**Intern Report**



**KMITL BUSINESS SCHOOL (KBS)**

**King Mongkut’s Institute of Technology Ladkrabang**

**Name**   **Student ID**

**Program**

**Major**

**Corporate Internship**

**(Internship Duration)**

**Daily Report**

**ติดรูปนักศึกษา**

**ฝึกงาน**

**Your Picture**

**attached**

**King Mongkut’s Institute of Technology 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.

**\*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.

**Daily Report**

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**Comments for the student**

**(Signature)**

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**Supervisor**