



2140301 INDUSTRIAL TRAINING BOOKLET
(Academic Year 2020)

INTERNATIONAL SCHOOL OF ENGINEERING
FACULTY OF ENGINEERING
CHULALONGKORN UNIVERSITY

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PREFACE

International School of Engineering, the Faculty of Engineering, Chulalongkorn University realises the importance of industrial training, or internship, as a means to provide our students a chance to practice, adapt knowledge from classes, be familiar with engineering works and learn how to cooperate with other people long before they graduate and begin their careers. Thus, we have included 2140301 Industrial Training as a required course for all 3rd year undergraduate students.

The main purpose of this booklet is to provide the students clear procedures and guidelines for carrying out the internship and complete the Industrial Training course. Its content includes instructions for registration, course requirements, assessment and evaluation criteria. Every student should read this booklet thoroughly before starting their training. We also advise students to strictly follow the safety guidelines of the training organisation, especially when working with heavy machines, high voltage equipments and chemical substances.

Finally, every student should be aware of his/her university status at all time while doing their training. Good behavioral conducts are to be expected, since each student will be seen as a representative of Chulalongkorn University.

Chair of Internship Committee
November 2020

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Course Number	2140301
Course Title	Industrial Training
English Abbreviation	INDUS TRAINING
Credit	2(0-6-0)
Responsible Section	International School of Engineering (ISE), Faculty of Engineering
Method of Measurement	Letter grade (S, U)
Semester	Intl summer semester
Programme	AERO/ADME/NANO/ICE/ROBOTICS AI
Degree	Bachelor Year 3

1. COURSE DESCRIPTION

Engineering practice in related areas under supervision of experienced engineers in private sectors or government agencies.

2. COURSE OBJECTIVES

Industrial training or internship gives students a chance to experience a real working situation. At the end of the training, students are expected to achieve the following:

1. Describe the aspects of engineering work and how engineering works are managed
2. Distinguish the roles of engineering in the workplace
3. Cooperate with other engineers
4. Determine the way to solve engineering problems by applying technical knowledge in practice

3. REGISTRATION

Student who registers for the industrial training course must acknowledge the following rules:

1. The course only runs during summer semester.
2. Eligible students must be at least in the third year, and have accumulated at least 64 credits at the first semester of that academic year.
3. It is not permitted to register any other courses concurrently.
4. If student obtained grade I (Incomplete) in any course from the previous semester, he/she needs to resolve the course to formal grades within the first two weeks of the summer semester. Otherwise, it will be automatically converted to grade F.

Registration procedure:

1. Register 2140301 Industrial Training at <http://www.reg.chula.ac.th>
2. Pay the tuition fee for summer session at Chulalongkorn University registrar
3. Pay the programme fee at ISE office

4. RELATED DOCUMENTS

Before the training starts:

- FC0 Internship request form
- FC1 Request letter to organisation (หนังสือขอความอนุเคราะห์รับนิสิตฝึกงาน), to be issued by ISE
- FC2 Confirmation of student's workplace (แบบฟอร์มตอบรับนิสิตฝึกงาน)
- FC3 Assignment letter (หนังสือส่งตัวนิสิตฝึกงาน), to be issued by ISE

After the training starts:

- MD1 Information of the training organisation and supervisor
- MD2 Biweekly report
- MD3 Cover page of an Industrial Training report
- MD4 Industrial Training report
- MD5 Evaluation form (แบบประเมินนิสิตฝึกงาน), to be submitted by training supervisors)
- MD6 Industrial visit report form, to be submitted by evaluators (professors from the Faculty)

5. COURSE REQUIREMENTS

Failure to comply with any of the following requirements will result in a U grade.

1. Student must attend internship orientation(s) organised by ISE before the training starts
2. Student must register 2140301 Industrial Training course
3. The training period must cover a minimum of 280 working hours (35 working days and 7 working weeks)
4. Student must submit the information of the training organisation and supervisor MD1, within 7 days after the first day of training. This MD1 form must be approved by his/her supervisor.
5. Student must submit a minimum total of 4 biweekly reports MD2. Each of MD2 reports must be approved by his/her supervisor.
6. Student must submit an industrial training report MD4.
7. **Students must not receive "Fail" result for one of the following criteria in evaluation form MD5:**
Criteria 2.1 Student "Was punctual"
Criteria 2.2 Student "Abided by the internal rules and regulations"
Criteria 4.1 Student "Participated in events or workshops provided"
8. Internship must be inspected and evaluated by internship evaluators (professors from the Faculty)

6. INDUSTRIAL TRAINING MANAGEMENT

Industrial Training management is through <https://moodle.ise.eng.chula.ac.th>. All communication, enquiry and email correspondence should be copied to moodle@eng.chula.ac.th.

