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| ■ **Student Information** | | | | | | | | | | | | | | |
| **University** |  | | | **Dept. / Major** | | | | |  | | | | | |
| **Name** |  | | | **Student ID** | | | | |  | | | | | |
| **Training Organization** |  | | | **Training Duration** | | | | | MM DD, YYYY to MM DD, YYYY | | | | | |
|  | | | | | | | | | | | | | | |
| ■ **Evaluation Sheet** \*Instruction: Check (☑) the score of each item and state the total score. | | | | | | | | | | | | | | |
| **Areas** | **Evaluation Items** | **Score** | | | | | | | | | | | **Total** | |
| **Excellent** | | **Very Good** | | **Average** | | **Below Average** | | | **Poor** | |
| **Competence** | **Job-specific Knowledge** | 󰏚 | **10** | 󰏚 | **8** | 󰏚 | **6** | 󰏚 | | **4** | 󰏚 | **2** |  | **/60** |
| **Job Proficiency** | 󰏚 | **10** | 󰏚 | **8** | 󰏚 | **6** | 󰏚 | | **4** | 󰏚 | **2** |
| **Performance Capability** | 󰏚 | **10** | 󰏚 | **8** | 󰏚 | **6** | 󰏚 | | **4** | 󰏚 | **2** |
| **Performance Outcome** | 󰏚 | **10** | 󰏚 | **8** | 󰏚 | **6** | 󰏚 | | **4** | 󰏚 | **2** |
| **Innovation / Creativity** | 󰏚 | **10** | 󰏚 | **8** | 󰏚 | **6** | 󰏚 | | **4** | 󰏚 | **2** |
| **Communication Skills** | 󰏚 | **10** | 󰏚 | **8** | 󰏚 | **6** | 󰏚 | | **4** | 󰏚 | **2** |
| **Attitude** | **Diligence / Punctuality** | 󰏚 | **5** | 󰏚 | **4** | 󰏚 | **3** | 󰏚 | | **2** | 󰏚 | **1** |  | **/20** |
| **Responsibility** | 󰏚 | **5** | 󰏚 | **4** | 󰏚 | **3** | 󰏚 | | **2** | 󰏚 | **1** |
| **Interpersonal / Cooperation Skills** | 󰏚 | **5** | 󰏚 | **4** | 󰏚 | **3** | 󰏚 | | **2** | 󰏚 | **1** |
| **Compliance with Job Procedures / Standards** | 󰏚 | **5** | 󰏚 | **4** | 󰏚 | **3** | 󰏚 | | **2** | 󰏚 | **1** |
| **Attendance** | **Attendance / Absence / Tardiness** | 󰏚 | **20** | 󰏚 | **16** | 󰏚 | **12** | 󰏚 | | **8** | 󰏚 | **4** |  | **/20** |
| **Grand Total** | | | | | | | | | | | | | 0 | **/100** |
|  | | | | | | | | | | | | | | |
| ■ **Overall Evaluation** | | | | | | | | | | | | | | |
| **[Instruction] Please describe your objective, overall evaluation comments about the Student, which will not be disclosed to the Student.** | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | |
| ■ **Feedback to the Student** | | | | | | | | | | | | | | |
| **[Instruction] Please describe the Student’s strengths/weaknesses and areas for improvement, as well as your job-related coursework suggestions, etc., which will be disclosed to the Student.** | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | |
| **Attachment** | **Attendance Sheet** | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | |
| Upon completion of the Co-op Program, we hereby submit the evaluation sheet and attendance sheet for the participating Student as required by the Ministry of Education Notice. | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | |
| MM DD, YYYY | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | |
| ■ **Evaluator at the Training Organization** | | | | | | | | | | | | | | |
| **Training Organization** |  | | | **Dept.** | | | | |  | | | | | |
| **Position** |  | | | **Name / Seal** | | | | | **(Seal)** | | | | | |
|  | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | |
| **Recipient: [State the University’s Name.]** | | | | | | | | | | | | | | |

[**Attachment**] **Attendance Sheet**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| ■ **Student Information** | | | | | | | | | | | | | | | | | | | | |
| **University** | | |  | | | | | | | **Dept. / Major** | | | | |  | | | | | |
| **Name** | | |  | | | | | | | **Student ID** | | | | |  | | | | | |
| **Training Organization** | | |  | | | | | | | **Training Duration** | | | | | MM DD, YYYY to MM DD, YYYY | | | | | |
|  | | | | | | | | | | | | | | | | | | | | |
