Internship Hourly Record Form

To Whom It May Concern:

Thank you for providing an internship opportunity for students of Journalism and Mass Communication Program to help enhance their ability to apply theory to practice. The Hourly Record should accurately reflect the total work time when students interned in your company. After checking it completely, we respectfully request that the supervisor of the department sign his/her name and affix the company seal. Thank you for your support and kind assistance.

敬啟者

感謝您提供本學程學生實習的機會,使傳播理論與實務相互配合。下表為學生在貴單位實習之工作時數紀錄, 煩請您確認時數無誤後,單位主管或實習督導簽名並蓋公司章。謝謝您的支持及協助。

Basic Information

Company Name	
實習公司名稱	
Department Title	
實習單位名稱	
Student Name	
實習學生姓名	

Hourly Record

Hourly Record										
Date or Week	Time	Hours		Date or Week	Time	Hours				
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Misses Total Hours 總時數			Supervisor's Signature 實習督導簽名或蓋章							

Hourly Record

Date or Week	Time	Hours	Date or Week	Time	Hours
Total Hours		Supervisor's Signature			
總時數		實習督導簽名或蓋章			