7. ASSESSMENT AND GRADING

	Documents assessed	%	Assessed by
MD1	Information of the training organisation and supervisor (must be submitted within the first week of training)	Completion 5% Timeliness 5%	Internship Coordinator
MD2	Biweekly report (There are a minimum total of 4 reports. Each report must be submitted within 3 days after every two weeks)	Completion 5% Timeliness 5%	Evaluator
MD4	Industrial Training report (must be submitted by the due date)	40%	Evaluator
MD5	Evaluation form	40%	Supervisor
MD6	Industrial visit report form	Completion	Evaluator

The minimum total score of 60 % is required for grade Satisfactory 'S'. Otherwise, the student will receive grade Unsatisfactory 'U'.

8. SCORING CRITERIA

Scoring criteria for Industrial Training report (MD4):

- | | |
|---|-----------|
| 1. Introduction to the organisation | 10 points |
| 2. Description of internship activities/projects | 10 points |
| 3. Application of theoretical knowledge to practical experience | 10 points |
| 4. Assessment of internship experience | 10 points |

	Revision needed	Poor Some components are included with lacking details	Acceptable Most components are included with little details	Satisfactory Most components are included with sufficient details	Good All components are included with sufficient details	Excellent All components are included in detail
Introduction to the organisation - Introduction and mission statement of the organisation - Brief history of the organisation - Organisation chart/details - Organisation policies/procedures affecting interns						
Description of Internship activities/projects - Describe the internship responsibilities - Describe all internship activities carried out - State problems encountered and the decisions made and trainings/ advises received						
Application of theoretical knowledge to practical experience - Describe how theoretical knowledge is applied to the job/ projects assigned - Describe practical skills gained - Show examples of projects/ products accomplished or research results						
Assessment of internship experience - If possible, identify courses relevant to your internship - Suggest courses or topics which would be beneficial for your internship, but not currently available - Describe benefits gained through internship - Describe co-worker and supervisor relationships - Suggest changes that could have strengthened your internship experience - Other comments and any feedback						

Scoring criteria for evaluation (MD5):

- | | |
|--|-----------|
| 1. Job performance | 10 Points |
| 2. Discipline, conduct and integrity | 10 Points |
| 3. Communication and teamwork | 10 Points |
| 4. Motivation and professional development | 10 Points |

	Fail Performance fails to meet expectation	Poor Performance Performance needs significant improvement	Below Expectation Performance needs some improvement	Meets Expectations Performance always meets expectations	Exceeds Expectations Performance sometimes exceeds expectations	Outstanding Performance consistently exceeds expectations
1. Job Performance (10 points)						
Completed all tasks assigned						
Completed all tasks assigned in a timely manner						
Followed instructions and suggestions with a positive attitude						
Demonstrated learning and problem-solving skills for all tasks assigned						
Added value to the organisation						
2. Discipline, Conduct and Integrity (10 points)						
Was punctual ***						
Abided by the internal rules and regulations ***						
Respected firm's policies, procedures, co-workers and their opinion						
Openly accepted suggestions and constructive criticism						
Demonstrated good character and mindset						
3. Communication and Teamwork (10 points)						
Demonstrated good listening and speaking skills						
Conveyed ideas with clear explanation and reasoning						
Established good rapport with co-workers						
Listened and cooperated well with other team members						
Demonstrated leadership skills						
4. Motivation and Professional Development (10 points)						
Participation in events, workshops and job assigned ***						
Sought additional responsibility						
Displayed initiative and attempted to solve problems independently						
Handled difficult situations in a professional manner						
Demonstrated true interest in his/her profession						

***** "Fail" result for one of these three criteria will result in the student failing this Industrial Training course.**

