



INTERNSHIP HANDBOOK

FOR COOPERATIVE AND WORK INTEGRATED
& PROFESSIONAL EXPERIENCE COURSES

HANDBOOK FOR STUDENTS, INTERNSHIP
SUPERVISORS, AND WORKPLACES

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COOPERATIVE AND WORK INTEGRATED EDUCATION





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**The CWIE
Curriculum**



Meaning

Cooperative and Work Integrated Education, or CWIE, is a curriculum collaboratively developed higher education institutions and workplaces to ensure that graduates are prepared to work in the real world immediately, have competencies that the job market requires, and can develop careers in the present while preparing themselves for future job positions.

The objective of implementing CWIE is to "enhance the quality of CWIE graduates" by providing work experience in government, private, community, and local organizations. This approach ensures that CWIE graduates possess both "professional skills and life skills," enabling them to "know themselves, know their skills, and know their work."



Mae Fah Luang University recognizes the importance of developing students into well-rounded graduates who meet the demands of the labor market through practicum coursework. When students engage in real-world work experiences at workplaces and apply the knowledge and skills acquired in the classroom to actual professional settings, they foster a belief in continuous self-development through systematic thinking, observation, decision-making, analysis, and evaluation. The Division of Placement and Co-Operative Education, therefore, has been established to support students in their practical training through Cooperative Education and Professional Experience courses.

- **The Cooperative Education course**

is designed to emphasize systematic work experience in a real-world work setting by sending students to workplaces. The course seeks to prepare them for professional development and enhance their skills and experience before they enter the workforce or become entrepreneurs. The course requires a minimum of 6 credits throughout the program, and students must complete a continuous work period of at least 16 weeks, or 4 months, adhering to the working hours of the organization.



- **The Professional Experience course**

is designed to provide students with experience working in real workplaces. The objectives are to enable students to apply the academic knowledge they have gained at the university to real-world situations in the workplace and enhance students' knowledge and work experience. The credit requirements for this course are determined by each program, and students must work continuously at workplaces for no less than 10 weeks, or as specified by the program.



Rationale

Mae Fah Luang University has defined the identity of its students as individuals who are intelligent, virtuous, and happy with their lives. They are expected to be quality graduates for the 21st century who are well-equipped with knowledge, skills, moral integrity, creativity, readiness to enter the workforce as both national and global citizens, and the ability to work collaboratively with people from diverse cultural backgrounds. To achieve this, the university has integrated Cooperative and Work Integrated Education (CWIE) into its curricula. This integration aims to prepare students with knowledge, professional skills, and work experience through experiential learning in collaboration with professional organizations so that they can develop problem-solving and communication skills and grow into competent professionals.

Objectives

1. To provide students with opportunities to gain academic, professional, and life experiences through real-world workplaces, enabling them to develop and prepare themselves for their future careers.
2. To allow both public and private sector organizations to participate in enhancing the quality of graduates, ensuring they possess desirable attributes and are ready for the workforce.
3. To facilitate the development of modern, standardized curricula and teaching methods that align with the needs of the job market.
4. To foster a collaborative relationship between the university and workplaces through the involvement of students and supervising faculty, leading to broader cooperation and mutual benefits in the future.

Benefits

For students

- to gain additional professional experience beyond classroom learning in their respective fields of study.
- to develop a wide range of skills, both hard skills and soft skills, enhancing their capabilities for real-world work.
- to be aware of career choices due to a better understanding of their own strengths and aptitudes.
- to graduate as professionals with greater potential in the workforce and to have opportunities for job offers before completing their studies.

For workplaces

- to foster continuous collaboration between business executives and university faculty.
- to strengthen relationships and enhance organizational reputation by promoting education and contributing to national talent development.
- to offer another option for recruiting employees with relevant knowledge and skills, potentially reducing training and probation periods.
- to help employees have more time to engage in more challenging and complex tasks.
- to have enthusiastic and academically prepared student interns who can consistently contribute to the workforce.
- to have internship supervisors and students who can solve problems and alleviate burdens in the workplace.
- to make the workplaces eligible for tax deductions under the Skill Development Promotion Act, B.E. 2545.

For the university

- to foster cooperation and contribute to advancing research and academic services.
- to facilitate the establishment of partnerships and enhance positive relationships with workplaces.
- to provide feedback for curriculum improvement and development.
- to improve the quality of students and to produce graduates that meet the needs of the job market.



Introduction to Curricula with Practicum Courses



Curricula with Practicum as of the academic year 2024

The practicum courses are specified in the undergraduate curricula of the university as follows

10

schools

29

degree

23

Cooperative Education

6

Professional Experience



The following table shows the practicum course in each degree program:


Curricula (Schools/Programs)	Practicum Courses	
	Cooperative Education	Professional Experience
School of Liberal Arts		
English	✓	
School of Science		
Biosciences	✓	
Applied Chemistry (Professional Experience)		✓
Applied Chemistry (Cooperative Education)	✓	
Materials Engineering	✓	
School of Management		
Accounting	✓	
Business Administration	✓	
Tourism Business and Event	✓	
Hospitality Business Management	✓	
Aviation Business Management	✓	
Logistics and Supply Chain Management	✓	
Economics	✓	
School of Applied Digital Technology		
Computer Engineering	✓	
Digital Technology for Business Innovation (DTBI)	✓	
Software Engineering	✓	
Multimedia Technology and Animation	✓	
School of Agro-Industry		
Innovative Food Science and Technology	✓	✓
Postharvest Technology and Logistics	✓	
School of Law		
Law		✓
Business Law and Chinese Communication		✓
School of Cosmetic Science		
Cosmetic Science	✓	
Beauty Technology		✓

