

## *2018 Internship Hourly Record*

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 for one month 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.

|  |                              |   |                    |   |   |                    |
|--|------------------------------|---|--------------------|---|---|--------------------|
| <b>Internship Organization</b><br>實習公司 |                              |   |                    |   |   |                    |
| <b>Department Title</b><br>實習單位        |                              |   |                    |   |   |                    |
| <b>Intern/Student Name</b><br>學生姓名     |                              |   |                    |   |   |                    |
| <b>Time</b><br>記錄表                     | <b>Date or Week</b><br>日期/週次 | <b>Time Worked</b><br>(00:00~00:00)<br>時間 | <b>Hours</b><br>時數 | <b>Date or Week</b><br>日期/週次                                | <b>Time Worked</b><br>(00:00~00:00)<br>時間 | <b>Hours</b><br>時數 |
|  |                              |   |                    |   |   |                    |
|  |                              |   |                    |   |   |                    |
|  |                              |   |                    |   |   |                    |
|  |                              |   |                    |   |   |                    |
|  |                              |   |                    |   |   |                    |
|  |                              |   |                    |   |   |                    |
|  |                              |   |                    |   |   |                    |
|  |                              |   |                    |   |   |                    |
|  |                              |   |                    |   |   |                    |
|  |                              |   |                    |   |   |                    |
|  |                              |   |                    |   |   |                    |
|  |                              |   |                    |   |   |                    |
|  |                              |   |                    |   |   |                    |
|  |                              |   |                    |   |   |                    |
| <b>Total Hours</b><br>總時數              |                              |   |                    | <b>Supervisor's Signature and Company Seal</b><br>實習督導簽名與蓋章 |   |                    |