INDUSTRIAL TRAINING CALENDAR FOR ACADEMIC YEAR 2020

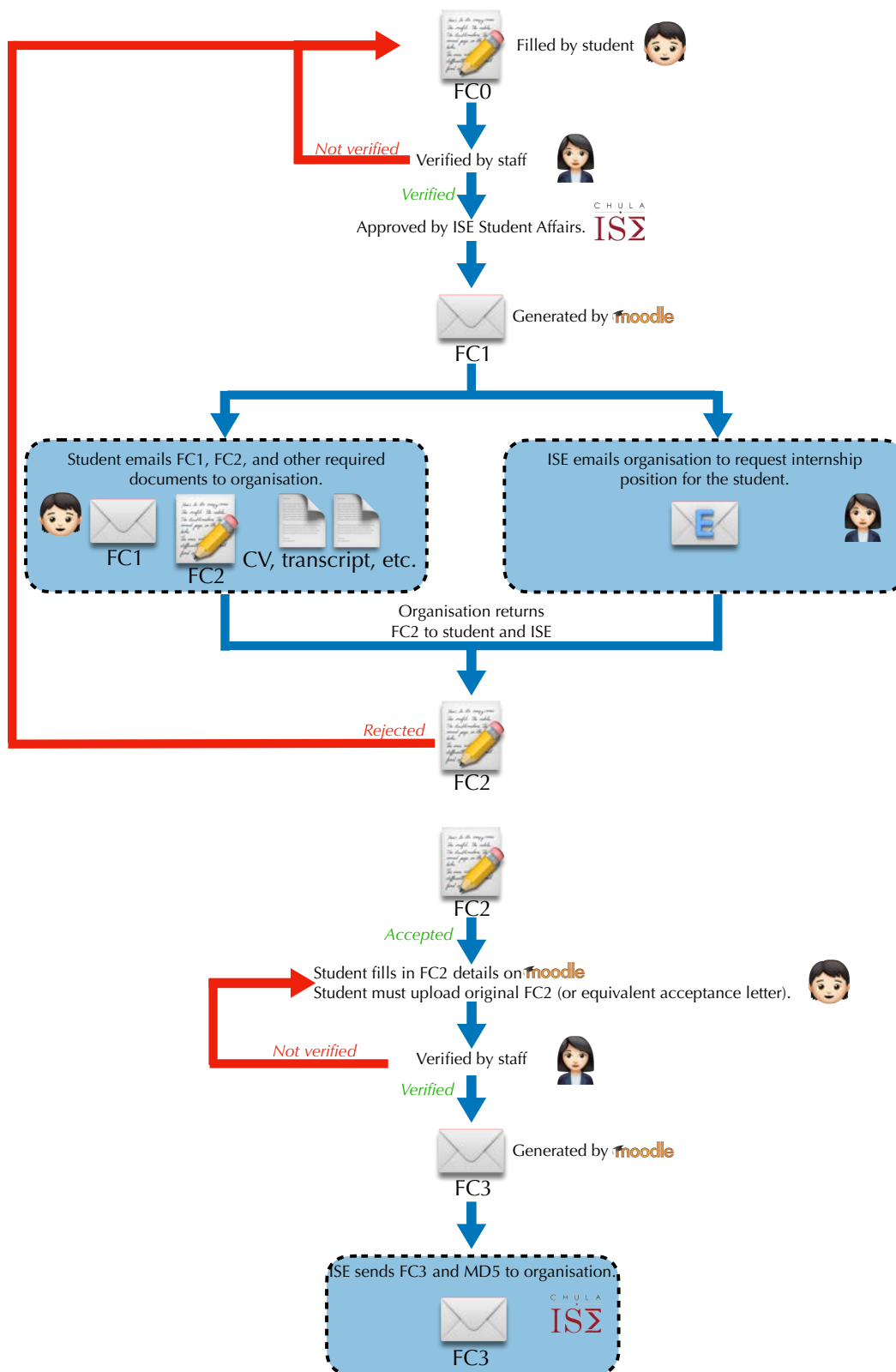
ISE students who wish to register for the 2140301 Industrial Training for academic year 2020 must strictly follow procedures as listed below.