Curricula (Schools/Programs)	Practicum Courses	
	Cooperative Education	Professional Experience
School of Health Science		
Sports and Health Science	✓	
Environmental Health	✓	
Occupational Health and Safety	✓	
School of Social Innovation		
International Development		✓
School of Sinology		
Chinese Studies	✓	
Business Chinese	✓	
Chinese Language and Culture		✓

Duration of the Internship

Courses	Duration of the Internship	Year	Semester
Cooperative Education	16 weeks	4th	2nd semester
Cooperative Education DTBJ***	16 weeks	4th	1st semester
Professional Experience	At least 10 weeks	3rd	Summer session



An aerial photograph of a large, circular university campus. The central courtyard is a large, circular area with a complex geometric pattern of green and brown sections. A long, straight walkway leads from the foreground towards the center of the courtyard. In the background, a large, multi-story building with a central entrance is visible, surrounded by trees and a low wall. The scene is set against a backdrop of rolling hills and a clear sky, with a warm, golden light suggesting sunrise or sunset.

Roles and Responsibilities/Duties

The Division of Placement and Co-Operative Education

“The Division of Placement and Co-Operative Education” refers to the unit assigned by the university to be responsible for issues related to co-operative and work-integrated education and professional experience.



The Roles and Responsibilities of the Division of Placement and Co-Operative Education

- Supporting student preparation activities, facilitating job placements, transferring students to workplaces, and coordinating between students, internship supervisors, and workplaces
- Facilitating internship supervisors and partner organizations who collaborate with the university by accepting student interns
- Organizing knowledge-enhancing activities to improve students' professional development skills or to enhance faculty members and stakeholders' knowledge regarding CWIE and related issues
- Giving advice to students, internship supervisors, and partner organizations regarding CWIE and other related issues
- Organizing activities to evaluate students' internship performance or any other tasks as assigned by the university
- Collecting CWIE and Professional Experience data and creating databases to report the university
- Establishing cooperative networks with internal and external units of the university, both locally and internationally



Students

“Students” refers to Mae Fah Luang University students whose curricula contain course titled Cooperative Education or Professional Experience.

Qualifications

- The students must be undergraduate students in a program with the course titled Cooperative Education or Professional Experience outlined in the curriculum.
- The students are required to “pass” pre-internship activities before submitting the internship application.
- For Cooperative Education, the cumulative GPA must not be less than 2.00, and the accumulated credits must be at least 90.
- For Professional Experience, the cumulative GPA must not be less than 2.00, and the accumulated credits must be at least 75.
- The students must submit the internship application within the university's specified timeline.
- The students must not be on academic suspension during the semester in which Cooperative Education or Professional Experience is enrolled.
- The students must not have any medical conditions that hinder their participation in the internship.
- The students must not have disciplinary issues that result in a specified number of community service hours.



Student Duties

- Students are required to work at the workplace as though are temporary employees during the period specified by the university. The workplaces must assign tasks appropriate to the curricula of the students, with approval from the schools or programs.
- Students must adhere strictly to the rules and regulations of the workplace.
- Students must carry out the assigned tasks with knowledge, skills, and dedication.
- Students must work within the timeframe specified by both the workplace and the university. They cannot accumulate or complete work hours before the dates set by the workplace and the university.
- Students must adhere strictly to the regulations or leave-of-absence policies of their workplace.
- Students may receive compensation or various benefits as deemed appropriate.

Internship Supervisors

“Internship Supervisors” refers to full-time faculty members of the schools (or programs) assigned to give advice regarding the practicum courses in terms of academic knowledge and practical skills needed, as well as to monitor and evaluate students' progress and report on their work performance.

Qualifications

- The internship supervisors must be full-time faculty members of the schools (or programs) to which the students are affiliated, nominated by the schools (or programs), and appointed by the university.
- The internship supervisors must have at least one academic semester of teaching experience.
- The internship supervisors are required to complete an internship advisory training program that ensures the competency of internship supervisors, as specified by the Office of the Permanent Secretary for the Ministry of Higher Education, Sciences, Research and Innovation, or any other training program or activity designated by the university.

Internship Supervisor Duties

- Giving advice to students in the program
- Collaborating with the Division of Placement and Co-Operative Education to prepare students for the workplace or organizing activities to enhance their professional skills as needed by the curriculum
- Reviewing students' qualifications and selecting suitable workplaces
- Seeking high-quality workplaces with internship opportunities that align with students' academic and professional fields
- Informing students on pre-internship protocols
- Preparing internship supervising plans for submission to the Division of Placement and Co-Operative Education
- Conducting at least one internship supervising session per semester
- Evaluating students' performance with the job supervisor after the supervising session (or workplace visit) and recoding the results using the internship evaluation form provided by the Division of Placement and Co-Operative Education
- Monitoring the progress of students' competency development during internships with the students and the job supervisors taking action if the students do not reach the competency expected
- Reviewing and providing feedback on students' internship reports
- Organizing knowledge or experience sharing activities for student interns, students from the future classes, internship supervisors, and job supervisors to get information for curriculum improvement



Workplaces (Job Supervisors)

The workplace plays a crucial role in developing students into knowledgeable, skilled, and ethical individuals. They provide opportunities for students to apply knowledge from classrooms to real-world tasks and to develop the necessary skills for their future career opportunities.

