

■ 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                            | <input type="checkbox"/> 10 | <input type="checkbox"/> 8  | <input type="checkbox"/> 6  | <input type="checkbox"/> 4 | <input type="checkbox"/> 2 | /50   |
|                     | Ability to mastery                       | <input type="checkbox"/> 10 | <input type="checkbox"/> 8  | <input type="checkbox"/> 6  | <input type="checkbox"/> 4 | <input type="checkbox"/> 2 |       |
|                     | perform tasks and outcomes               | <input type="checkbox"/> 10 | <input type="checkbox"/> 8  | <input type="checkbox"/> 6  | <input type="checkbox"/> 4 | <input type="checkbox"/> 2 |       |
|                     | Creativity                               | <input type="checkbox"/> 10 | <input type="checkbox"/> 8  | <input type="checkbox"/> 6  | <input type="checkbox"/> 4 | <input type="checkbox"/> 2 |       |
|                     | Communication                            | <input type="checkbox"/> 10 | <input type="checkbox"/> 8  | <input type="checkbox"/> 6  | <input type="checkbox"/> 4 | <input type="checkbox"/> 2 |       |
| About Attitude (30) | Diligence                                | <input type="checkbox"/> 10 | <input type="checkbox"/> 4  | <input type="checkbox"/> 3  | <input type="checkbox"/> 2 | <input type="checkbox"/> 1 | /30   |
|                     | Collaborative ability                    | <input type="checkbox"/> 10 | <input type="checkbox"/> 4  | <input type="checkbox"/> 3  | <input type="checkbox"/> 2 | <input type="checkbox"/> 1 |       |
|                     | Compliance with work procedures/standard | <input type="checkbox"/> 10 | <input type="checkbox"/> 4  | <input type="checkbox"/> 3  | <input type="checkbox"/> 2 | <input type="checkbox"/> 1 |       |
| Attendance (20)     | Attendance                               | <input type="checkbox"/> 20 | <input type="checkbox"/> 16 | <input type="checkbox"/> 12 | <input type="checkbox"/> 8 | <input type="checkbox"/> 4 | /20   |
| Total Score         |  |                             |                             |                             |                            |                            | /100  |

■ Evaluation Opinion

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|            |                                    |
|------------|------------------------------------|
| Attachment | <a href="#">① Attendance sheet</a> |
|------------|------------------------------------|

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    | Mon |    | Tue |    | Wed |    | Thu |    | Fri |    | Sat |    | Sun |    | Total Present | Total Absent | Total Holiday |
|------|---------|-----|----|-----|----|-----|----|-----|----|-----|----|-----|----|-----|----|---------------|--------------|---------------|
|      |         | Day | AT | Day | AT | Day | AT | Day | AT | Day | AT | Day | AT | Day | AT |               |              |               |
| 2024 | 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             |