26 Nov 2020	<p>Orientation I: Before Internship Students who fail to attend the first internship orientation will fail the Industrial Training course</p> <p>Moodle account Students must fill in student information and upload official photo on Moodle (https://moodle.ise.eng.chula.ac.th)</p>
	<p>Finding workplace Students can contact and find the workplace by themselves. ISE will also announce overseas and local internship opportunities on ISE website.</p> <ol style="list-style-type: none"> a) If the application is to be sent through ISE, students will need to apply for the position by contacting ISE. b) If the application is to be sent directly to organisations, students will contact and apply to the organisations by themselves. <p>Requesting for internship</p> <ul style="list-style-type: none"> • After students have initiated contact with internship organisations, they can submit a request to ISE by filling in internship request form FC0 on Moodle • Once FC0 has been approved by ISE, ISE will email a request letter FC1 (หนังสือขอความอนุเคราะห์รับนิสิตฝึกงาน) to the organisation, requesting for intern position for each student. In the email, ISE will also enclose a confirmation of student's workplace form FC2 (แบบฟอร์มตอบรับนิสิตฝึกงาน). • The organisations will reply by sending FC2 back to the students and ISE, indicating whether to accept or reject each student • If students are rejected, they may find a new place and submit FC0 again. Note that FC0 can be submitted only one at a time. Students may request to edit FC0 only if they can provide evidence of rejection from the previous request.
23 April 2021	<p>Orientation II: During Internship Students who fail to attend the second internship orientation will fail Industrial Training course</p>
7 May 2021	<p>Deadline for securing your internship All students must already hold acceptance form/letter (signed FC2 or equivalent) and upload the evidence on Moodle.</p>
17 - 19 May 2021	<p>Register 2140301 Industrial Training course</p>
18 - 29 May 2021	<p>Assigning student to organisation ISE send letter FC3 (หนังสือส่งตัวนิสิตฝึกงาน) and evaluation form MD5 (แบบประเมินนิสิตฝึกงาน) to the organisations.</p>
≈ 1 June 2021	<p>First day of training</p> <ul style="list-style-type: none"> • Students complete detail of training organisation MD1 on Moodle within the first week of training • Students request their supervisors to approve MD1
≈ 1 June - 30 July 2021	<p>During training</p> <ul style="list-style-type: none"> • Students complete a total of 4 biweekly reports MD2, each report must be submitted within 3 days after every two weeks (generally by Monday) • Students request their supervisors to approve each MD2 (all signed reports must be uploaded on Moodle before the <i>deadline for Industrial Training Report</i>) • For internship in Thailand, students should arrange industrial visit with training supervisors and evaluators (professors from the Faculty) • For internship abroad, the internship may be inspected by the evaluators via phone call/video call
≈ 30 July 2021	<p>Last day of training Students remind their supervisors to complete Evaluation form MD5. The MD5 must reach ISE within 7 days from the last day of training.</p>
6 August 2021, OR within 7 days from the last day of training	<p>Deadline for Industrial Training Report</p> <ul style="list-style-type: none"> • Last day to submit an Industrial Training report MD4 on Moodle • Failure to submit the report by this date will result in grade I (Incomplete) • Failure to submit any required document will result in grade U (Unsatisfactory)

- For internship financial support, please follow the Faculty of Engineering's regulations and announcements, and consult with ISE Financial officer.

- Students who plan to graduate in summer semester of academic year 2020 are advised to complete the training no later than 16 July 2021, and the deadline for Industrial Training Report is 23 July 2021.

STEPS BEFORE INTERNSHIP STARTS



- FC0: Internship request form
- FC1: Request letter (หนังสือขอความอนุเคราะห์รับนิสิตฝึกงาน)
- FC2: Confirmation of student's workplace form (แบบฟอร์มตอบรับนิสิตฝึกงาน)
- FC3: Assignment letter (หนังสือส่งตัวนิสิตฝึกงาน)
- MD5: Evaluation form (แบบประเมินนิสิตฝึกงาน)



FC0: STUDENTS' INTERNSHIP REQUEST FORM

Details of the requested training organisation

Name of organisation

Address

.....

.....

Country

Contact person of organisation

Title

Name

Position

Phone number.....

Email address

Details of the students

Student name

ID.....

Programme of study.....



Ref. ISE /2021
International School of Engineering
Faculty of Engineering
Chulalongkorn University
Phayathai Road, Pathumwan,
Bangkok 10330, Thailand

(Name of training organization)
(Address of organization)

(dd/mm/yyyy)

Subject : Request for internship for (Name of student) (หนังสือขอความอนุเคราะห์รับนิสิตฝึกงาน)
Attachment: Confirmation of student's workplace form FC2 (แบบฟอร์มตอบรับนิสิตฝึกงาน)

Dear (Name of contact person)

The International School of Engineering (ISE), Faculty of Engineering, Chulalongkorn University, would like to request an internship position for (Name of student), a third year student in (Program title) program. This internship is part of our compulsory course titled "Industrial Training". Each student is required to contribute a minimum of 280 working hours, covering at least 35 working days or 7 weeks. We would be very grateful if you could grant (Name of student) an opportunity to be trained at your organization.

Kindly reply by filling a confirmation form FC2, and sending it back to us at moodle@eng.chula.ac.th, and the student. Please do not hesitate to contact us if you have any inquiry. Thank you very much for your kind consideration.

Yours sincerely,

Assoc.Prof. Witaya Wannasuphoprasit, Ph.D.
Director of International School of Engineering



FC2: CONFIRMATION OF STUDENT'S WORKPLACE

แบบฟอร์มตอบรับนิสิตฝึกงาน

1. Contact details of organisation representative

1.1 Contact person

Name

Position

Phone number.....

Email address

1.2 Name of organisation

Address

.....

Country

Postcode.....

2. Organisation's decision

ACCEPT the student for industrial training.

REJECT the student for industrial training, because

.....

