



ศูนย์สหกิจศึกษาและจัดหางาน สถาบันเทคโนโลยีไทย - ญี่ปุ่น

Co-operative Education and Career Center

1771/1 ถนนพัฒนาการ แขวงสวนหลวง เขตสวนหลวง กรุงเทพฯ 10250 โทรศัพท์: 0-2763-2762, 02-763-2750 Fax: 0-2763-2754 www.tni.ac.th

Job description form

1. Inform detail about establishment

Company name: Department:

Address:

.....

2. Company staff

Name: Position:

Phone: Fax: Email:

3. Trainee

Name: Surname:

Phone: Position:

Job description:

.....

.....

Please draw company's map

Please submit the form to the advisor within 7 days



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Weekly report

Week

Name: Student ID:

Faculty: Major:

Date	Hour	Job description in summary	Knowledge and skill	Problem
Monday/...../.....				
Tuesday/...../.....				
Wednesday/...../.....				
Thursday/...../.....				
Friday/...../.....				
Saturday/...../.....				
Sunday/...../.....				
Hour of work in this report		Certifies that this report is true and complete	Certifies that report is true and complete	
Hour of work in last report		Sign..... (.....) Date.....	Sign..... (.....) Position	
All hour of work		Student	Date..... Consultant	



Internship Plan Form

(Informant : Student with Consultant)

Name: Student ID:

Major: Faculty:

Company:

Inform a detailed explanation about the action plan

Action plan

Table with 5 columns: Topic, Month 1, Month 2, Month 3, Month 4. Each month column is further divided into 4 sub-columns.

Sign

Sing

(.....)

(.....)

...../...../.....

Position

...../...../.....



Report form / Operation report

(Informant: Student with Consultant)

The report is part of the cooperative education / internship practice and provides useful information for the workplace. Students will need to request advice from job supervisor. In order to specify the outline / report topic that is suitable for the nature of work performed with regard to the needs of the workplace as the primary

In the case that the establishment does not need the layout / report in the above topics students must consider the matter they are interested in when making a report. By consulting with the advisor first Examples of topics for writing a report include academic reports that students are interested in. Assignment report or plans and methods of work that will achieve the learning objectives that students set goals from this time of operation and once the topics have been determined Have students create a brief outline of the report content. As per this form in this regard, consult with the advisor staff and return to the advisor within the first 2 weeks of the operation.

Name: Student ID:
Major: Faculty: Advisor:
Company:

Inform about detail outline / Internship report

1. Topic outline / Report

Thai language:
.....

English language:
.....

2. Detail the content of outline / internship report

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sign(Student)

(.....)

Date:/...../.....

Sign (Consultant)

(.....)

Position:

Date:/...../.....