Standards for Workplaces

- Maintain policies that support and value student internships
- Operate in alignment with students' professional fields
- Provide personnel or staff to serve as job supervisors throughout the internship period
- Be able to offer wages or compensation for students as deemed appropriate (such as for accommodation, meals, and transportation)
- Provide equipment and tools that are suitable for tasks given to student interns
- Provide a safe working environment

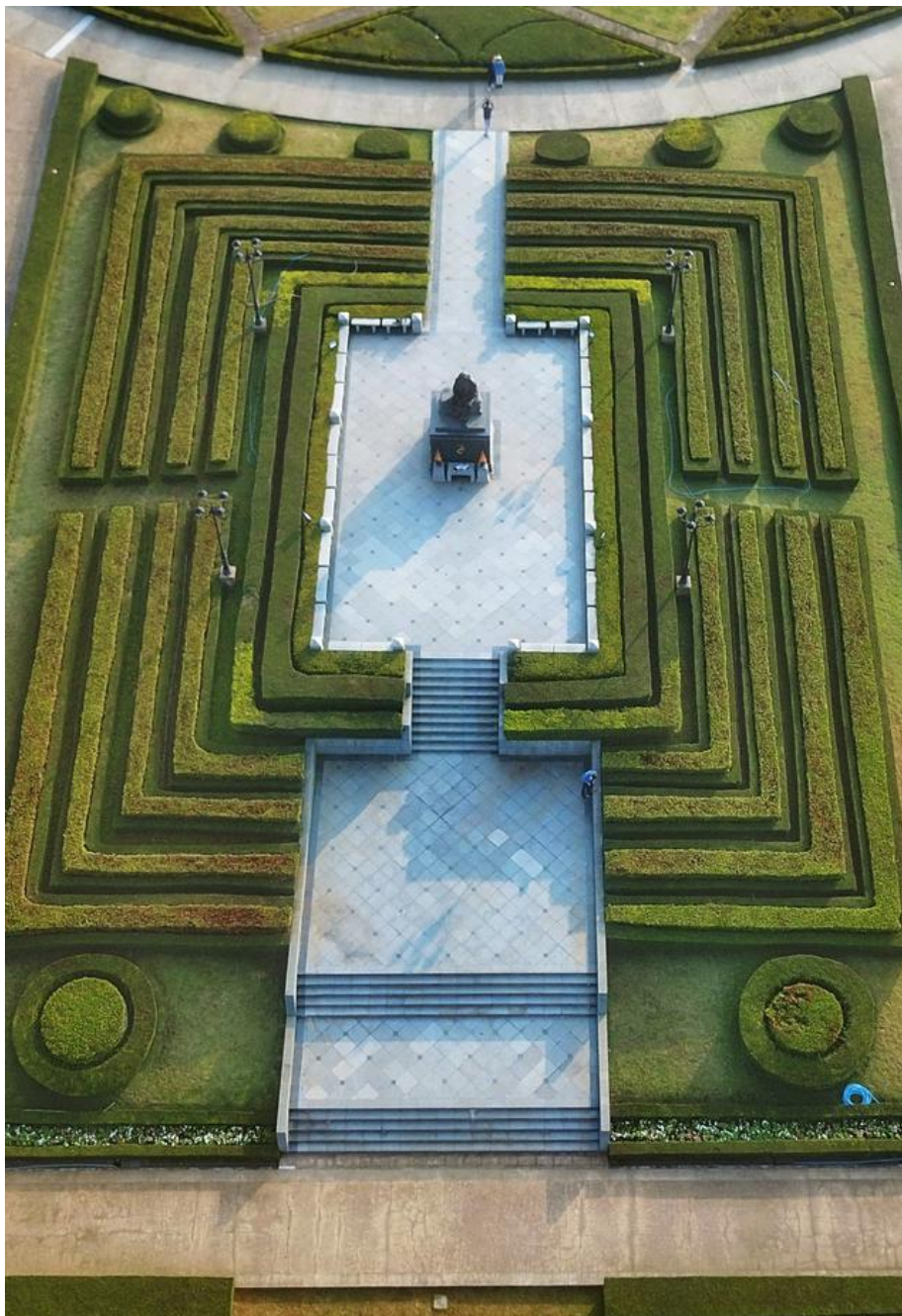


Workplace Duties (Job Supervisors)

“Job supervisors” refer to personnel or staff of the workplace who are responsible for overseeing and advising student interns on both their practical work and their adjustment to the organization’s culture throughout their internship period to ensure smooth and successful work. Their duties include the following

- Providing the job description, informing the students of the tasks to be assigned, and setting up the work plan
- Giving advice on assigned tasks, troubleshooting any issues that arise during work, and guiding them on how to solve problems to ensure the students' success in their tasks
- Collaborating with internship advisors and students to help them achieve their internship goals
- Giving advice on students’ reports, which can be utilized by the workplace for future projects or research





คู่มือการฝึกปฏิบัติงาน

1. ปฐมนิเทศนักศึกษาฝึกปฏิบัติงาน
2. วัตถุประสงค์ของการฝึกปฏิบัติงาน + กรอบข้อตกลงการปฏิบัติงานในระบบ MIS
3. วัฒนธรรมขององค์กร (PCP, 7C&E)