| ■ **Attendance Sheet** | | | | | | | | | | | | | | | | | | | | |
| **Year** | **Week** | **Mon.** | | **Tue.** | | **Wed.** | | **Thu.** | | | **Fri.** | | **Sat.** | | | **Sun.** | | Days  “P” | Days “A” | **Days of Holiday** |
| **Date** | **Check** | **Date** | **Check** | **Date** | **Check** | **Date** | **Check** | | **Date** | **Check** | **Date** | **Check** | | **Date** | **Check** |
|  | **Week 1** |  |  |  |  |  |  |  |  | |  |  |  |  | |  |  |  |  |  |
|  | **Week 2** |  |  |  |  |  |  |  |  | |  |  |  |  | |  |  |  |  |  |
|  | **Week 3** |  |  |  |  |  |  |  |  | |  |  |  |  | |  |  |  |  |  |
|  | **Week 4** |  |  |  |  |  |  |  |  | |  |  |  |  | |  |  |  |  |  |
|  | **Week 5** |  |  |  |  |  |  |  |  | |  |  |  |  | |  |  |  |  |  |
|  | **Week 6** |  |  |  |  |  |  |  |  | |  |  |  |  | |  |  |  |  |  |
|  | **Week 7** |  |  |  |  |  |  |  |  | |  |  |  |  | |  |  |  |  |  |
|  | **Week 8** |  |  |  |  |  |  |  |  | |  |  |  |  | |  |  |  |  |  |
|  | **Week 9** |  |  |  |  |  |  |  |  | |  |  |  |  | |  |  |  |  |  |
|  | **Week 10** |  |  |  |  |  |  |  |  | |  |  |  |  | |  |  |  |  |  |
|  | **Week 11** |  |  |  |  |  |  |  |  | |  |  |  |  | |  |  |  |  |  |
|  | **Week 12** |  |  |  |  |  |  |  |  | |  |  |  |  | |  |  |  |  |  |
|  | **Week 13** |  |  |  |  |  |  |  |  | |  |  |  |  | |  |  |  |  |  |
|  | **Week 14** |  |  |  |  |  |  |  |  | |  |  |  |  | |  |  |  |  |  |
|  | **Week 15** |  |  |  |  |  |  |  |  | |  |  |  |  | |  |  |  |  |  |
|  | **Week 16** |  |  |  |  |  |  |  |  | |  |  |  |  | |  |  |  |  |  |
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| **Instructions** | |  | | | | | | | | | | | | | | | | | | |
| * **Year: State the year of the applicable weeks.** * **Week: State the weeks of the Co-op Program (if its duration exceeds 16 weeks, please add more weeks).** * **Date: State in MM/DD format (e.g., 12/28 for the 28th of December).** * **Check: Choose and state among P (present), T (tardy), A (absent), and H (holiday).**      * + Present (“P”): Where the Student is present on the training date   + Tardy (“T”): Where the Student arrives after the designated time on the training date (considered as tardy yet recorded as present; however, reflected in the attendance score)   + Absent (“A”): Where the Student is absent on the training date that is not a holiday (requires consultation with the University if there is an unexcused absence)   + Holiday (“H”): Non-operational days of the Training Organization (when training is not conducted) and additional holidays granted (allowed) to the Student (including those specified by the Ministry of Education Notice, public holidays, and other holidays approved by the Training Organization) * **Days Present / Tardy / Absent / Holiday: Enter the count from each week and ensure that the total for each week equals 7 days.** | | | | | | | | | | | | | | | | | | | | |
| **Illustrative Example** | | **Mon.** | | **Tue.** | | **Wed.** | | **Thu.** | | | **Fri.** | | **Sat.** | | | **Sun.** | | **Days Present** | **Days Absent** | **Days of Holiday** |
| **Year** | **Week** | **Date** | **Check** | **Date** | **Check** | **Date** | **Check** | **Date** | **Check** | | **Date** | **Check** | **Date** | **Check** | | **Date** | **Check** |
| **2020** | **Week 1** | **12/28** | **P** | **12/29** | **T** | **12/30** | **P** | **12/31** | **P** | | **1/1** | **P** | **1/2** | **H** | | **1/3** | **H** | **5** | **0** | **2** |
| **2021** | **Week 2** | **1/4** | **P** | **1/5** | **P** | **1/6** | **H** | **1/7** | **P** | | **1/8** | **A** | **1/9** | **H** | | **1/10** | **H** | **3** | **1** | **3** |
|  | | | | | | | | | | | | | | | | | | | | |