**Grading sheet for Internship**

**This is a necessary document to get credit for the Internship.**

**Please fill out this form and send it back to the office of the Graduate School of Political Science/ Economics.**

|  |  |  |
| --- | --- | --- |
| Name ofStudent |  |  |

1. Institution Information

|  |  |
| --- | --- |
| Name ofInstitution |  |
| Address |  |
| Phone |  | F A X |  |
| Post |  | Name |  |

1. Attendance Situation

|  |  |
| --- | --- |
| Internship Term | through |
| Number of Attendances | days | Number of Absences | days |
| Number of Tardiness |  | Number of Leaving early |  |

1. Training Contents

|  |
| --- |
|  |

1. Grade

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Verysatisfied | Satisfied | Neutral | Dissatisfied | Verydissatisfied |
| 1. Positive attitude |  |  |  |  |  |
| 2. Sense of purpose |  |  |  |  |  |
| 3. Cooperativeness |  |  |  |  |  |
| 4. Sense of responsibility |  |  |  |  |  |
| 5. Business manners |  |  |  |  |  |
| 6. General knowledge |  |  |  |  |  |
| 7. Expertise |  |  |  |  |  |
| On the whole |  |  |  |  |  |

1. All around Opinion（problem, request for students etc.）

|  |
| --- |
|  |

Date

Signature