

**AN APPRENTICESHIP REPORT
AT THAKSINA BUSINESS TECHNOLOGICAL COLLEGE,
THAILAND**


*In Partial Fulfilment of the Three-Year Diploma of English Study Program
State Polytechnic of Bengkalis*



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**ENGLISH STUDY PROGRAM
LANGUAGE DEPARTMENT
STATE POLYTECHNIC BENGKALIS
2021**

APPROVAL SHEET



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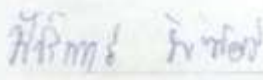
APPROVAL SHEET
THAKSINA BUSINESS TECHNOLOGICAL COLLEGE, THAILAND


Ditulis sebagai salah satu syarat untuk menyelesaikan Kerja Praktek

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Thailand, December 18th, 2019

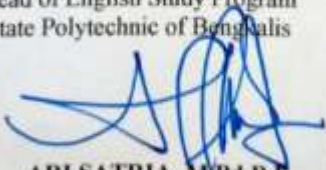
Advisor Apprenticeship Thaksina Business Technological College	Advisor English Study Program
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ACCEPTANCE SHEET



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This Apprenticeship Report has been presented in front of the board of examiners
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The might be many mistakes in the writing of this apprenticeship report. Therefore, any suggestion and critics from any parties are very important in completing this report.

The Writer



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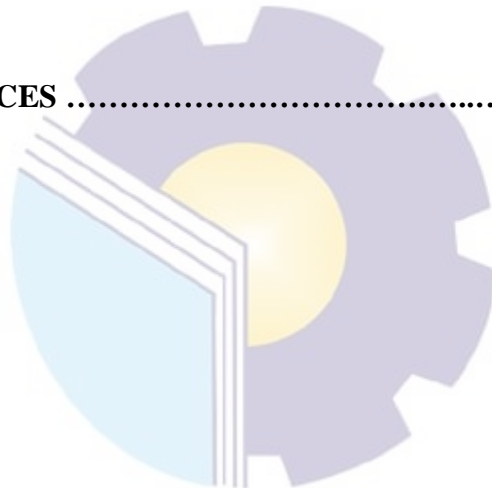
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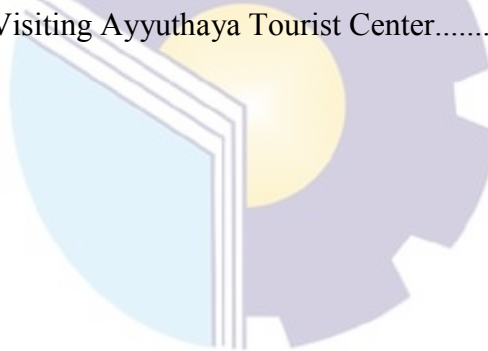
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CHAPTER 1

INTRODUCTION

1.1 Background of Apprenticeship

State Polytechnic of Bengkalis is the only state polytechnic under the Ministry of Education in Riau Province. Since it was established in 2000, it now has eight departments in State Polytechnic Bengkalis including: Naval Architecture, Mechanical Engineering, Electrical Engineering, Civil Engineering, Business Administration, Information Technology, Maritime, and Language. Also, State Polytechnic of Bengkalis now has 16 study programs including Diploma III and IV.

As graduation requirement, apprenticeship and final project are two indicators that should be finished by students of State Polytechnic of Bengkalis. In State Polytechnic of Bengkalis, apprenticeship is obliged for all students. There are some places where the student could have the apprenticeship such as Institution, Office, Bank, Official, and others. Apprenticeship should be done by the fifth semester for Diploma III students and seventh semester for Diploma IV students.

Diploma III of English is one of study programs in Language Department. The Students of English Study Program are prepared to have competencies. First of all, the Students of English Study Program should be able to communicate in English (oral and written). Second is able to manage, operate, and keep documents and office equipments. Also, the students of English Study Program should be able to master the public speaking, write and reply business letters, and good at public relations. The last is able to do export and import documents. Apprenticeship program helps students to apply and fulfill the competencies. For this reason, the writer chose to do the apprenticeship and student exchange in Thaksina

Business Technological College (TSN) in Thailand through the program of Southeast Asian Student Internship Exchange that provided by SEAMEO (The Southeast Asian Ministers of Education Organization).

12 Purpose of the Apprenticeship

The purposes of the apprenticeship done at Thaksina Business Technological College (TSN) were:

1. To follow all the SEAMEO Programs which focused on the following three activities including Courses/ Class Activities, Cultural Activities, and Tourism Activities.
2. To acquire useful experiences from other college in other country especially related to academic, English and Business.

13 Significance of the Apprenticeship

1.3.1 Significance for the Apprentice

- a) The apprenticeship program has given a chance for the apprentice to implement the knowledge they already learned in campus to a real practice especially related to English and Business.
- b) The apprentice acquired new experiences especially related to learning system, student life, tourism and culture of Thailand.

1.3.2 Significance for State Polytechnic of Bengkalis

Apprenticeship helps State Polytechnic of Bengkalis:

- a) To prepare and generate skillful students that are ready to work field once they finish their study.
- b) To help State Polytechnic of Bengkalis applying and arranging its curriculum.

- c) To help State Polytechnic of Bengkalis to get link and match as a medium to increase the relevance of curriculum with the work field.

1.3.3 Significance for the Company

Apprenticeship or SMEO Program gives Thaksina Business Technological College a chance to help and improve students' skills and knowledge and also to increase their international relationship with other institution from around the world.



CHAPTER 2

GENERAL DESCRIPTION OF THE COMPANY

2.1 Company History of Thaksina Business Technological College (TSN)

Thaksina is a private vocational college under Thai Tech Group, an educational and reputable organization in Thailand. There are some colleges under Thai Tech Group, they are Thai Business Administration Technological College, Thaksina Business Technological College, Thai Ayothaya Administration Technological College, Siriwattana Technology And Business College, Sukruthai School, Sukruthai School Khonkaen Sukruthai School Chonburi, Pattanawit School Siriwat Tana School Pichit, and Siriwattana School Chiangrai.

