Intern Report



KMITL BUSINESS SCHOOL (KBS) King Mongkut's Institute of Technology Ladkrabang

Name	Student ID
Program	
Major	
Corporate Internship	
(Internship Duration)	

Daily Report King Mongkut's Institute of Technolo Ladkrabang

ติดรูป นักศึกษา ฝึกงาน
Your Picture
attached

Student Name	
Student ID	Year _
Program	Major
Effective Date	Completion Date
Effective Date	Completion Date
DurationDay	Total
Hours	
Corporate Internship	

Address	 	
Telephone No.		Fax No

Internship regulations

1. Regulations

1.1 All students must attend the internship orientation from the faculty to

acknowledge the regulation and the rules for being an intern at the organization.

- 1.2 All students must report to the supervisor with the internship letter
- 1.3 The students start the internship program at the organization according to the

specified date of each organization.

1.4 If the students will take a leave before the end of the internship duration, the students

must report to the supervisor and specified the reason for leave.

2. Payment

During the internship, the students are responsible for personal expenses.

***Excepts** in case of the internship facility provided.

3. Resident

- 3.1 In case of the internship facility has accommodation, the student will be required to stay in the accommodation provided.
- 3.2 If the internship facility does not provide accommodation, the students must arrange their own.

4. Daily Report

- 4.1 The students must record the daily performance in the daily form and the supervisor must sign the daily report to certify it.
- 4.2 the students must submit the intern report after the completion date.

5. Internship Evaluation

- 5.1 Score from a supervisor 75 %
- 5.2 Score from Daily Reports 25 %

The students must gain at least 70% of the evaluation score or higher, if it is under 70%,

the students are failed.

DD/M M/YY	Task / Activities	Hour s	Supervisor's Signature

DD/M M/YY	Task / Activities	Hour s	Supervisor's Signature

DD/M M/YY	Task / Activities	Hour s	Supervisor's Signature

DD/M M/YY	Task / Activities	Hour s	Supervisor's Signature

DD/M M/YY	Task / Activities	Hour s	Supervisor's Signature

DD/M M/YY	Task / Activities	Hour s	Supervisor's Signature

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DD/M M/YY	Task / Activities	Hour s	Supervisor's Signature
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DD/M	Tools / A ativities	Hour	Supervisor's
M/YY	Task / Activities	S	Signature

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DD/M M/YY	Task / Activities	Hour s	Supervisor's Signature

DD/M M/YY	Task / Activities	Hour s	Supervisor's Signature

Comments for the student			

Comments for the student		

	Signature
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Position	
	(Supervisor)