



## Industrial Internship and Oversea Research and Study Program Procedure

### Eligibility Requirements

The Industrial Internship and Overseas Research and Study Programs are options under the Experiential Learning Program (XP). To be eligible, students must:

- Have completed at least their sophomore year.
- Have accumulated a minimum of 180 competence credits before the program begins.

### Work Hour Requirements

The total work hours are subject to the host organization's schedule, with a minimum of:

- **135 hours** (for 9 credit competencies) of active participation

### Assessment Criteria

- 80% by the host organization (based on students' performance)
- 20% by CMKL supervising faculty (based on final report and video presentation)

### Program Procedure

#### Step 1: Complete the application form

- Submit at least 2 weeks before the internship, or oversea research and study program begins.
- If you've already started the program, submit the form as soon as possible.

 **Application Form:** [Link](#)

## Step 2: Submit information about the assigned tasks and host organization within 2 weeks

- If already started, submit immediately

 **Host Organization and Task Info Form:** [Link](#)

## Step 3: After program completion

- Supervisor Evaluation: The host organization's supervisor must complete and submit the Student Evaluation Form within 1 week after the program ends.

 **Supervisor Evaluation Form:** [Link](#)

- **Student Deliverables (required to claim 9 XP credits):**

1. Enroll in the appropriate URD course:

- Overseas Research and Study: URD 311 (Fall) or URD 312 (Spring)
- Industrial Internship in Thailand: URD 321 (Fall) or URD 322 (Spring)

**Note:** Students are allowed to participate in internships or overseas research and study programs during the summer break. However, since no courses are offered during the summer, the XP competency credits mentioned above can only be claimed in the following Fall or Spring semester.

2. Submit the following via Canvas LMS within 1 week after the program ends:

- Final Report using the report template: [Link](#)
- Recorded Project Presentation Video (5–7 minutes)

### **Video Presentation Guidelines:**

Include the following:

- Project Title
- Company Background & Department
- Objective / Pain Points Addressed
- Project Overview

- Scope of Work (your role, main tasks, responsibilities)
- Methodology / Approach
- Key Results
- Conclusion

**Note:** If you have already presented your project to company supervisors, you may record and submit that presentation. Otherwise, a self-recorded version is acceptable.

### **Contact Information**

- Dr. Panarat Cherntanomwong (panarat@cmkl.ac.th): XP and Career Path Consultant.
  - Book a one-on-one consultation at least one week in advance using this [[Booking Form](#)].
- Dr. Sarun Gulyanon (sarun@cmkl.ac.th): Supervising faculty for Industrial Internships in Thailand (assesses the final report and video presentation for URD 321 – Fall and URD 322 – Spring).
- Dr. Antoine Merlet (antoine@cmkl.ac.th): Supervising faculty for Overseas Research and Study (assesses the final report and video presentation for URD 311 – Fall and URD 312 – Spring).