Dr. Chatchai Phukayaporn first established Thai College of Business Administration Technology in 1993. Now, Thaksina Business Technological College (TSN) has been awarded the Royal College of Technology. This college is located at 850 km. 12 Ram Inthra Road, Khan Na Yao District, Bangkok 10230.



Figure 2.1 Thaksina Business Technological College

Thaksina Business Technological College is a private vocational higher education institution which prepare industrial technicians and other technicians then started in 2001 has provided accounting program. The General Business Plan until 2005 has opened vocational and vocational education courses, trade, computer business accounting and marketing to meet the expanding Thai economy. Development of the Tourism, commerce and SME business by Dr. Chatchai Pukayaporn as the license holder since December 14, 2006 the education certificate.

Recently, Thaksina Business Technological College is directed by Mrs. Nonglak Trakulwong who has a policy and commitment to build a disciplined college. As well as having the desired characteristics, the school has a conducive atmosphere with clean, shady classes, modern school equipment. It has been maintaining a space with new technologies to learn from hands-on experience and providing on-the-job internships encourages students to organize skills-building activities working with well-known private and government agencies and institutions strengthens student learning potential to be effective. There is systematic management. Teachers - Professors who are qualified to look after their students properly.

Thaksina Business Technological College (TSN) offers courses about popular industry groups such as: Tourism Industry, Hospitality Management, Accounting, Marketing, etc. The college's training system usually lasts 3 years for students aged 16 to 20.

2.2 Vision and Mission of Thaksina Business Technological College (TSN)

2.2.1 Vision

Vision of Thaksina Business Technological College is a modern educational management to produce students. Students become young businessman with knowledge, abilities, professional skills and experience. Ready to step into the labor market with quality standards to live happily in society.

2.2.2 Mission

Missions of Thaksina Business Technological College are:

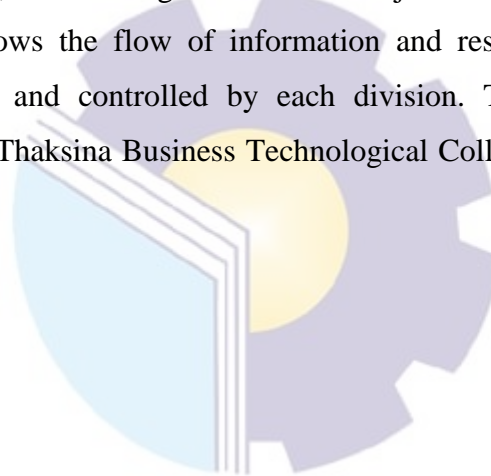
1. The students are qualified Completion of the course according to the vocational standards
2. Learners and graduates are recognized by an educational establishment. Establishment of a community agency.
3. Learners have morals, ethics and desirable characteristics. There is a way to follow the philosophy of the sufficiency economy. Adhere to government in democracy With the King as Head of State Have Thai Far away from drugs
4. Educational institutions have curriculum-based courses that are in line with the needs of establishments and the ASEAN community.
5. Teachers and Educational Personnel Has been continuously developed Able to perform their duties efficiently
6. Educational institutions provide academic and professional services to the community. And establishments
7. Educational institutions are the learning centers for students, students and the community.
8. Educational institutions have a strong and quality management system.
9. Educational institutions have an internal quality assurance system Passed the evaluation criteria from good to very good.

2.3 Kind of Business of Thaksina Business Technological College

Thaksina Business Technological College is a Private vocational college provides an internship in the workplace encourage students organize skills-enhancing activities with agencies and famous private and government institutions strengthen the learning potential of students to be effective. Thaksina Business Technological focuses on developing students in the following courses, such as Accounting, Department of Marketing, Department of Digital, Business Technology (Business Computer), Logistic Management, Tourism Program, and Business Management.

2.4 Organizational Structure of Thaksina Business Technological College

The Organizational structure is a system used to determine the allocation, the category, and the organization of the jobs formally. The organizational structure shows the flow of information and responsibilities are assigned, coordinated, and controlled by each division. This is the organizational structure of Thaksina Business Technological College, Bangkok, Thailand as follow:



