

インターンシップ評価表（英語版） Assessment Form

To whom it may concern:

This form is used to assess the performance of the student named below. Whenever possible, it should be filled out by the student's direct superior. The comments written here will result in the student receiving or not receiving credit for their time. As such, we ask you to answer the questions honestly and in as much detail as possible. Thank you for your time.

Department of English Faculty of Foreign Languages Daito Bunka University	Student Name	
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Your Name			
Address			
Phone		FAX	
Title		Name	

1. Work Hours

Term of Work	To						
Days Worked	days	Absent	days	Arrive Late	times	Leave Early	times
Total hours							

2. Work Content(What did the individual actually do at your companu?)

3. Overall Assessment

	Very satisfactory	Satisfactory	Well	Discontent
On the whole	1	2	3	4

4. Comments about Performance

(How was the individual's performance? What was good? What needed to be improved?)

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Date _____

Signature _____