

Student Daily Report



School of Food Industry

King Mongkut's Institute of Technology Ladkrabang

Name..... Student Code..... Major.....

Place of internship.....Branch.....

Duration of internship.....

Name.....Student Code.....

Year.....Major.....

Start from.....to.....

Total days..... Total hours.....

Name of Company.....

Branch.....

Sub-district.....District.....Province.....

Postal Code.....Phone Number..... Fax.....

Name of trainer/ controller.....

Position.....Phone Number.....

Email.....

Internship Requirements

1. Practice during the period of an internship

1.1. Students who need to take the internship program must attend the orientation held by the Faculty of Food Industry to understand the regulations while being trained and receive the book report.

1.2. When taking the internship program, students must inform themselves to a trainer along with the report imposed by the company.

1.3. If needed to terminate during the internship, students must inform the trainer. Termination must be provided with adequate reasons and students must complete the internship hours as specified.

1.3.1 Leave of absence, including business and personal leave, must be notified with reasons provided and evidence submitted to the responsible person within the receiving agency at least 1 day in advance during business hours. Approval from the company must be obtained before taking time off.

1.3.2 Requests for leave of absence necessitate prior notification, specifying the reason, and submission of corroborating evidence to the designated authority within the company. Such notification must be made at least one day in advance during business hours, and approval from the company must be obtained before the commencement of the intended leave.

1.3.3 In the case of sick leave, it is advisable to inform the company informally beforehand for preliminary notice. Then, the formal leave application along with a medical certificate should be submitted to the agency on the day of returning to work.

1.3.4 If consecutive absence from work exceeds 3 days (excluding holidays, weekends, and public holidays), without proper leave request and/or valid reasons, students may receive a grade of "U" (Unsatisfactory) in their assessment, even if they have completed the internship period.

1.4 Students are required to register for internship courses according to the schedule set by the registrar's office and as announced by the processing unit.

2. Expenses during the internship program

Students must take responsibility for their vehicles, food, and other expenses except those expenses are provided by the company.

3. Accommodation

3.1. If the accommodation is provided by the company, students must reside there.

3.2. If the accommodation is not provided by the company, students must take care of the accommodation themselves.

4. Daily Report

4.1. Students must record the task on the book report daily and the record must be approved and signed by the trainer every day.

4.2. When the internship program is finished, students must submit all the reports to Student Affairs.

5. Duration of Internship Program

Bachelor's Degree (four-year program)

No less than.....hours

6. Evaluation of Internship

Considered as follows:

6.1. Owner of the company / Trainer	60%
6.2. Book Report	20%
6.3. Report	15%
6.4 Attend the Orientation	5%
Total	100%

For students who pass the internship program, the evaluation must not be less than 70%. If less than 70%, students shall fail the internship program.

7. Termination of Internship:

The internship will end when the student completes the internship as required by the course. In additionally, the organization hosting the internship may consider terminating the internship before the designated duration under the following circumstances:

7.1 Mutual agreement between the organization and the faculty, due to compelling health reasons, supported by a medical certificate from a hospital, or in cases of family emergencies that can be verified. In such cases of internship termination, the student will receive a record marked with the symbol "W" indicating withdrawal from the course.

7.2 If the organization hosting the internship determines that allowing the student to continue the internship may cause harm to the organization, termination may occur. In this case, the student will receive a record marked with the symbol "U".

7.3 If the student is absent from work for more than 3 consecutive days (excluding weekends and public holidays) without requesting leave or providing valid reasons, termination of the internship may occur, resulting in the student receiving a record marked with the symbol "U".

Grade Evaluation:

- When finished the internship program part 1, students must submit a book report, an internship report, an internship evaluation report from the organization, and an evaluation form of

satisfaction of the organization to Student Affairs at the School of Food Industry by_____

- When finished the internship program part 2, students must submit a book report, internship report, internship evaluation report from the organization, and evaluation form of satisfaction of organization to Student Affairs at the Faculty of Food Industry by_____

- For those who have not finished the internship program, when finished the program, students must submit a book report, internship report, internship evaluation report from the organization, and evaluation form of satisfaction of the organization to Student Affairs at the School of Food Industry by_____

Daily Record of Performance

[illegible]

[illegible]

[illegible]

Internship suggestions by students:

Sign _____

(_____)

Intern