銘傳大學觀光學院

校外實習工作時數表

**Ming Chuan University Off-campus Internship Training Time Table**

敬啟者：

To whom it may concern:

感謝您提供本院學生實習的機會，使觀光、餐旅、休憩理論與實務相互配合。下表為學生在 貴單位實習，當月工作時數，煩請您確認時數無誤後，**單位主管簽名並蓋公司章**。謝謝您的支持及協助。

Thanks for offering the internship opportunities for our students to implement what they have learned in Tourism, Hospitality and Leisure and Recreation Administration. Would you please check the number of internship hours for this month and see that this form is signed by the unit administrator and the company seal is affixed. Thank you so much for your support and assistance.

銘傳大學觀光學院

School of Tourism

Ming Chuan University

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| --- | --- | --- | --- | --- | --- | --- |
| 實習單位  Internship Unit | |  | | 實習部門  Internship Section |  | |
| 學生姓名  Student’s Name | |  | 班 級  Class |  | 學　號  Student ID No. |  |
| 實  習  時  間  Internship Hours | 月/日（星期）  Date (Day) | 排班時間  (00:00~00:00)  Working Time | 時數(hrs)  Hours | 月/日（星期）  Date (Day) | 排班時間  (00:00~00:00)  Working Time | 時數(hrs)  Hours |
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| 總  時數  Total Hours | 小時hrs | 單位主管簽章（Sign）**請蓋公司章**  Signed by the unit administrator with company seal affixed | | |  | |

(請詳填並請於上課期間每月**5**號前，寒暑假於次學期開學**一週內**交回觀光學院登錄)

(Please fill in the table and submit it to the School of Tourism before the 5th of each month or within the 1st week of the beginning of the semester after the winter or summer break.)