Intern Report

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

Name _____ **Student ID** ___

_____

Program _____

_____

Major _____

_____

Corporate Internship _____

_____

(Internship Duration) _____

_____

ติดรูป
นักศึกษา
ฝึกงาน
Your Picture
attached

Daily Report
King Mongkut's Institute of Technolo
Ladkrabang

Student Name _____

_____

Student ID _____ Year _

____

Program _____ Major _____

_____

Effective Date _____ Completion Date

____

Duration _____Day 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.

*<u>**Excepts**</u> 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.

Daily Report

DD/MM/YY	Task / Activities	Hours	Supervisor's Signature

Daily Report

DD/MM/YY	Task / Activities	Hours	Supervisor's Signature

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Daily Report

DD/MM/YY	Task / Activities	Hours	Supervisor's Signature

Daily Report

DD/MM/YY	Task / Activities	Hours	Supervisor's Signature

Daily Report

DD/MM/YY	Task / Activities	Hours	Supervisor's Signature

Comments for the student

_____

_____

_____

_____

_____

_____

_____

_____

Signature_____

_____

(_____

)

Position_____

(Supervisor)