คณะผู้บริหารวิทยาลัยเทคโนโลยีทักษิณบริหารธุรกิจ

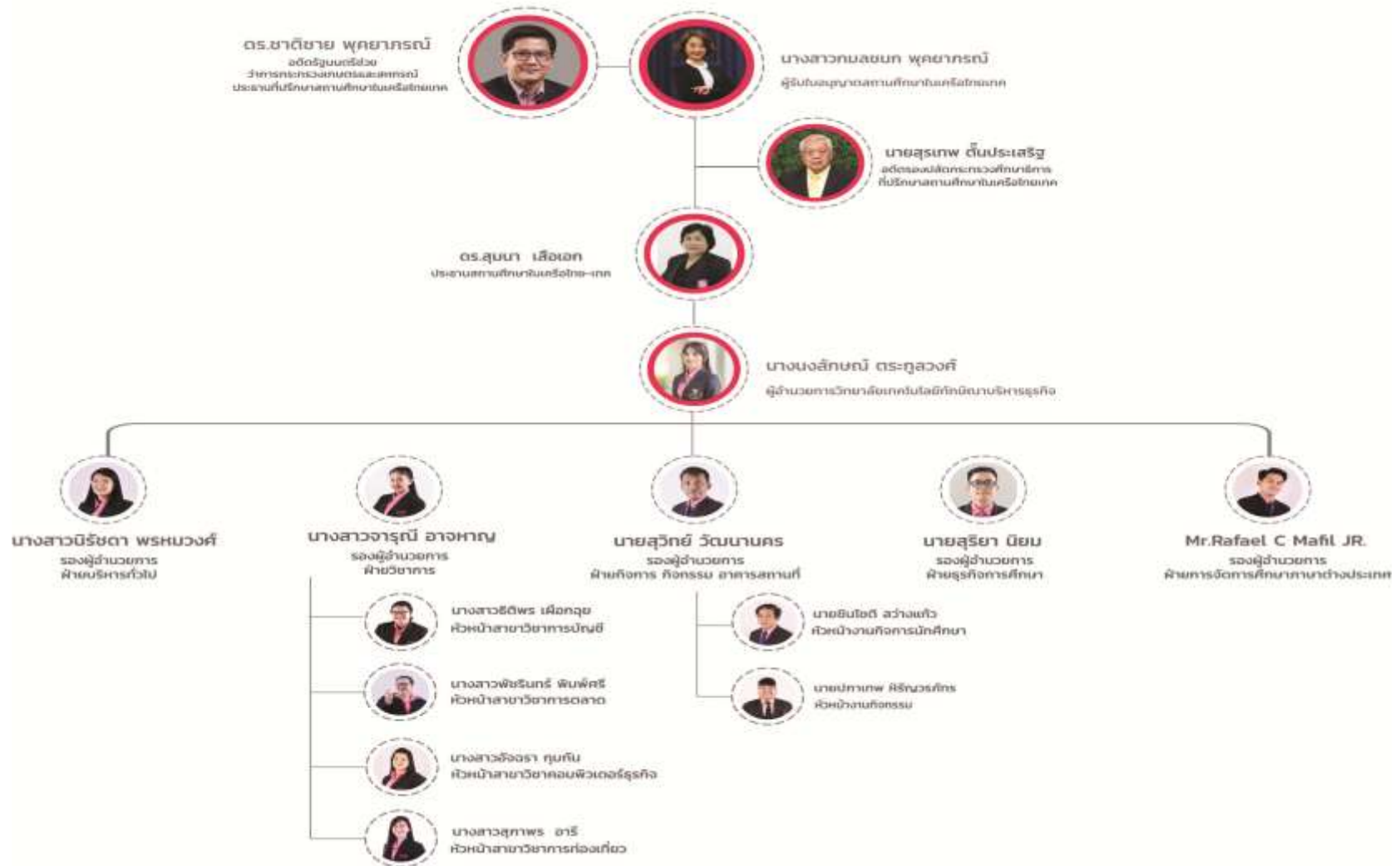


Figure 2.2 Organizational Structure of Thaksin Business Technological College

Board of Directors Thaksina Business Technological College

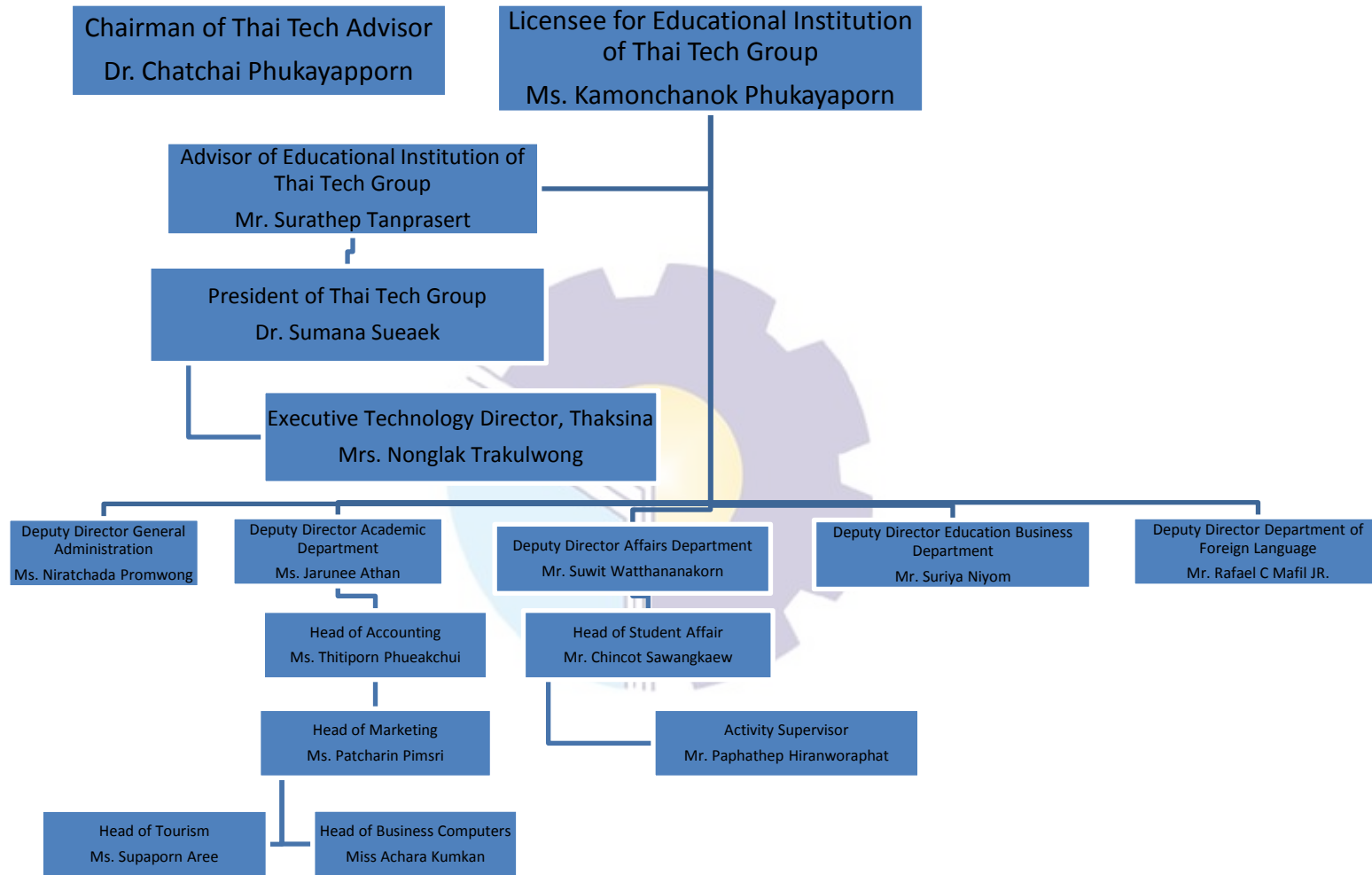


Figure 2.3 Organizational Structure of Thaksina Business Technological College in English