If choose to ACCEPT, please provide details for the following:

3. Name(s) of the student(s) accepted

.....
.....
.....

4. Internship works/activities/projects which may be assigned for the student(s):

.....
.....
.....

5. Training period: Start (dd/mm/yy)End (dd/mm/yy).....
(Suggested start date on 1 June 2021 and end date on 30 July 2021)

Contact person's signature Date (dd/mm/yy)/...../.....
(Please print this page and sign. You may also use electronic signature)

After completing this form (by typing or writing legibly in English), kindly email as a PDF file to moodle@eng.chula.ac.th AND to the student(s) at your earliest convenience, and **before 7 May 2021.**



ISE /2021
International School of Engineering
Faculty of Engineering
Chulalongkorn University
Phayathai Road, Pathumwan,
Bangkok 10330, Thailand

(Name of training organization)
(Address of organization)

Date

Subject: Internship for (Name of student) (หนังสือส่งตัวนิสิตฝึกงาน)
Attachments: Evaluation form MD5 (แบบประเมินนิสิตฝึกงาน)

Dear (Name of contact person),

On behalf of the International School of Engineering (ISE), Faculty of Engineering, Chulalongkorn University, I would like to express our gratitude for offering (Name of student) (ID) an internship for the period of (period). This internship is part of our compulsory course titled "Industrial Training". Each student is required to contribute a minimum of 280 working hours, covering at least 35 working days or 7 weeks. Once the training has started, each student is required to submit the following to ISE:

- 1) Information of training organisation, with approval from his/her supervisor (10%)
- 2) Four bi-weekly reports (10%)
- 3) Industrial Training (full) report (40%)

In addition, at the end of the training, we would like to ask that you complete an evaluation form MD5, attached to this letter. After completing this form (by typing or writing), kindly email as a PDF file to moodle@eng.chula.ac.th, or return the form in a sealed envelope to ISE no later than the last day of training. Your evaluation accounts for 40% of the student's total score.

Please do not hesitate to contact us should you have any inquiry. Thank you very much for your kind cooperation and support.

Yours sincerely,

Assoc.Prof. Witaya Wannasuphoprasit, Ph.D.
Director of International School of Engineering, Chulalongkorn University



MD1: INFORMATION OF THE TRAINING ORGANISATION AND SUPERVISOR
(To be submitted within the first week of the training)

Student name
ID.....
Programme of study.....
Phone.....
Email address.....

Training organisation

Name of organisation.....
Section/Department.....
Address.....

Location

(Please find coordinates)

Supervisor

Supervisor name.....
Position.....
Office phone number.....
Mobile phone number.....
Email address.....

Training period: Start (dd/mm/yy)End (dd/mm/yy).....

If there are other students working at the same organisation, please provide their names.

- 1. Name..... Programme of study.....
- 2. Name..... Programme of study.....
- 3. Name..... Programme of study.....
- 4. Name..... Programme of study.....
- 5. Name..... Programme of study.....
- 6. Name..... Programme of study.....
- 7. Name..... Programme of study.....
- 8. Name..... Programme of study.....

(Approved by supervisor).....

Date (dd/mm/yy)/...../.....

*(This form is to be filled electronically through
https://moodle.ise.eng.chula.ac.th)*



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MD2: Biweekly report No.....
 (To be submitted no later than 3 days after every two weeks.)

Student name

ID

Programme of study.....

Training organisation.....

SAMPLE: MD2
 (This form is to be filled electronically through
<https://moodle.ise.eng.chula.ac.th>)

Date	Start Time	Finish Time	Number of hours	Summary of work

Training hours for this report hours
 Training hours previously accumulated..... hours
 Total.....hours

Submission date (dd/mm/yy)/...../.....

(Approved by supervisor).....

.....
 Date (dd/mm/yy)/...../.....



INDUSTRIAL TRAINING REPORT

Course number: 2140301

Student name

ID

Programme of study

Training organisation

Name

Address

.....

.....

Supervisor name

Position

Phone number

Email address

Training period: Start (dd/mm/yy)End (dd/mm/yy).....

Training duration working hours;working days;weeks

Submission date (dd/mm/yy)/...../.....

SAMPLE: MD3
Cover page of Industrial Training report
(This form is to be filled electronically through
<https://moodle.ise.eng.chula.ac.th>)



GUIDELINE FOR INDUSTRIAL TRAINING REPORT (MD4)

A full report of industrial training must be typed and submitted as a single pdf file.

FORMAT

Use font **Time New Roman 12, bold**, for main topics.

Use font Time New Roman 12 for contents.

Each figure, table and graph must have caption.

