week | | |  | | | | | | | | | | | | |
| 3rd week | | |  | | | | | | | | | | | | |
| 4th week | | |  | | | | | | | | | | | | |
| **Company Name** | | |  | | | | | CEO/President Name | | | |  | | | |
| **Phone Number** | | |  | | | | | E-mail | | | |  | | | |
| Company Address | | |  | | | | | | | | | | | | |
| Department | | |  | | | | | **Name of Supervisor** | | | |  | | | |
| **Signatures**  **Site supervisor: Date:**  **Intern: Date:** | | | | | | | | | | | | | | | |
| **Clock card** | | | | | | | | | | | | | | | | |
| **Name of Intern** |  | | | | | | | | | | | | | | | |
| **Period Covered by Evaluation** | **From to (total hours completed)** | | | | | | | | | | | | | | | |
| **Name of company** |  | | | | | **Name of Supervisor** | | | | |  | | | | | |
| This form must be checked by the Site Supervisor at the everyday of a student’s placement period. | | | | | | | | | | | | | | | | |
| **Please check (V) the appropriate( )** | * work: day/ ■ absence : day | | | | | | | | | | | | | | | |
| 1st week | | | mm-dd | Mon | work( ), absence( ) | | | | |  | | | | | |
|  | Tue | work( ), absence( ) | | | | |  | | | | | |
|  | Wed | work( ), absence( ) | | | | |  | | | | | |
|  | Thu | work( ), absence( ) | | | | |  | | | | | |
|  | Fri | work( ), absence( ) | | | | |  | | | | | |
| 2nd week | | |  | Mon | work( ), absence( ) | | | | |  | | | | | |
|  | Tue | work( ), absence( ) | | | | |  | | | | | |
|  | Wed | work( ), absence( ) | | | | |  | | | | | |
|  | Thu | work( ), absence( ) | | | | |  | | | | | |
|  | Fri | work( ), absence( ) | | | | |  | | | | | |
| 3rd week | | |  | Mon | work( ), absence( ) | | | | |  | | | | | |
|  | Tue | work( ), absence( ) | | | | |  | | | | | |
|  | Wed | work( ), absence( ) | | | | |  | | | | | |
|  | Thu | work( ), absence( ) | | | | |  | | | | | |
|  | Fri | work( ), absence( ) | | | | |  | | | | | |
| 4th week | | |  | Mon | work( ), absence( ) | | | | |  | | | | | |
|  | Tue | work( ), absence( ) | | | | |  | | | | | |
|  | Wed | work( ), absence( ) | | | | |  | | | | | |
|  | Thu | work( ), absence( ) | | | | |  | | | | | |
|  | Fri | work( ), absence( ) | | | | |  | | | | | |
| 5th week | | |  | Mon | work( ), absence( ) | | | | |  | | | | | |
|  | Tue | work( ), absence( ) | | | | |  | | | | | |
|  | Wed | work( ), absence( ) | | | | |  | | | | | |
|  | Thu | work( ), absence( ) | | | | |  | | | | | |
|  | Fri | work( ), absence( ) | | | | |  | | | | | |
| **2018 (Year)- 02(Month) - (Date)**  **Signatures(Site supervisor)**  **Internship performance Assessment** | | | | | | | | | | | | | | |
| **Name of Intern** | |  | | | | | | | | | | | | |
| **Period Covered by Evaluation** | | **From to (total hours completed)** | | | | | | | | | | | | |
| **Name of company** | |  | | | | | | | | | | | | |
| **Name of Supervisor** | |  | | | | | | | | | | | | |
| This form must be completed by the Site Supervisor at the end point (after 160 hours have been completed) of a student’s placement period. Please rate the intern’s performance in the following areas  Rating Scale: 10= Excellent / 8= Good / 6= Satisfactory / 4= Fair / 2= Unsatisfactory | | | | | | | | | | | | | | |
| **Please check (V) the appropriate box** | | | | | | | **10** | | **8** | **6** | | | **4** | **2** |
| **Professional Knowledge** | | **Knowledge of field** | | | | |  | |  |  | | |  |  |
| Understanding of agency’s goals and operations | | | | |  | |  |  | | |  |  |
| **Professional Performance** | | Task accomplishment | | | | |  | |  |  | | |  |  |
| Adaptability (e.g., adjusts plans/actions according to situation) | | | | |  | |  |  | | |  |  |
| **Communication skills** | | | | |  | |  |  | | |  |  |
| Professional Behavior | | Seeks responsibility | | | | |  | |  |  | | |  |  |
| Dependability (e.g. punctual, completes work) | | | | |  | |  |  | | |  |  |
| Safety Compliance | | | | |  | |  |  | | |  |  |
| Professional appearance | | neatness, appropriate dress, working attitude | | | | | **/ 20** | | | | | | | |
| **total** | | **/ 100** | | | | | | | | | | | | |
| **comments** | |  | | | | | | | | | | | | |
| **Signatures**  **Site supervisor: Date:**  **Intern: Date:** | | | | | | | | | | | | | | |