

■ Student Information

University Name		Department	
Name		Student ID	
Internship Period	YYYY. MM. DD. ~ YYYY. MM. DD. ( 00months)		

■ Evaluation Form      \* How to evaluate : Please ☒ check on each question evaluation score and write total score.

	Evaluation Item	Score					Total
		Great	Good	Neutral	Poor	Very Poor	
About Ability (50)	Job Knowledge	10	8	6	4	2	/50
	Ability to mastery	10	8	6	4	2	
	perform tasks and outcomes	10	8	6	4	2	
	Creativity	10	8	6	4	2	
	Communication	10	8	6	4	2	
About Attitude (30)	Diligence	10	4	3	2	1	/30
	Collaborative ability	10	4	3	2	1	
	Compliance with work procedures/standard	10	4	3	2	1	
Attendance (20)	Attendance	20	16	12	8	4	/20
Total Score							/100

■ Evaluation Opinion

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Attachment	<a href="#">① Attendance sheet</a>
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We submits evaluation form and attendance sheet for participating students at your university.

Month    Day    Year

■ Judge Information

Company Name		Department	
Position		Name / Signature	(sign)

Woosong University

## ■ Student Information

University Name		Department	
Name		Student ID	

## ■ Attendance Sheet

Year	Week	Tue		Wed		Thu		Fri		Sat		Sun		Mon		Total Present	Total Absent	Total Holiday
		Day	AT	Day	AT	Day	AT	Day	AT	Day	AT	Day	AT	Day	AT			
2025	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																	

### How to Write

- Year : Write the year corresponding to the weeks
- Week : Write the weeks that the internship was conducted (If the internship was conducted for more than 16 weeks, write additional weeks)
- Day : Write in month/day format (ex : December.28 → 12/28)
- AT(Attendance) : Write one of Present(P), Late(L), Absent(A), Holiday(H)
  - Present : When attendant normally.
  - Late : If it comes out after the time set on the date of the internship and is treated as late (in the number of days of practice, it is treated as an attendance date, but the score is reflected in the attendance attitude)
  - Absent : Where he/she does not appear on the date of internship other than a holiday (if there is an unauthorized absence, consultation with the university is required)
  - Holiday : Closed days of the industry (where the internship is not conducted due to the closed days prescribed by the industry), holidays granted (allowed) to students other than the closed days of the industry.
- Present/Late/Absent/Holiday Count : Write each days, and total must be 7days.

Example		Mon		Tue		Wed		Thu		Fri		Sat		Sun		Total Present	Total Absent	Total Holiday
Year	Week	Day	AT	Day	AT	Day	AT	Day	AT	Day	AT	Day	AT	Day	AT			
2021	Week 1	12/28	P	12/29	L	12/30	P	12/31	P	1/1	P	1/2	H	1/3	H	5	0	2
2022	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