

# Internship Orientation Special Semester Academic Year 2023



# Documents

1. Report for Duty Form
2. Performance Evaluation Form
3. Internship Journal

# Program Registration

- 30 April - 4 May 2020 Register for the internship program via reg.kku.ac.th as an audit course (AU)
- 7-13 May 2020 Confirm the registration via reg.kku.ac.th

## Register according to your program

•Telecommunication:	Course no. EN <u>25</u> 3796
• Logistics:	Course no. EN <u>46</u> 3796
• Chemical:	Course no. EN <u>71</u> 3796
• Digital Media:	Course no. EN <u>84</u> 3796

- To avoid possible mistakes/errors, students are suggested to recheck the registration result again after confirming the registration.

# Do's

- Work 7+ hours/day for at least 30 days.
- Follow all the processes directed by the internship program committee, including attending the orientation and getting the documents.
- Make sure you are well-behaved during the internship

# Do's

- Follow the organization's rules and regulations **STRICTLY**.
- Dress well and suitable for the job  
(i.e. student or workshop uniform **ONLY**).
- Accommodate the advisor(s) during the supervision(s).
- **IMMEDIATELY** contact the faculty if there's any unexpected issue occurs between the student, the organization, the trainer(s), etc.

# Don'ts

- Involve in any employee claims/demonstrations/protests.
- Involve in anything illegal or inappropriate.
- Leave the work prior to the schedule.
- Take sick leaves unnecessarily.

# Informing the Faculty about the Work Place

Please inform the faculty about the work place for future supervision(s) by pinning the place on EN-SIS one week after reporting for the duty.

# Documents to submit after the internship

**1. Internship journal**

**2. Internship report:**

- Cover
- Preface
- Table of contents
- Organization information
- Assigned work(s)
- Organization charts
- Results
- Conclusions & recommendations



# Contact Us:

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- In case of emergency:

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