

(Form 16)

To be submitted to the Supervisor
 (-> Educational Career Support Section, Educational Affairs Division)

(Entry by Responsible Person for Internship)

Please fill out this form, put it in the prescribed envelope, seal it, and give it to the student on the final date of his/her Internship.

Questionnaire on the educational benefits of the Internship (for Internship institutions)

※This questionnaire asks for a preliminary evaluation before the start of the internship; and evaluations for the final stages of the internship upon the completion of the internship.

Date of entry		Month	Date
Internship institution	Institution No.	Institution name	
Academic advisor	Department	Name	
Student intern	Department name	Department	Name
		Student ID number	

Concerning the following skills (A) to (C), please rate each item at each evaluation stage on the following five levels.
 (Please evaluate by imagining the second to third years in starting working.)

1 : High
2 : Slightly High
3 : Average
4 : Slightly Low
5 : Low

Enter "N" for the items that cannot be evaluated.

Items	Evaluation		
	Preliminary	Initial stage (One week after the start of the internship)	Final stage
Cross-disciplinary skills that engineers should have			
(A) General purpose skills			
1. Communication skills	Am able to listen to the opinions of others in Japanese or a specific foreign language, and to convey personal opinions and communicate smoothly by using effective methods and means of explanation		
2. Consensus-building skills	Am able to apply methods to support and promote consensus building in problem-solving and idea creation in specific groups		
3. Information gathering, utilization, and dissemination skills	Am able to use ICT, ICT tools, documents, etc. for information gathering and dissemination based on rules		
4. Problem finding skills	Am able to find problems in the gap between the current situation and the ideal state, using actual problems as examples, and propose solutions by organizing the cause-effect relationships and priorities of the problems		
5. Logical thinking skills	Am able to assume actual problems, practice means for logical thinking, and practice the process that leads to the presentation of solutions with attention to logic		
(B) Attitude and orientation (Human skills)			
1. Independence	Am able to independently exercise personal skills to improve the surrounding situation under specific circumstances		
2. Self-management skills	Am able to manage oneself in terms of behavioral, mental, and health aspects of daily life, and to always make an effort to maintain oneself in good condition		
3. Sense of responsibility	Am able to act, speak, and play a role with responsibility and awareness as a member of society		
4. Teamwork skills	Am able to respect the opinions of others as a member of a team and work together on a specific problem with appropriate communication		
5. Leadership	Am able to set a good example of proper behavior, encourage others to act appropriately, and carry out collaborative work and research		
6. Ethics (respect for originality and public spirit)	Am aware of the impact and effects of technology on society and nature and able to take basic actions based on the responsibility that engineers have to society		
7. Future-oriented and career-design skills	Am able to clarify values in choosing a career to realize one's desired state and continue to take goal-oriented actions to realize such a state; am able to modify personal career design and reset goals in recognition of personal values and aptitude		
8. Understanding of corporate activities	Am able to investigate corporate activities from multiple perspectives		
9. Relating learning to corporate activities	Am able to specify and relate the learning, experiences, and skills necessary to be an active member of society		
(C) Comprehensive learning experiences and creative thinking skills			
1. Creativity	Am able to design systems, components, and processes that are suitable for complex engineering problems and demands		
2. Engineering design skills	Am able to understand the process of creating a design solution to satisfy clients' requirements and to draft the design solution; and understand that design solutions must be evaluated to determine whether they meet the requirements		

Notes concerning the above

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Personal information on internship-related documents will be used only for business purposes necessary for the internship. Any changes to the purpose of use will be notified to the student concerned or made public.

This form can be obtained from the Toyohashi University of Technology website (<https://www.tut.ac.jp/university/ojt-training-form.html>).