ระหว่างภาระฝึกปฏิบัติงาน

4. วัตถุประสงค์ของการฝึกปฏิบัติงานรายวิชาฝึกประสบการณ์การวิเคราะห์และรายงานผลปฏิบัติงาน
5. กำหนดการฝึกศึกษาดูงานฝึกปฏิบัติงาน
6. วัตถุประสงค์ของการฝึกปฏิบัติงานรายวิชาฝึกประสบการณ์การวิเคราะห์
7. วัตถุประสงค์ของการฝึกปฏิบัติงานรายวิชาวิเคราะห์ข้อมูล + การรายงานผลการฝึกประสบการณ์วิเคราะห์ (16 สัปดาห์)

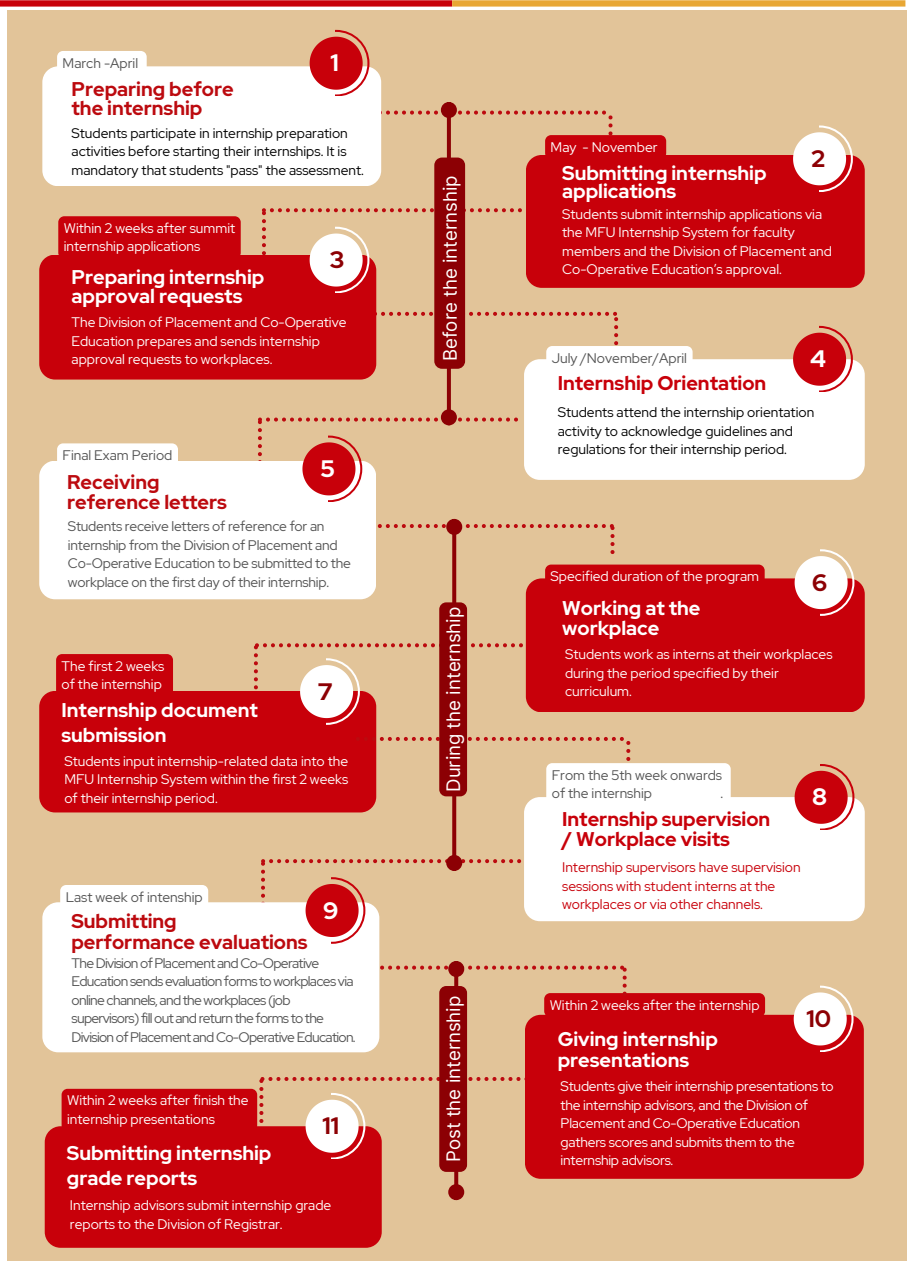
หลังภาระฝึกปฏิบัติงาน

8. วัตถุประสงค์ของการฝึกปฏิบัติงานรายวิชาฝึกประสบการณ์การวิเคราะห์
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Operational Procedures



