**Kainan University International Foundation Program –**

**Attendance Sheet for the \_\_\_ Activity of the \_\_\_ Semester, Academic Year \_\_\_**

Meeting Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Meeting Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Expected Attendance: \_\_\_\_\_\_\_\_\_ persons, Actual Attendance: \_\_\_\_\_\_\_\_\_ persons, Absentees: \_\_\_\_\_\_\_\_\_ persons

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No. | Name | No. | Name | No. | Name |
| 1 |  | 11 |  | 21 |  |
| 2 |  | 12 |  | 22 |  |
| 3 |  | 13 |  | 23 |  |
| 4 |  | 14 |  | 24 |  |
| 5 |  | 15 |  | 25 |  |
| 6 |  | 16 |  | 26 |  |
| 7 |  | 17 |  | 27 |  |
| 8 |  | 18 |  | 28 |  |
| 9 |  | 19 |  | 29 |  |
| 10 |  | 20 |  | 30 |  |

**Advisor** **'s Signature：**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Kainan University International Foundation Program –Outcome Record for the \_\_\_ Activity of the \_\_\_ Semester, Academic Year \_\_\_**

|  |  |  |  |
| --- | --- | --- | --- |
| Meeting Date |  | Class |  |
| Activity Name |  | | |
| Activity Location |  | | |
| Attendance |  | Number of Absentees |  |
| Activity Content |  | | |
| Activity Photos |  | | |
| Review Items |  | | |
| Instructor's Signature |  | | |

**Note: This form must be submitted along with the attendance sheet to the International Foundation Program Office within five days after the activity for record-keeping.**