2.5 The Working Process of Thaksina Business Technological College

Thaksina Business Technological College is a vocational college under Thai Tech Group, an educational and reputable organization in Thailand. This college offers courses about popular industry such as: Tourism Industry, Hospitality Management, Accounting, Marketing, etc. Recently, Thaksina Business Technological College is directed by Mrs. Nonglak Trakulwong who has a policy and commitment to build a disciplined college. In TSN, there are some Deputy Director that help the director to organize skill-building of students in the college. The first one is Deputy Director of General Administration which is focused on the students general administration. Then, Deputy Director of Academic Department which is responsible with academic system in TSN including Head of Accounting, Marketing, Business Computer, and Tourism. Next, Deputy Director of Affairs Department which is focused on students affairs and activity supervisor. Deputy Director of Education Business Department is the fourth part which is handling about business in the college. The last one is Deputy Director of Department of Foreign Language Education Management which responsible about the foreign language and the student exchange program and taught the TSN student about English and the practice.

CHAPTER 3

SCOPE OF THE APPRENTICESHIP

3.1 Job Description

Student Exchange Program began on November 20th, 2019 until December 18th, 2019 at Thaksina Business Technological College (TSN) . The working hour starts at 08.00 am until 13.30 pm. There is a break time at 11.00 pm until 11.30 pm. Besides, the off day is on Saturday and Sunday. There were kinds of main activitiess during the student exchange which are follows:

1. Attending classes
2. Learning Thai culture
3. Visiting historical places and cities
4. Visiting business places and college

3.2 System and Procedure

3.2.1 Working System

The systems used as student exchange are attending classes such as English, Tourism, Hospitaliy class, and Chinese class. In addition, the students also have a chance to learn about Thai culture such as the food, the greeting, the people, the transpotation, the habit, and so on. Afterwards, visiting historical cities and places is doing by the college teacher by taking the students to visit those places and cities. Likewise visiting business places and college gives more experience to the students.

3.2.2 Working Procedure (Daily Activity)

There are activities of student exchange at Thaksina Business Technological College:

1. Attending Classes

Attending class is to attend a class, everday in work day. The class will be attend by TSN's students and exchange students. The steps in attending

class are:

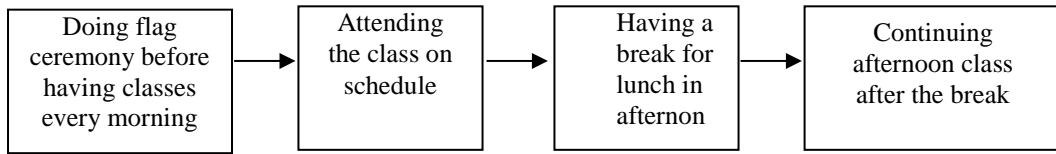


Figure 3.1
Steps of Attending classes



Figure 3.2
Attending Tourism Class Activity

2. Learning Thai Cultures

Learning Thai culture is a activity that describe how to know and get adabtation everything about Thailand. It is not about the language, but also the food, the people, the habit, and so on. The steps in learning Thai culture are:

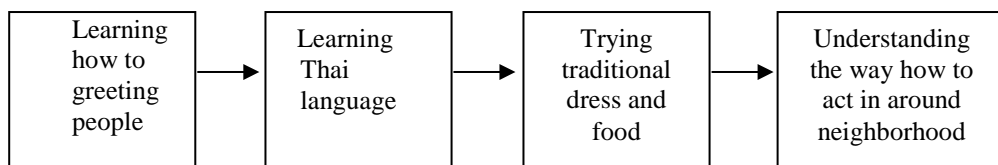


Figure 3.3
Steps of Learning Thai Culture



Figure 3.4
Trying Thai Food



Figure 3.5
Learning Thai Boxing

3. Visiting Historical Places and Cities

There are some chance given to visit historical places and famous cities in Thailand. One of them is when the TSN's student have a education campaign to another city, or go travelling with teacher and some students. In addition, sometime Thaksina Busines Technological College invites all students to attend some events or just visit historical places. The process of visiting historic places and cities are as follows:

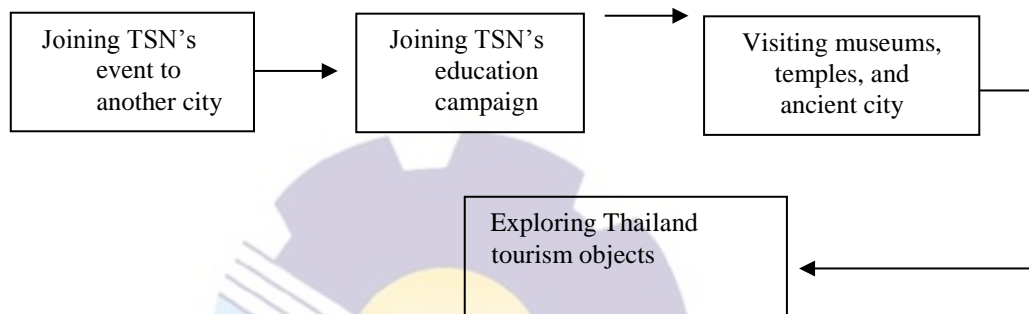


Figure 3.6
Steps of Visiting Historic Places and Cities



Figure 3.7
Visiting Oldest Temple in Ayyuthaya

4. Visiting Business Places and College

Visiting business places with the director in an honor chance. It gives the exchange students more knowledge about how to manage it. Visiting college is to visit another college under THAI-TECH. There are steps to visiting business places and college:

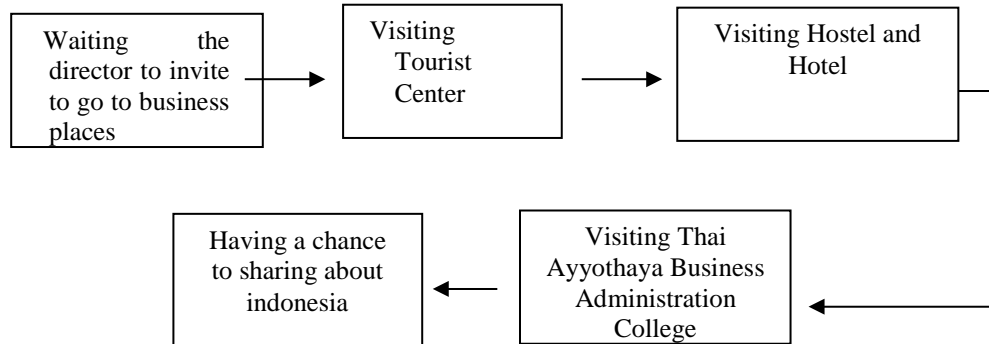


Figure 3.8

Steps of Visiting Business Places and College



Figure 3.9

Visiting Ayyuthaya Tourist Center

3.3 Place of Apprenticeship

The student exchange program was started from November 20th, 2019 until December 18th, 2019. The apprenticeship was done at Thaksina Business Technological College (TSN), Bangkok, Thailand.

3.4 Kind and Description of the Activity

The daily activities in Thaksina Business Technological College (TSN) can be seen in the tables below:

Table 3.1
Agenda of Activities of the First Week
(November 20th until November 26th, 2019)

No	Day/ Date	Activity	Place
1	Wednesday , November 20 th , 2019	1. Arrived at TSN 2. Having Introduction to Director and all the staffs at Thaksina Business Technological College of Bangkok, Thailand	TSN TSN
2	Thursday, November 21 st , 2019	1. Introduction with all students of TSN 2. Attending Food and Beverage class (topic: How to make soft drink) 3. Attending Google Site class (Topic: How to make own google site)	TSN TSN TSN
3	Friday, November 22 nd , 2019	1. Attending Go-Cart Socialization 2. Attending Tourism class (Topic: Sharing about thailand and Indonesia)	TSN TSN
4	Saturday, November 23 rd , 2019	1. Visiting Historical city, Ayyuthaya 2. Visiting Thai Ayyothaya Business Administration College	Ayyutahaya Ayyuthaya
5	Sunday, November 24 st , 2019	1. Day-off	TSN
6	Monday, November 25 st , 2019	1. Learning about Thai Boxing 2. Attending Thai-Crave class (Topic: How to make Thai-Crave from Pandan Leaf)	TSN TSN
7.	Tuesday, November 26 th , 2019	1. Joining Mini Open House Chinese Culture 2. Attending Cooking class (Topic: How to make food for breakfast)	TSN TSN

Table 3.2
Agenda of Activities of the Second Week
(November 27th until September 3rd 2019)

No	Day/ Date	Activity	Place
1	Wednesday, November 27 th , 2019	1. Joining Mini Open House Chinese Culture 2. Attending Cutting and Painting Class (Topic: How to paint Chinese writing)	TSN TSN
2	Thursday, November 28 th , 2019	1. Preparing Chinese farewell party	TSN
3	Friday, November 29 th , 2019	1. Attending Cake and Bakery class (Topic: How to make Brownies and Cookies)	TSN
4	Saturday, November 30 th , 2019	1. Visiting Pattaya Beach	Pattaya City
5	Sunday, December 1 st , 2019	1. Day-off	TSN
6	Monday, December 2 nd , 2019	1. Attending Ticketing class (Topic: How to practice being an announcer of airport)	TSN
7	Tuesday, December 3 rd , 2019	1. Attending Tourism class (Topic: Learn about Thailand History) 2. Attending English class (Topic: Learn about conversation and listening skill)	TSN TSN

Table 3.3
Agenda of Activities of the Third Week
(December 4th until December 10th 2019)

No	Day/ Date	Activity	Place
1	Wednesday, December 4 th , 2019	1. Attending Tourism class (Topic: How to make/ arrange a travelling schedule)	TSN
2	Thursday, December 5 th , 2019	1. Day-off	TSN
3	Friday, December 6 st , 2019	1. Having Trip to Ayyuthaya 2. Visiting Temples 3. Visiting Floating-Market	Ayyuthaya City Ayyuthaya City Ayyuthaya City
4	Saturday, December 7 th , 2019	1. Visiting Temples and Museumms 2. Exploring Ayyuthaya's Tourism Objects	Ayyuthaya City Ayyuthaya City
5	Sunday, December 8 st , 2019	1. Day-off	TSN
6	Monday, December 9 st , 2019	1. Attending Chinese class (Topic: Learn about Chinese number) 2. Attending Tourism class (Topic: Learn about History of Ayyuthaya city, Thailand)	TSN TSN
7	Tuesday, December 10 th , 2019	1. Socializing with classmates	TSN

Table 3.4
Agenda of Activities of the Fourth Week
(December 11th until December 18st 2019)

No	Day/ Date	Activity	Place
1	Wednesday, December 11 th , 2019	1. Attending Hospitality class (Topic: Learn about Hotel services)	TSN
2	Thursday, December 12 th , 2019	1. Designing booth for Open House Program	TSN
3	Friday, December 13 th , 2019	1. Joining TSN's Open House Program	TSN
4	Saturday, December 14 th , 2019	1. Staying at Dorm 2. Doing some Assignments	TSN TSN
5	Sunday, December 15 th , 2019	1. Day-off 2. Going to Chatucak Market	TSN Chatucak Market
6	Monday, December 16 th , 2019	1. Attending Hospitality class (Topic: Learn how to being a Hotel customer services) 2. Attending Tourism class (Topic: Introduce Indonesia culture to TSN Students)	TSN TSN
7	Tuesday, December 17 th , 2019	1. Visiting Hostel and Hotels	TSN
8	Wednesday, December 18 th , 2019	1. Taking certificate from the Director of TSN 2. Taking some pictures with Teacher and Director 3. Going back to Indonesia	TSN TSN