Procedures for Practicum Courses



Pre-Internship Procedures

1. Internship Preparation Activities


	Activities	Details	Persons in Charge
January February	Pre Internship Meeting	Activity to introduce the Division of Placement and Co-Operative Education, showing the overall details of the practicum course.	The Division of Placement and Co-Operative Education <ul style="list-style-type: none"> • Training and Career Guidance Unit
Pre-internship preparation activities			
February	1. Course introduction and an inspiring activity	Activity to enhance the knowledge and skills needed for the internship. Students must earn at least 80% of the full score to be eligible to submit the Internship Request Form. 20 POINTS	The Division of Placement and Co-Operative Education <ul style="list-style-type: none"> • Training and Career Guidance Unit
April	2. Preparation activity via the Pre-internship Online System Pre-internship	50 POINTS STUDENTS MUST GAIN AT LEAST 40 POINTS TO PASS.	The Division of Placement and Co-Operative Education <ul style="list-style-type: none"> • Training and Career Guidance Unit
April	3. Meeting with the school	30 POINTS	The School / Program
February September	MFU Internship Upskill & Reskill	Activity for developing and enhancing knowledge and skills needed to cope with changes and prepare for the job market	The Division of Placement and Co-Operative Education <ul style="list-style-type: none"> • Training and Career Guidance Unit
August	MFU CWIE Day	Internship performance competition activity to inspire students who are about to be interns and to promote the development of students' learning for effective internships.	The Division of Placement and Co-Operative Education <ul style="list-style-type: none"> • Practical Training Unit
August	MFU Internship & Job Fair	Activity to provide opportunities for students to be interns in various qualified workplaces	The Division of Placement and Co-Operative Education <ul style="list-style-type: none"> • Training and Career Guidance Unit

2. Internship Application Submission

	Activities	Details	Person in Charge
May - November	Internship Application Day	Students file the Student Internship Request Form via MFU Internship System : MIS following the specified steps .	Students
as soon as we receive the internship applications	Approval of the Student Internship Request Form	General / academic advisors and internship supervisors review students' requests via the MFU Internship System : MIS following the specified steps .	General / academic advisors and Internship supervisors
as soon as we receive the internship applications	Verification of the Student Internship Request Form	The Division of Placement and Co-Operative Education verifies the students' requests.	The Division of Placement and Co-Operative Education <ul style="list-style-type: none"> Practical Training Unit
as soon as we receive the internship applications	Preparing and submitting internship approval requests	The Division of Placement and Co-Operative Education prepares internship approval requests to be submitted to the workplaces for students.	The Division of Placement and Co-Operative Education <ul style="list-style-type: none"> Practical Training Unit
Within 2 weeks of submitting the request letter	Acceptance from the workplaces	The Division of Placement and Co-Operative Education The workplaces review students' internship qualifications. <ul style="list-style-type: none"> If "accepted", proceed to the next step. If "rejected", students must follow the procedure. 	The workplaces
For 1st semester : Jul. For 2nd semester : Nov. For 3rd semester : Apr.	Internship orientation	Activity to provide details regarding document submission and advise students on the student intern code of conduct	The Division of Placement and Co-Operative Education <ul style="list-style-type: none"> Training and Career Guidance Unit
Final Exam Period	Receiving reference letters	Students receive letters of reference for their internship and submit them to the workplaces on the first day of the internship.	Students



Procedures During the Internship Period

	Activities	Details	Person in Charge
Specified duration of the program	Students intern at the workplace	Students work as interns at their workplaces during the period specified by the curriculum.	Students
The first 2 weeks of the internship	Internship document Submission	Students must submit documents via the MFU Internship System (MIS)	Students
		1. Documents to submit to the Division of Placement and Co-Operative Education <ul style="list-style-type: none"> • Document submission process • Pre-internship Expectation Record Form • Coop/Pro-ex 03-1 • Coop/Pro-ex 03-2 • Coop/Pro-ex 03-3 	
6th week and 8th week of the internship		<ul style="list-style-type: none"> • Internship Reflection Form • Coop/Pro-ex 03-4 • Coop/Pro-ex 03-6 • Internship Exhibition & Experience (For detailed information, please refer to the appendix.)	
Last week of the internship	Document submission process		
Specified duration from the School/Major		2. Documents to submit to the internship supervisors in the format specified by the school <ul style="list-style-type: none"> • Final Internship Report  internship Report Writing Guidelines	
From the 5th week onwards of the internship	Internship Supervision (Workplace Visit)	Internship supervisors make appointments with student interns and job supervisors, prepare internship supervising plans, estimate travel expenses, and proceed as planned. Process and details	Internship Supervisors
Last week of the internship	Performance evaluation submission	<ul style="list-style-type: none"> • The Division of Placement and Co-Operative Education sends the online evaluation form to job supervisors the time specified. 	Co-Operative Education <ul style="list-style-type: none"> • Practical Training Unit
		<ul style="list-style-type: none"> • The job supervisors return the form to the Division of Placement and Co-Operative Education. 	Workplaces

Post-internship Procedures

	Activities	Details	Person in Charge
Within 2 weeks after the internship	<ul style="list-style-type: none"> • Internship presentations 	<ul style="list-style-type: none"> • After completing the internship, students give a presentation to the internship supervisors. • The Division of Placement and Co-Operative Education gathers scores and submits them to internship supervisors. 	<p>Students and Internship Supervisors</p> <p>The Division of Placement and Co-Operative Education</p> <ul style="list-style-type: none"> • Practical Training Unit
Within 2 weeks after the internship	<ul style="list-style-type: none"> • Completing post-internship reflection forms 	<p>Students submit the internship reflection form to the Division of Placement and Co-Operative Education after completing the internship.</p>	<p>Students</p>
Within 2 weeks after the internship	<ul style="list-style-type: none"> • Internship grade report submission 	<p>Internship advisors submit internship grade reports to the Division of Registrar.</p>	<p>Internship Supervisors</p>





