Global MBA, College of Management, National Yang Ming Chiao Tung University

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**Certificate of Internship Participation**

Mr. / Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Born on \_\_\_\_\_\_\_\_\_\_\_\_ in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ was involved in the practical internship as a student trainee from \_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Place/Lab and Job Description Number of Weeks**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

A. Evaluation on student (10-point scale, 10 as excellent and 1 as poor)

Leadership: \_\_\_\_ Competency: \_\_\_\_ Industriousness: \_\_\_\_ Social etiquette:\_\_\_\_, Relationship skills: \_\_\_\_ Professional knowledge \_\_\_\_ Overall Performance: \_\_\_\_\_

B. Number of days on leave during employment: \_\_\_\_\_\_\_\_\_\_\_\_,

\_\_\_\_\_\_\_\_\_vacation days, \_\_\_\_\_\_\_\_\_ sick day, \_\_\_\_\_\_\_\_\_other days of absence.

**C. Special Comments** (Please use separate sheet if needed):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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(Signature and Company Stamp) (Student Signature) 學生簽名

主管簽名 (rank & authority) (Place) (Date) (program year)

(Place) (Date)

**Preparation of the certificate:**

For school’s record, you might want to make two copies, one for registration office and the other for your own record. The company’s official stamp is essential; it should include company’s full name, address, contact phone number, (Webpage), and the person/advisor’s signature. Do not leave the “special comments session” for blank.