CHAPTER 4

CONCLUSION AND SUGGESTION

4.1 Conclusion

After joining the student exchange program of SEAMEO in Thaksina Business Technological College (TSN) in Thailand, the following conclusion can be made:

1. This SEAMEO Program done in TSN was focused on these three activities:

a) Courses/ Class Activities

There were usual classes taught by a lecturer in classroom consisted of 20 students. The classes material including: English, Tourism, Hospitality, History, and Chinese.

b) Cultural Activities

Beside class activities, this program also provided activities to introduce the culture of Thailand. These activities including: Thai Food, Thai Crave, and Thai Boxing.

c) Tourism Activities

Another activities was visiting some historical places and tourism objects, such as visiting temples, ancient city, and another some museums.

2. The useful experiences acquired during the program including:

a. Having various new knowledge through classes related to Tourism, Business, and Culture such as Tourism Class, Thai-Crafts Class, Hospitality Class, Cooking Class, English Class, and so on.

b. Having much time to practice English in other country.

4.2 Suggestion

4.2.1 Suggestions for the Company/ College

1. Tahksina Business Technological College is the most famous college in Bangkok, so it needs to understand English oral and written because a lot of students do student exchange program in this college.

4.2.2 Suggestions for State Polytechnic of Bengkalis

1. Apprenticeship and student exchange program should be done at the last semester. So if a company or college wants to hire the apprentice and student, the apprentice and student can directly work in the company or do the program in the college.
2. Apprenticeship should be done at the company that using English in all of its documents so that the students of English study program can implement their ability to communicate in English.



APPENDIX A
The Class Schedule

Thakshila Business Technological College

Schedule page 3 **2nd Semester** **2019**

A 410 **Tourism Industry Department**

Period	1	2	3	4	5	6	7	8
Time	08:30-09:20	09:20-10:10	10:10-11:00	11:00-11:30	11:30-12:40	12:40-13:30	13:30-14:20	14:20-15:00
Monday		Chinese Mr. Bunchachai A409			Art and Culture T. Rocky A 409		HR T. JB A410	
Tuesday		Tourism Awareness Ms. Tithima A409			MOET T. Rocky A 410		English for guest Ms. A409	
Wednesday		English For Hotel Staffs Ms. Tithima A 410			Tourism Standard Ms. Nampaptha A 410		Entrepreneur T. Rocky A409	
Thursday		Southern Tourism Resource T. Rocky A 410			Business Law Ms. Patcharn A 410	Eco-tourism Ms. Nampaptha A409	Entrepreneur T. Rocky A409	
Friday		Tourism Industry Office Equipment T. Rocky A 410			Chinese Mr. Bunchachai A409		English for guest Ms. A409	