All representation of another author's words, thoughts or ideas must strictly be acknowledged.

The report must be organised as shown below, and should include following contents:

Cover page Please use MD3 as a cover page, and combine your MD3.pdf with your report to make **a single complete full report (MD4.pdf)**.

First Page Attach **pictures** which you think best represent your internship experience. Those should include a picture of yourself engaging in internship activities. Write captions for them. Also, please add **organisation logo**.

Abstract Briefly describe the training organisation, summarise the works you have done, and the main outcomes of the training

Chapter 1: Introduction to the organisation

Introduction and mission statement of the organisation

Brief history of the organisation

Organisation chart/details (only with supervisor's permission)

Organisation policies/procedures affecting interns

Chapter 2: Description of Internship activities/projects

Describe the internship responsibilities

Describe all internship activities carried out

State problems encountered and the decisions made and trainings/advises received

Chapter 3: Application of theoretical knowledge to practical experience

Describe how theoretical knowledge is applied to the job/projects assigned

Describe practical skills gained

Show examples of projects/products accomplished or research results

Chapter 4: Assessment of internship experience

If possible, identify courses relevant to your internship

Suggest courses or topics which would be beneficial, but not currently available

Describe benefits gained through internship

Describe co-worker and supervisor relationships

Suggest changes that could have strengthened your internship experience

Provide comments and any feedback

References

Appendices This section must include all copies of biweekly reports (MD2); and other related technical information of the training (only with supervisor's permission)



MD5: EVALUATION FORM

Supervisor should fill in the evaluation form for each training student. After completing this form (by typing or writing), kindly email as a PDF file to moodle@eng.chula.ac.th, or return the form in a sealed envelope to ISE **no later than the last day of training.**

Students will receive grade Satisfactory 'S' or Unsatisfactory 'U', according to the following criteria:

- | | |
|--|-----------|
| 1. Information of the training organisation
(must be submitted within the first week of training) | 10 scores |
| 2. Biweekly reports
(must be submitted no later than 3 days after every two weeks) | 10 scores |
| 3. Industrial Training report and site-visit report (if any) | 40 scores |
| 4. Evaluation form MD5 (the form you are reading) | 40 scores |

The minimum total score of 60 is required for grade 'S'. Otherwise, the student will receive grade 'U'. Please do not disclose this information to the student.

Student name

Student's programme of study: AERO ADME NANO ICE ROBOTICS AI

Training organisation

Name of organisation.....

Supervisor

Name.....

Position.....

Phone number.....

Email address.....

Training period: Start (dd/mm/yy)End (dd/mm/yy).....

Briefly describe the works/activities/projects assigned

.....
.....
.....

Information on the welfare of student

1. Allowance* Yes No RateBaht/day

2. Accommodation Yes No

3. Transportation Yes No

4. Lunch Yes No

5. Other

* Required information.

(Please continue on the next page)

Evaluation of the student's performance. Please mark ✓ in your chosen box. (total score 40 points)

	Fail Performance fails to meet expectation	Poor Performance Performance needs significant improvement	Below Expectation Performance needs some improvement	Meets Expectations Performance always meets expectations	Exceeds Expectations Performance sometimes exceeds expectations	Outstanding Performance consistently exceeds expectations
1. Job Performance (10 points)						
Completed all tasks assigned						
Completed all tasks assigned in a timely manner						
Followed instructions and suggestions with a positive attitude						
Demonstrated learning and problem-solving skills for all tasks assigned						
Added value to the organisation						
2. Discipline, Conduct and Integrity (10 points)						
Was punctual ***						
Abided by the internal rules and regulations ***						
Respected firm's policies, procedures, co-workers and their opinion						
Openly accepted suggestions and constructive criticism						
Demonstrated good character and mindset						
3. Communication and Teamwork (10 points)						
Demonstrated good listening and speaking skills						
Conveyed ideas with clear explanation and reasoning						
Established good rapport with co-workers						
Listened and cooperated well with other team members						
Demonstrated leadership skills						
4. Motivation and Professional Development (10 points)						
Participation in events, workshops and job assigned ***						
Sought additional responsibility						
Displayed initiative and attempted to solve problems independently						
Handled difficult situations in a professional manner						
Demonstrated true interest in his/her profession						

*** "Fail" result for one of these three items will result in the student failing this Industrial Training course.

Please provide additional comments and suggestions regarding the student and this internship.

.....

(Signature).....

.....
 Date (dd/mm/yy)/...../.....