Evaluation Criteria

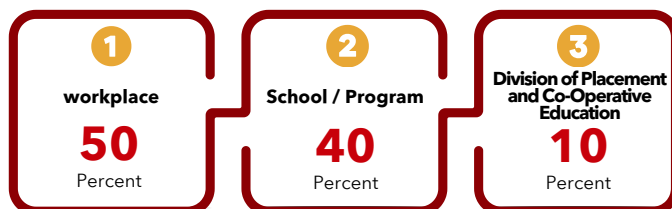
Evaluation Criteria

- Evaluation of Cooperative Education and Professional Experience courses will be conducted upon completion of the courses.
- Students must complete the Cooperative Education or Professional Experience course according to the specified period set by their curriculum to be eligible for evaluation.
- To evaluate the students' performance, the following symbols will be used:

Symbols	Meanings
I	Incomplete evaluation process
S	Satisfactory result
U	Unsatisfactory result

However, if the course specifies an alternative format for student evaluation, the specified format must be used.

- The assessment of internship performance consists of three components:



- Student Evaluation Form for the Workplace (FM:COOP/PRO-EX 03-5)
- Rubrics and scoring proportions are based on discretion of the school / program
- Rubrics and scoring proportions are based on the discretion of the Division of Placement and Co-Operative Education

Note: **Students must achieve a minimum score of 70% in each component to pass** (indicated by the symbol 'S' or other symbols as per the evaluation format set by the curriculum)

มหาวิทยาลัยแม่ฟ้าหลวง

Important
Information



Cooperative Education and Professional Experience Course Registration Process

1

THE DIVISION OF PLACEMENT AND CO-OPERATIVE EDUCATION

Submit the list of students to enroll in Cooperative Education/ Professional Experience to the Division of Registrar according academic semester.

2

THE DIVISION OF REGISTRAR

Have the students enroll in the course.

Students are not required to express their interest and register themselves.

3

THE STUDENTS

Check the registration result through the REG system.

1. Enter the website
2. Choose Menu

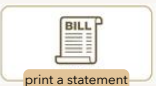
<https://reg.mfu.ac.th>

Enrollment Results

4

THE STUDENTS

Pay tuition fees through one of the four payment methods.



Note : A 2.5% service charge, inclusive of VAT, applies to all credit card transactions.

Note: Students must pay the fees within the period specified by the University. Failure to do so will result in the cancellation of the course registration, leading to the immediate termination of their student status.

Steps to Request the Certificate of Internship Completion

SAMPLE INTERNSHIP COMPLETION CERTIFICATE IN THAI



THE WORKPLACE ISSUES THE CERTIFICATE DIRECTLY

- Students may contact the workplace directly after completing their internship.
- If the workplace sends the certificate to the university, the Division of Placement and Co-Operative Education will contact the student to pick up the certificate.
- If students receive the internship certificate directly from the workplace, they should keep it for their records without returning it to the university.

SAMPLE INTERNSHIP COMPLETION CERTIFICATE IN ENGLISH



THE WORKPLACE **DOES NOT** ISSUE THE CERTIFICATE

- Students are required to fill out a form to request the certificate from the Division of Placement and Co-Operative Education through [Website](#)



- The Division of Placement and Co-Operative Education will verify the information and issue the internship completion certificate for the student within 1 week of receiving the request.
- The Division of Placement and Co-Operative Education will contact the student to pick up the certificate.

Procedures for Submitting Work for Outstanding Cooperative Education and Professional Experience Work Competition

1. Submission Process

Two weeks before the end of the internship period in each semester

Call for Submissions

The Division of Placement and Co-Operative Education announces the call for student submissions before the end of the internship period in each semester.

The specified period

Submissions of Work

Students can find detailed information on the categories of work, evaluation criteria, and channels for submissions on the Website : [MFU Internship Outstanding Awards](#)

July
(every year)

Collecting and Screening Submitted Work

The Division of Placement and Co-Operative Education collects and screens the work submitted and presents the work to the committee for review.

August
(every year)

Presentation and Evaluation

Students present their work to the committee for evaluation and final selection at the MFU CWIE Day event.

August
(every year)

Announcement of the Results and Awards Ceremony

The results are announced and awards are given at the MFU Internship & Job Fair.

February
(every year)

Regional and National Competitions

The Division of Placement and Co-Operative Education submits the first-place winning entries from all categories for further competition at the regional and national levels.

Note: Students can submit their work for up to two years after the academic year in which they take the internship course.

2. Work Eligible for Submission

- is an innovation for the workplace.
- helps to improve the work efficiency of the workplace.
- helps to reduce costs for the workplace.
- adds value / builds the reputation of the workplace.

4. Categories of Work and Evaluation Criteria

- Projects / Work in Science and Technology
- Projects / Work in Social Sciences, Humanities, and Management
- Outstanding Innovations
- Outstanding International Work