APPENDIX B

The Flag Ceremony Every Morning



APPENDIX C

Attending classes with Chinese Classmate



APPENDIX D

The dormitory



APPENDIX E
Making Thai Dessert



APPENDIX F

Socializing with classmates



APPENDIX G

Joining Mini Open House Chinese Culture



APPENDIX H

Submission of certificate by the Director and Advisor of TSN



APPENDIX I
Certificate



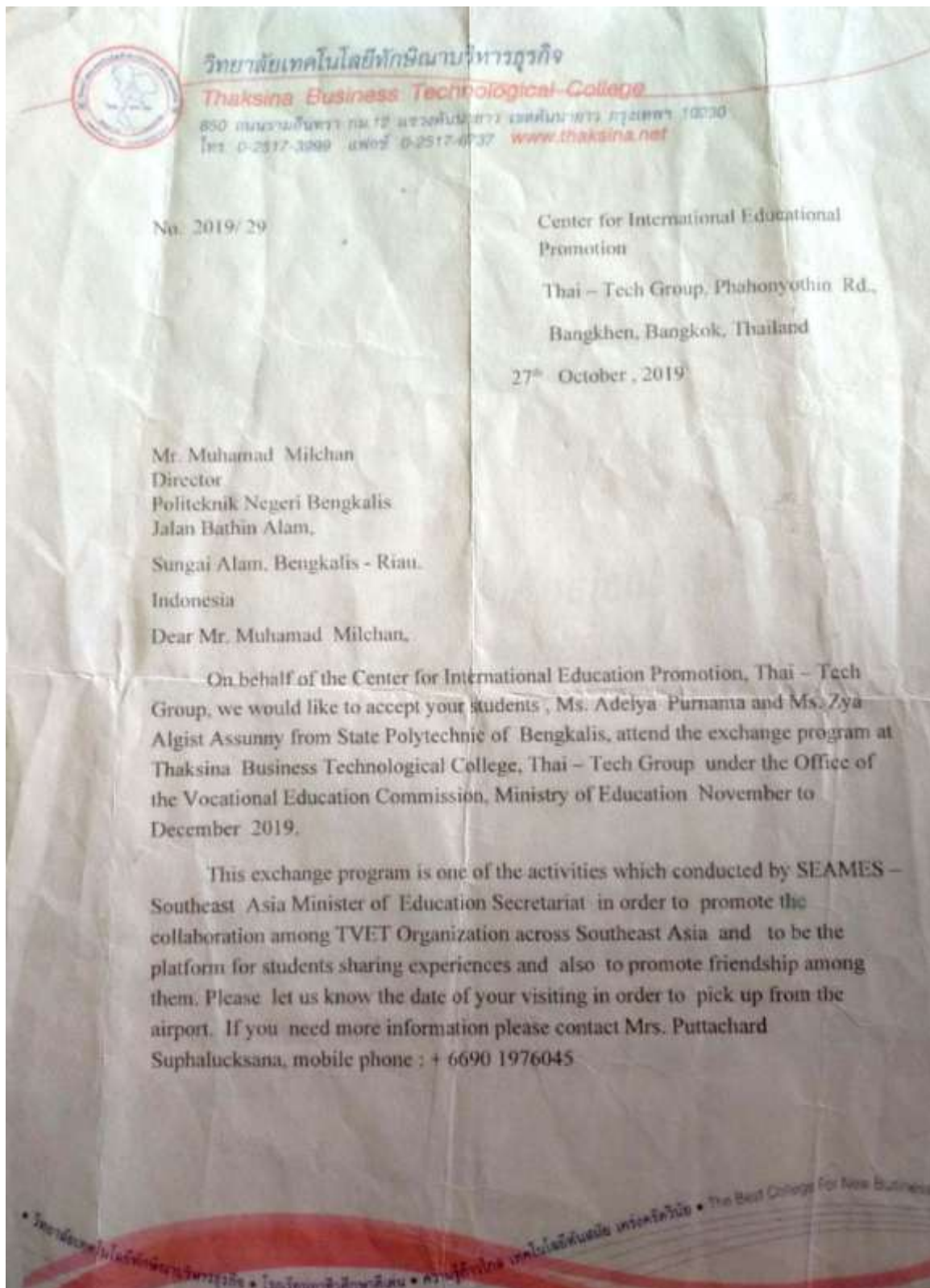
APPENDIX J

Certificate



APPENDIX K

LOA (Letter of Acceptance)



APPENDIX L
Evaluation Form



SOUTHEAST ASIAN MINISTERS OF EDUCATION SECRETARIAT
920 Sukhumvit Road, Bangkok 10110, Thailand. Tel: +66 (0) 2391-0144, 2391-0256, 2391-0554
http://www.seameo.org E-mail: secretariat@seameo.org Fax: +66 (0) 2381-2587

4th Batch of SEA-TVET Student Exchange Programme
International Internship Evaluation Form
(1-3 Months Exchange)

Dear HR or Line Manager(s),

Thank you very much for offering internship opportunity to our student(s). We appreciate your assistance in completing this evaluation form after the student has finished his/her internship placement. Could you please:

- i) return the completed form to our office directly (email: tvvet@seameo.org; secretariat@seameo.org) or
- ii) pass to student and they will return this completed form to their coordinating teachers at home institution.

Remarks: Students need to keep the original copy of this completed form for their record and future job application.

Thank you very much
Piyapa Su-angvatit
Project Officer/ SEA-TVET Coordinator (piyapa@seameo.org)
Southeast Asian Ministers of Education Organization (SEAMEO), Bangkok

(This part should be completed by the intern/student)

Name of Intern/Student:	Zya Alqist Assunny
Major/Study Area:	English Department
Certification Level:	3
Home/Sending Institution:	State Polytechnic of Bengkalis Country : Indonesia
Receiving Institution:	Thaksina Business Technological College Country : Thailand
Internship Period: (From – To)	19 November 2019 - 17 December 2019
Name of Supervisor:	Mrs. Nonglak Trakulwong
Position/Department of Supervisor:	Director
Email Address of Supervisor:	850 Ramintra KM 12 Kannayao BKK Thailand
Name of Company:	Thaksina Business Technological College
Country:	Thailand

APPENDIX L1

Part 1: Student's Self-evaluation

(This part should be completed by the intern/student)

Briefly describe the main responsibilities and duties you undertook during this internship period and what you consider to be your major achievement (s) from the internship period.

Answered by the student: I join SEA-TVET Program at Thaksin Business Technological College, Thailand. I had opportunity to share experiences and cultures with TSN students. I also have chance to attend some classes with them. In addition, during i do this program i joined some activities with TSN students. In my mind, the main responsibilities and duties are the way how to be discipline, working with people, and responsible. Discipline means you could follow the rules such as attend class on time. Then, working with people also important part. For example, you can be able to work on team and respect the other opinions. The most important part is be a responsible person. When you are given a work, you can done it well. Thank you.

Part 2: Company Supervisor's Evaluation

(This part should be completed by the Company Supervisor)

Please assess the student's level of competence based on your observations and experience with them. Please provide your assessment by using the following assessment scale and provide any specific examples or suggestions for the student for their improvement.

Assessment Scale: 4 – Advance. Consistently exceeds expectations
 3 – Proficient. Consistently meets expectations
 2 – Basic. Partially meets expectations
 1 – Needs Improvement. Needs focused attention

No.	Criteria	4 Advanced	3 Proficient	2 Basic	1 Needs Improvem ent
1.	Work Achievement				
1.1	Quality of Work This is defined as the ability of the student to produce works according to the standard set for the job.	✓			
1.2	Quality and Accuracy of Work This is defined as the ability of the student to carry out the work analytically, accurately, responsibly and carefully which meets or exceeds the standards.	✓			
2.	Knowledge, Skills, and Ability				
2.1	Academic Knowledge and Skills This is defined as the ability of student to perform academic knowledge and skills relevant to the functions of the assignment, and take the initiative to learn and improve in	✓			