MD5: แบบประเมินนิสิตฝึกงาน

(หากกรอกแบบประเมินฉบับภาษาอังกฤษแล้ว ไม่ต้องกรอกแบบประเมินภาษาไทย)

สำหรับผู้ดูแลการฝึกงานของนิสิต โปรดกรอกแบบประเมินและส่งคืนโดยอีเมลไฟล์ pdf มาที่ moodle@eng.chula.ac.th หรือ ใส่ซองปิดผนึกส่งมาที่ ISE ภายในวันสุดท้ายของการฝึกงาน

การพิจารณาประเมินผล นิสิตจะได้รับการประเมินผลการฝึกงานเป็นเกรด S/U ตามเกณฑ์ต่อไปนี้

- 1. แผนที่ตั้งและข้อมูลเบื้องต้นของหน่วยงาน (ส่งภายในสัปดาห์แรกของการฝึกงาน) 10 คะแนน
- 2. รายงานทุก 2 สัปดาห์ (ส่งภายในสามวันหลังจากทุกๆ 2 สัปดาห์) 10 คะแนน
- 3. รายงานฉบับสมบูรณ์ และคะแนนการตรวจเยี่ยม (ถ้ามี) 40 คะแนน
- 4. คะแนนจากแบบประเมินนิสิตฝึกงาน MD5 (แบบประเมินที่ท่านถืออยู่นี้) 40 คะแนน

นิสิตจะไม่ผ่านการฝึกงานได้เกรด U หากคะแนนรวมได้น้อยกว่าร้อยละ 60 ท่านไม่จำเป็นต้องเปิดเผยผลการประเมินนี้ให้นิสิตทราบ

ชื่อนิสิต

สาขาวิชา: AERO ADME NANO ICE ROBOTICS AI

หน่วยงาน

ชื่อหน่วยงาน.....

ผู้ดูแลการฝึกงาน

ชื่อ.....

ตำแหน่ง.....

เบอร์ติดต่อ.....

อีเมล.....

ระยะเวลาฝึกงาน: ตั้งแต่วันที่ (ว/ด/ป) ถึงวันที่ (ว/ด/ป).....

งานที่มอบหมายให้นิสิตทำ (กรุณาให้รายละเอียดสั้นๆ)

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.....

สวัสดิการสำหรับนิสิต

- 1. ค่าเบี้ยเลี้ยง* มี ไม่มี วันละบาท
- 2. ที่พัก มี ไม่มี
- 3. รถรับส่ง มี ไม่มี
- 4. อาหารกลางวัน มี ไม่มี
- 5. อื่นๆ (ถ้ามี)

* จำเป็น คำตอบของท่านจะมีผลต่อการพิจารณาเบิกค่าตอบแทนให้กับนิสิต กรุณาตอบตามความเป็นจริง

(โปรดพลิกหน้าต่อไป)

ความเห็นเกี่ยวกับนิสิตฝึกงาน โปรดทำเครื่องหมาย ✓ ลงในช่องที่ต้องการ (คะแนนเต็ม 40 คะแนน)

	แย้	ควรปรับปรุง	พอใช้	ดี	ดีมาก	ดีเยี่ยม
1. การปฏิบัติงาน (10 คะแนน)						
สำเร็จทุกงานที่ได้รับมอบหมาย						
สำเร็จทุกงานที่ได้รับมอบหมาย ภายในเวลาที่กำหนด						
ปฏิบัติตามคำสั่งและข้อแนะนำ อย่างตั้งใจ						
แสดงให้เห็นถึงการเรียนรู้และทักษะ การแก้ไขปัญหาในงานที่ได้รับมอบหมาย						
สามารถสร้างประโยชน์ให้กับองค์กร						
2. การมีวินัย ความประพฤติ และความซื่อสัตย์สุจริต (10 คะแนน)						
ความตรงต่อเวลา ***						
การรักษาระเบียบวินัยภายใต้ ข้อกำหนดขององค์กร ***						
ความเคารพต่อนโยบายและแนวปฏิบัติ ขององค์กร และต่อเพื่อนร่วมงาน						
การเปิดรับต่อข้อเสนอแนะและ ข้อวิพากษ์วิจารณ์						
การแสดงออกที่ดีทางบุคลิกภาพและ ความคิด						
3. การสื่อสารและการทำงานเป็นทีม (10 คะแนน)						
การเป็นผู้ฟังที่ดีและมีทักษะการพูด						
การสื่อสารแนวคิดที่ชัดเจนและมีเหตุผล						
การให้ความร่วมมือกับเพื่อนร่วมงาน						
การรับฟังและให้ความร่วมมือกับ คนในทีม						
การแสดงออกถึงความเป็นผู้นำ						
4. การสร้างแรงจูงใจและการพัฒนาด้านอาชีพ (10 คะแนน)						
ความตั้งใจในการรับการฝึกอบรมและใน งานที่ได้รับมอบหมาย ***						
ความมุ่งมั่นแสวงหาความรับผิดชอบ เพิ่มเติม						
ความตั้งใจที่จะริเริ่มและแก้ไขปัญหา ด้วยตนเอง						
ความสามารถในการแก้ไขปัญหา ที่ยุ่งยากอย่างมืออาชีพ						
การแสดงออกถึงความสนใจในสายงาน ที่ทำอย่างแท้จริง						

