

## Assessment for Internship in the Department of Global Communications and Applied English at College of Language Arts, I-Shou University

**Remarks:** After the internship, students must submit an English report of approximately 1,000 - 2,000 words to their supervisor in a specified format. (see annex 7 of that document for content guidelines).

A10805 Internship I

A10806 Internship II

| Name:  |       | Student ID:                                 |
|--|-------|---|
| Item   | Grade | Maximum mark per item                       |
| Submit all the Internship related documents<br>準時繳交內容完備的所有實習相關文件                                     |       | 10  |
| Keep Weekly or Bi-weekly Journal (e.g. your encounters/difficulties/solutions)<br>每週或每兩週撰寫實習日誌(可用中文) |       | 20  |
| Write an English Report for the Assessment<br>實習心得/自評報告  |       | 70 based on the written report rubric below |
| <b>Total</b>   |       | <b>100</b>                                  |

| Rubric for Written Report |   |                            |              |              |
|---------------------------|---|----------------------------|--------------|--------------|
| Categories                | Explanation   | Point Deductions           | Total Points | Actual Grade |
| Language                  | Correct punctuation, grammar usage, word choice, sentence clarity, and spelling. etc.   | 1 point off for each error | 10           |              |
| Content                   | As per report requirements outlined in the Regulations<br>1. Introduction<br>2.1 Establishment Information<br>2.2 My Place in the Establishment<br>3. Self-Critique<br>4. Value of Work Experience<br>5. Conclusions<br>6. Appendices | 10 points for each (1-6)   | 60           |              |
| Total                     |   |                            | 70 marks     |              |

Evaluated by \_\_\_\_\_  
Assistant Professor, GCAE-CoLA, ISU  
Date: \_\_\_\_\_, 2023