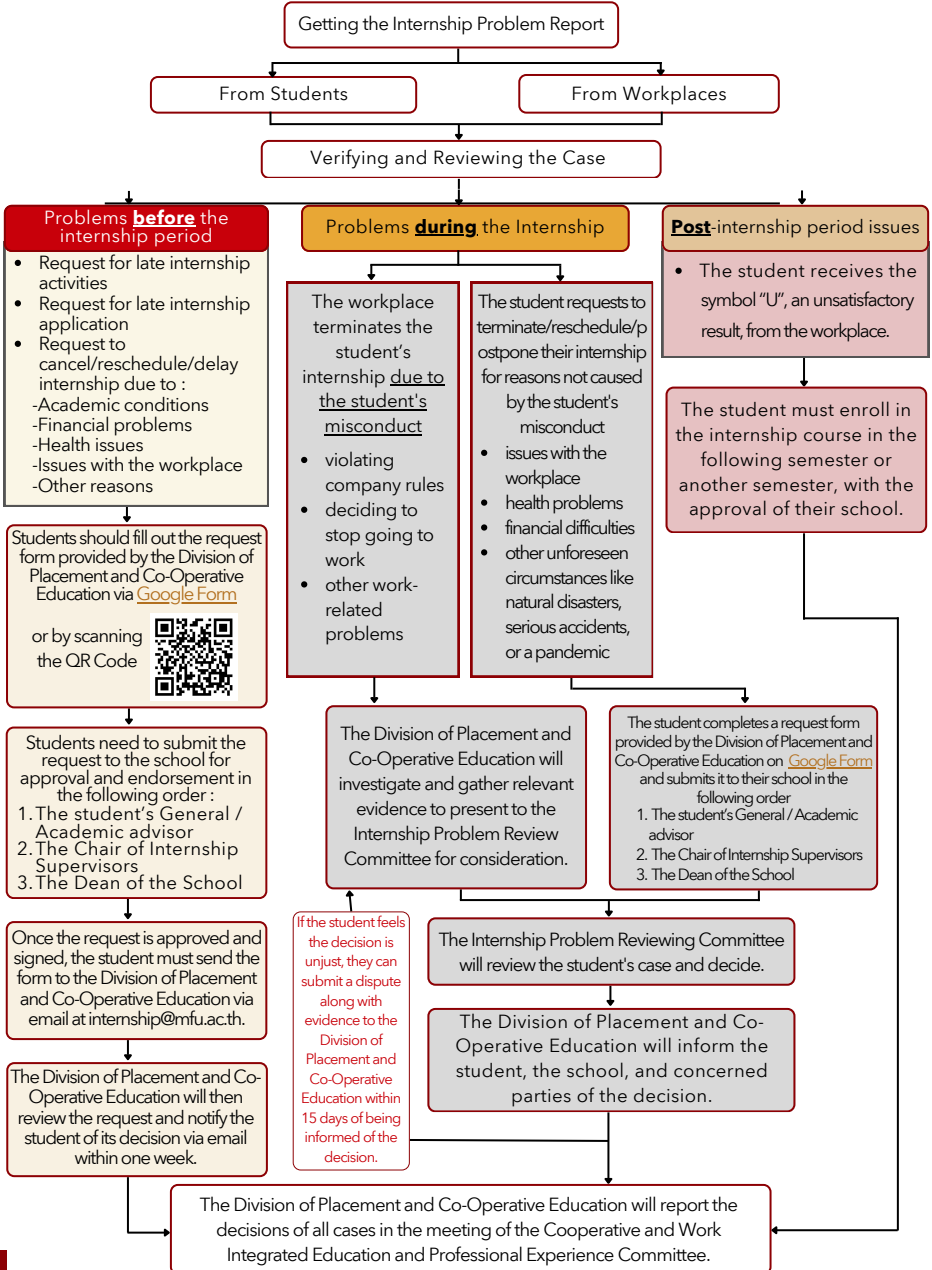
3. Benefits of Submitting Work for the Competition

- Cash awards
- Certificates of Achievement
- Trophies (for first-place winners)
- Enhanced profile for job applications



[MFU Internship
Outstanding
Awards Website](#)

Steps for Reviewing Students' Internship Problems



Accident Insurance for Students

THE UNIVERSITY PROVIDES ACCIDENT INSURANCE COVERAGE FOR ALL STUDENTS.

In the case of an accident during the internship period, students should follow the following procedures



01

Report the details of the accident to the internship supervisor or the Division of Placement and Co-Operative Education staff. **If taking leave is necessary, inform the job supervisor and adhere to the organization's leave regulations.**

"If the medical expenses have already been paid by the student", prepare the following documents to claim medical reimbursement

- The receipt (original)
- The Medical Certificate (original)
- A copy of the student's ID card
- A copy of the first page of the bank passbook with the student's name



02

For incurred expenses submit the documents mentioned in # 2 to the Discipline and Welfare Office at the Division of Student Development Affairs, D1-114, during office hours, to claim accident insurance benefits.



03

FOR INQUIRIES AND FURTHER DETAILS



contact the Student Discipline and Welfare Office, the Division of Student Development Affairs, Mae Fah Luang University.



053-916377, 053-916360



sdad@mfu.ac.th



ส่วนพัฒนานักศึกษา มฟล. SDAD MFU

Guidelines for Dealing with Sexual Harassment

• Behaviors that constitute sexual harassment

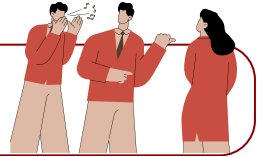
VISUAL HARASSMENT

Staring at someone's body in a sexual manner, causing discomfort or unease to the individual being looked at.



VERBAL HARASSMENT

Flirting, making sexual comments using vulgar language, or criticizing someone's sexual behavior in the workplace.



PHYSICAL HARASSMENT

Touching someone's body or making sexually suggestive gestures or movements.



HARASSMENT THROUGH MEDIA

Sending sexually explicit messages, images, materials, or symbols via the internet or social media platforms, such as Line and Facebook.