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APPENDIX L2

2.2	Ability to Learn and Apply Knowledge This is defined as the ability of the student to appropriately apply and adapt the knowledge in the workplace for the assigned tasks. He/She grasps new ideas quickly, can readily apply knowledge to new situation and is a flexible problem solver.	✓				
2.3	English Skills: Speaking and Listening The student is able to communicate clearly and competently in English language for speaking and listening with supervisors, co-workers and customers.	✓				
2.4	English Skills: Writing and Reading The student is able to write emails or letters with a proper writing language. He/She can express ideas of writing in letters, reports, proposals and other documents as assigned.	✓				
2.5	Organisation and Planning This is defined as the ability of students to understand how to plan and systematically manage multiple tasks.		✓			
2.6	Problem Solving This is defined as the ability of the student to analyse problems, draw conclusion, and think critically for variety of solutions.		✓			
3. Work Attitude and Personality						
3.1	Possesses a positive perspective The student demonstrates their willingness and readiness to work for assignments. He/She always report to work ahead of time without any absences and tardiness.	✓				
3.2	Open-mindedness, Adaptability, and Flexibility The student accepts all work assignments; no complaints; communicates well with supervisors and coworkers. The student is able to adapt to changes in the internship/duty station environment and adjusts to the organisation's working styles.	✓				
3.3	Concentration on Assignment and Workplace During the working hours, the student has demonstrated that they can focus and concentrate on the assignments, not playing chat, mobile phone, facebook, games, and other unrelated matters during the working hours.	✓				
3.4	Politeness and Respect to the Supervisors and Co-workers The student is always polite; careful not to offend anyone, maintains proper composure; makes special efforts to be helpful.	✓				
3.5	Teamwork and Interpersonal Skills This is defined as the ability of the student to work well as part of a team, and contribute positively towards achieving a common goal. He/She also demonstrates the ability to work collaboratively with colleagues and to be a part of the team both inside and outside the working period.	✓				
3.6	Motivation/Initiative The student is always curious and go beyond immediate job procedures and scope of assignments; eager to learn more and work hard.	✓				

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APPENDIX L3

3.7	Confidence and Listen to Others The student demonstrates the confidence in applying knowledge and skills for work assignments. He/she is confident in expressing ideas, providing suggestions and taking initiative, while also listening and accepting the opinions from the other co-workers.	✓			
3.8	Intercultural Understanding The student understands the sensitivity of the different culture and pays respect to the cultural differences.		✓		
3.9	Self-Management The student is able to respond effectively to stress, develops constructive relationships and remains calm when facing challenges.	✓			
3.10	Attendance & Punctuality This is a measure of the student's frequency of undue absence and habitual lateness.				✓

4. Overall performance

The student has (completed/ not completed) the whole internship period with the following result:

Excellent
 Very Good
 Good
 Fair
 Unsatisfactory

5. Other comments on strengths and areas for improvement of the student

Comment of Supervisor:

Part 3: Receiving Institution's Evaluation

(This part should be completed by the Coordinating Teachers at Receiving Institution)

From your opinion regarding the student, please select the most appropriate answer from the following choices: 5 (Most Agree), 4 (Likely Agree), 3 (Fair), 2 (Less Agree), 1 (Least Agree).

No.	Criteria	5 (Most Agree)	4 (Likely Agree)	3 (Fair)	2 (Less Agree)	1 (Least Agree)
1.1	The student is well prepared to travel to my institution. Not forgetting any important documents or necessary things to live in another country.	✓				
1.2	The student was able to follow as instructed/advised from my institution.	✓				
1.3	The student respects and follows the university and dormitory rules.	✓				

APPENDIX L4

1.4	My institution can contact the student easily while they are away from accommodation.	✓				
1.5	The student has good manners/behaviours towards staff/teachers/buddies	✓				
1.6	The student is willing to get along with staff/teachers/buddies and consults/communicates with them when necessary.	✓				
1.7	The student did not make insensible requirements from my institution during their internship.	✓				
1.8	The student is mature and independent enough to take care of themself responsibly.	✓				
1.9	The student respects and adapts to a different culture.	✓				
1.10	I am satisfied with overall attitude and behaviour of the student.	✓				

2. Other comments on strengths and areas for improvement of the student

Comment of Coordinating Teachers:

First of all I am grateful for having you here in our College. I want to thank you for participating the 4th batch of SEA-TVET Student Exchange Programme. You posses a positive perspective and open minded. You've done an excellent job, keep it up and always motivate yourself for the betterness of your future. I wish you good luck and congratulations for a job well done.

Part 4: Signature

[Company Supervisor and Coordinating Teacher at Receiving Institution should sign above the line, and type the name beneath the line]

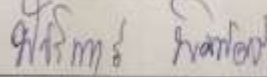
Company Supervisor:



 (Mrs. Nonglak Trakullwong)

17 November 2019

Coordinating Teacher



at Receiving Institution:

(Ms. Patcharin Pimsri)

17 November 2019

APPENDIX M

Parent Consent for International Student Mobility Letter



KEMENTERIAN RISET, TEKNOLOGI, DAN PENDIDIKAN TINGGI
POLITEKNIK NEGERI BENGKALIS
Jalan Bathin Alam, Sungailam, Bengkalis, Riau 28711
Telepon: (+62766) 24566, Fax: (+62766) 800 1000
Laman: <http://www.polbeng.ac.id>, E-mail: polbeng@polbeng.ac.id

PARENT'S CONSENT FOR INTERNATIONAL STUDENT MOBILITY

To Whom It May Concern:

This is to certify that I am permitting my daughter, Zya Alqist Assunny of legal age and residing at Bengkalis, Riau, Indonesia to have an international mobility program experience (internship & exchange program) at the Thaksina Business Technological College, Thailand from 20th November to 18th December 2019.

My daughter voluntarily submits herself to undertake the program for a period of 29 days. She shall report back to the Politeknik Negeri Bengkalis after the specified period.

I believe that the international mobility program will develop my daughter's ability to apply pertinent knowledge in the practice of her academic field in an effective and professional manner and further enhance her professional growth through technology transfer.


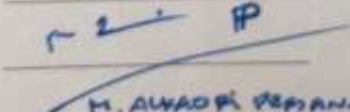
Expectedly, she should strictly observe the rules and regulations of the institution or company where the program is to be conducted and to observe all other restrictions that may be implemented by her supervisor/mentor in relation to the same.

I shall not hold Politeknik Negeri Bengkalis liable and I hereby agree to waive any responsibility should any untoward incident happen to my daughter as a result of utter disregard of instructions given by proper authorities and/or beyond their control.

I have likewise read the Internship Waiver Form signed by daughter and is fully agreeable with all the things stated thereon.


Bakran

Attested:

Name and Signature	Designation	Date
 R. ONALDI	Dean College of Language Department	10/11/2019
 M. ALKADRI PERDANA	Director Office of International Affairs	

M. Alkadri Perdana: +62 812 76484 321