

**Schedule for document submission Cooperative Education and Professional Experience Internship Courses**

No.	Documents	Responsible person	Period of Submission	Remark
1	<b>Document No.1 (FM:Coop/Pro-Ex 03-1)</b> Organization Information / Job Position / Job Supervisor Form	Workplace	1 <sup>st</sup> - 2 <sup>nd</sup> Week of internship	Submit document(s) to E-mail : <a href="mailto:internship@mfu.ac.th">internship@mfu.ac.th</a> or Fax : 053-916365  Submit the original documents <b>befor</b> the presentation day
2	<b>Document No. 2 (FM:Coop/Pro-Ex 03-2)</b> Organization Address and Student Accommodation During the Internship Period Form	Student		
3	<b>Document No. 3 (FM:Coop/Pro-Ex 03-3)</b> Form of Internship Programs Operation Plan	Student and workplace		
4	<b>Document No. 4 (FM:Coop/Pro-Ex 03-4)</b> Job Operation Information Form	Student	Presentation day	Submit to Division of Placement and Co-Operative Education <b>befor</b> the presentation day
5	<b>Document No. 5 (FM:Coop 03-5/Pro-Ex 03-5)</b> Internship Course Evaluation Form, Mae Fah Luang University	Workplace		Keep the evaluation form confidential and submit it to Division of Placement and Co-Operative Education <b>befor</b> the presentation day
6	Submission of report via E-mail	Student	To be announced by schools	Check your internship advisor from <a href="http://www.mfu.ac.th/division/placement/">http://www.mfu.ac.th/division/placement/</a> In the last week of internship
7	Exhibition		The day of Presentation	Submit to Division of Placement and Co-Operative Education on the presentation day
8	1 CD includes - PDF and DOC files of your complete full report - Exhibition file - Power Point file of your presentation - Pictures of you with job supervisor or workplace 5 pictures - Internship Experience Story from Senior to Junior  CD folder: name, student's ID, major, school, semester and name of organization			

**หมายเหตุ**

1. The presentation day is in the 1-2 week after the internship

Check time and date of your presentation in Website : <http://www.mfu.ac.th/division/placement> or Facebook : <https://www.facebook.com/internship.mfu>

2. Penaty for late submission of document No. 5 is to fail in the internship.