*** นิสิตที่มีผลประเมิน ในหัวข้อใดหัวข้อหนึ่งใน 3 หัวข้อนี้ เป็น “แย้” จะถือว่าไม่ผ่านการฝึกงาน และได้เกรด U

กรุณาให้ความเห็นและข้อเสนอแนะเพิ่มเติมเกี่ยวกับนิสิต การฝึกงาน หรือในเรื่องอื่นๆ

(ลงชื่อ)
 (.....)
 วันที่ (ว/ด/ป)/...../.....



MD6: INDUSTRIAL VISIT REPORT FORM

When the industrial visit is completed, please provide below information electronically on <https://moodle.ise.eng.chula.ac.th>.

Date of visit/inspection (dd/mm/yy)

On-site visit Phone call Others (please state).....

	Unacceptable	Fair	Good	Very good	Excellent
1. Student	<ul style="list-style-type: none"> Was not punctual, or Did not wear a proper uniform 	<ul style="list-style-type: none"> Was punctual Wore a proper uniform Showed respect to supervisor and co-workers 	<ul style="list-style-type: none"> Was punctual Wore a proper uniform Showed good communication skill Showed respect to supervisor and co-workers Showed enthusiasm, determination and motivation 	<ul style="list-style-type: none"> Was punctual Wore a proper uniform Showed great communication skill Showed respect to supervisor and co-workers Showed enthusiasm, determination and motivation Presented his/her works/activities/projects clearly 	<ul style="list-style-type: none"> Was punctual Wore a proper uniform Showed great communication skill Showed respect to supervisor and co-workers Showed enthusiasm, determination and motivation Presented his/her works/activities/projects clearly in a professional manner
2. Training organisation	<ul style="list-style-type: none"> No clear training programme, schedule or clear tasks for intern, or Unable to provide suitable training facilities and support 	<ul style="list-style-type: none"> Provided training programme, schedule or clear tasks for intern Provided suitable training facilities and support 	<ul style="list-style-type: none"> Provided training programme, schedule or clear tasks for intern Provided suitable training facilities and support Provided opportunity for intern to explore his/her career interests 	<ul style="list-style-type: none"> Provided training programme, schedule or clear tasks for intern Provided suitable training facilities and support Provided opportunity for intern to explore his/her career interests Provided regular mentoring or one-on-one meetings to review work, and give feedback for intern 	<ul style="list-style-type: none"> Provided training programme, schedule or clear tasks for intern Provided suitable training facilities and support Provided opportunity for intern to explore his/her career interests Provided regular mentoring or one-on-one meetings to review work, and give feedback for intern Provided opportunity for intern to perform/present/deliver his/her assigned tasks like professional
3. Works/ activities/ projects assigned to the student	<ul style="list-style-type: none"> Did not involve engineering professional practice 	<ul style="list-style-type: none"> Applicable to engineering professional practice 	<ul style="list-style-type: none"> Applicable to engineering professional practice Relevant to the intern's field of study 	<ul style="list-style-type: none"> Applicable to engineering professional practice Relevant to the intern's field of study Motivated intern to put his/her skills to use and build new ones 	<ul style="list-style-type: none"> Applicable to engineering professional practice Relevant to the intern's field of study Motivated intern to put his/her skills to use and build new ones Had foreseeable impact on future career or postgrad studies

SAMPLE: MD6 to be completed electronically through <https://moodle.ise.eng.chula.ac.th>

(Please continue on the next page)

Works/activities/project assigned to the student

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Projects or problems which can be further incorporated into senior projects or research collaboration with faculty members

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Additional comments and suggestions.

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SAMPLE: MD6
(This form is to be completed electronically through <https://moodle.ise.eng.chula.ac.th>)

.....
(Internship Evaluator)
Date (dd/mm/yy)/...../.....

Works/activities/project assigned to the student

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Projects or problems which can be further incorporated into senior projects or research collaboration with faculty members

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Additional comments and suggestions.

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SAMPLE: MD6
(This form is to be completed electronically through <https://moodle.ise.eng.chula.ac.th>)

.....
(Internship Evaluator)

Date (dd/mm/yy)/...../.....