### American Institute in Taiwan

### FOREIGN NATIONAL STUDENT INTERN PERFORMANCE REPORT

1. Post	2. Section	3. Unit	
Taipei (Kaohsiung)	AIT/K EXEC		
4. Intern Name	5. Internship Period & Hours of Work Completed		
Wang, Yangy T.Y.	March-July& Total 51	11 hrs as of 6/29/2012	
6. Supervisor Signature	John Hartman, ECON, Monica Hsu, CONS As Judy Chang, Cultural Sheree, Chang-Chien,	6.1 Supervisor Name and Title John Hartman, ECON/CONS Officer Monica Hsu, CONS Assistant Judy Chang, Cultural Affairs Assistant Sheree, Chang-Chien, ECON Specialist Sheree, Chang-Chien, ECON Specialist Sheree, Chang-Chien, POL Assistant	
7. Office Chief Signature	7.1 Office Chief Name and Title Gary Oba, AITK Branch Chief		
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# 8. Intern Performance Evaluation

# **CONS**

Mr. Wang is an exceptionally capable student and his desire to learn and positive attitude made him a great help in the consular section during the internship period. Demonstrating the ability to work independently, he was tasked to perform updates to the Consular sections resource materials. He updated the post duty book, including the attorney list, pet import information, hostel list, deposition of remains information, Taiwan driver's license information, and Western Union wire transfer list. Not only did Mr. Wang update the above information, he also conducted independent research to add even more useful information to the consular section's files. Mr. Wang also helped to create the consular workload data sheet and provided a graphic analysis table for data. Additionally, Mr. Wang accompanied post's consular officer, consular assistant, and nurse on visits to several psychiatric doctors and helped to create post's first mental health counselor list. When one of the consular assistants was on leave or not available for public services, Mr. Wang came in and assisted with passport application processing and preparation of documents for notarization. In a further demonstration of his ability to quickly master any task assigned, Mr. Wang also studied the office website and answered phone questions when the office receptionist was on leave.

Mr. Wang's performance during his internship was excellent. He will no doubt be a valuable member of any team he is assigned to in the future. He is recommended for continued service.

#### PAS

During his assignment to the Public Affairs section (PAS), AIT/K Intern Yangy Wang completed all the work assigned on him. He took photos of PAS programs and events, helped on weekends with logistic work for Mary McBride & Band's southern Taiwan "Home" concert tour, and assisted with the American Dream Exhibit handout pamphlet and catalogue arrangements. He also searched for and located important background information for the PAS activities. Over the past four months, Yangy Wang has demonstrated his exceptional flexibility and adaptability in dealing with different work requests from AIT/K staff.

# POL

Yangy worked on an assignment to update Taiwan election statistics for the political section. To complete this assignment, he checked the Taiwan Central Election Council database and added recent legislative and presidential elections data into an Excel spreadsheet and produced several graphs. These graphs will be useful as a reference for Political section when writing doing future election analytical reports.

### **ECON**

During his assignment to the Econ section, Yangy joined meetings related to the preparation of this year's clean energy forum, where he has assisted in note-taking and event photo taking. Yangy also has helped to draft meeting minutes and translated English drafts into Chinese. He also helped in inviting Econ contacts to AIT/K's Independence day party. Yangy always showed an interest in assignments given him and was able to accomplish his assignments on time. Yangy is patient and comparatively quiet; he has done good job as a student intern.

## **EXEC**

On very short notice, Yangy located and downloaded pictures and visual images used to complete a powerpoint presentation delivered by the Principal Officer to students at National Sun Yat-sen University. Demonstrating superb research and computer skills, Yangy completed this task efficiently and in a manner which reflected positively upon AIT. Expressing an interest in learning about how reporting is done at post, Yangy took the initiative to work with the Principal Officer to identify a reporting subject that he is currently researching and about which he plans to prepare a draft reporting cable. Yangy's proactive approach to maximizing the learning experience and value of his intern experience demonstrated his commendable work ethic and high degree of self-discipline.