



Department of Economics, Faculty of Economics
Kasetsart University

Internship Report Form

1. Name-Surname (Mr. /Ms.):
 Age: Student ID:
 Faculty: Major Field of Study:
 Current Year of Study:
2. Name of Company/Organization:
3. Intern's Position or Assignment:
4. Supervisor:
5. Duration of the Internship:
6. Intern's Leave Records:
 - Sick Leave days
 - Compassionate Leave days
 - Other Leave days
7. Duties and Responsibilities:

PART I: Please complete this evaluation at the end of the student's work period.

	Excellent	Good	Fair	Poor
1. Appropriate dress				
2. Practices ethical behavior				
3. Punctuality				
4. Attendance				
5. Self-motivated				
6. Responsibility				
7. Attitude				
8. Obeys the rules and regulation of the company				
9. Ability to work as part of a team				
10. Acceptance of criticism				
11. Ability to understand and solve the problems				
12. Analytical and creative thinking skills				
13. Ability to organize tasks, work effectively and meet deadlines				
14. Self-improvement				
15. Overall Rating				

Part II: This section gives you the opportunity to make recommendations that would help in the professional development of the student as well as give the Department some insight into the areas that may need more attention.

1. What do you consider the major strengths of this intern? What areas need improvement?

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2. What would you recommend to make this student better prepared for the workplace? (e.g. courses, activities, skills acquisition, programs)

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Signature.....
(.....)

Position.....

Date :