SEXUAL ACTS THAT INVOLVE EXCHANGE OF BENEFITS

Sexual acts with exchange of benefits or requesting sexual favors in exchange for something else.



• Guidelines for Dealing with Sexual Harassment

1. Express discontent towards the offender, such as by avoiding them, walking away, using negative facial expressions, or verbally expressing dissatisfaction.
2. Maintain composure and call for help.
3. If possible, document the incident with pictures, audio recordings, or any other available means.
4. Immediately record details in writing, including the date, time, location, and names of witnesses.
5. Notify trusted individuals about the incident immediately.
6. Discuss the incident with the job supervisor, the Division of Placement and Co-Operative Education staff, and the internship supervisor.
7. If the victim feels intimidated or embarrassed, a friend may report on their behalf, but only with the consent of the victim.

Guidelines for Dealing with Problems at Work

PROBLEM 01

You do not have sufficient knowledge of the systems or software programs used by the organization and have difficulty understanding documents.

- Ask the job supervisor for guidance on how to use the systems or programs.
- Practice and review regularly; seek help from knowledgeable individuals when unable to solve problems.
- Try to acquire more knowledge and make sure to be careful with the documents to minimize errors; when in doubt, ask knowledgeable individuals or your job supervisor.

PROBLEM 02

You do not have sufficient knowledge concerning the handling of paperwork because the actual tasks differ from what was learned in class, causing delays.

- Different organizations may have different methods of operation, so you should ask for guidance and advice from your job supervisor.
- Try to learn more about the assigned tasks, especially those regarding specialized/ professional documents.

PROBLEM 03

You have trouble understanding the assigned tasks due to inexperience, leading to potentially subpar work.

- This is normal for first-time workers. If you do not understand the assigned tasks, consult the job supervisor.
- If multiple tasks are assigned simultaneously, do your best to take notes and review the task details each time to avoid mistakes.

PROBLEM 04

You have difficulty adapting to colleagues, leading to a reluctance to speak up or ask questions when in doubt.

- Try to adapt and do your best to be confident in asking or discussing any issue with your colleagues; it is essential for your work.
- If all of your colleagues are male, and you are female, interactions should be limited to work-related topics only.
- If you have concerns or feel threatened, consult your internship supervisor or the Division of Placement and Co-Operative Education staff immediately.

Guidelines for Dealing with Problems at Work

PROBLEM 05

You have issues related to traveling to work, such as excessively long distances or difficult commutes.

- For issues arising from personal limitations, such as a long distance from your residence, you should look for housing closer to the workplace or find a workplace near your accommodation.
- For problems caused by natural conditions, such as heavy rain or cold weather, you should learn to adapt by leaving earlier than usual to arrive at work on time.

PROBLEM 06

There is a lack of work for some students because the organization accepts too many interns.

- You should consult with your job supervisor to inform them of the issue; you may volunteer to assist with additional tasks beyond your main responsibilities.

PROBLEM 07

There are errors and delays due to the need to learn unfamiliar tasks, as the tasks do not align with your field of study.

- If the tasks do not align with your field of study, you should identify the cause, whether it is because the organization / the job supervisor was not informed from the beginning or not. In such cases, you must consult with your job supervisor.
- If the job position was specified but the actual tasks are not as informed, you should consult with your job supervisor or the Division of Placement and Co-Operative Education staff.

PROBLEM 08

You are not gaining sufficient knowledge from the internship due to the short internship period.

- The internship period is determined by the curriculum. If you try your best to gain knowledge and skills during that period, you should be able to apply your academic knowledge to real-world tasks effectively.

Guidelines for Dealing with Problems at Work

PROBLEM 09

You are forced to learn new tasks after being transferred to other departments by the organization.

- This can be challenging for students, as they need to constantly review and acquire knowledge about new tasks. However, if considered carefully, this situation provides an opportunity to learn new skills, which can be beneficial in the long run.

PROBLEM 10

You do not have a job supervisor, or you have a job supervisor who does not have time to mentor.

- If you do not have a job supervisor during your internship, you may consult with the Human Resources (HR) department or contact the job placement office for assistance in addressing the matter.
- If your job supervisor does not have time to mentor, you should seek out an opportunity to have a conversation or schedule a meeting. You should prepare topics and details for discussion prior to the meeting to save time.

Internship is a form of learning that takes place outside of the university. It is designed for students to develop working and thinking skills and to apply the knowledge gained from their coursework. The objective is to provide students with the opportunity to learn from real-world work experiences.
















A scenic view of a paved walkway leading through a landscaped area. On the left, a series of modern street lamps with white shades are arranged in a line. To the right, four tall flagpoles hold the Thai national flag (red, white, and blue horizontal stripes). In the background, there is a pond, a road with some vehicles, and a range of green mountains under a blue sky with scattered white clouds. The word "Appendix" is overlaid in white text on the left side of the image, next to three vertical yellow lines.















Appendix

Information for Students

1. Relevant Documents

Documents	Files
<ul style="list-style-type: none"> Mae Fah Luang University Notification on Criteria and Guidelines for Cooperative and Work Integrated Education and Professional Experience, B.E. 2566 	
<ul style="list-style-type: none"> Internship Activity Calendar 	
<ul style="list-style-type: none"> Acknowledgment and Consent Form for Intern Acceptance 	
<ul style="list-style-type: none"> Pre-Internship Expectation Record Form 	
<ul style="list-style-type: none"> Mid-Internship Reflection Form 	
<ul style="list-style-type: none"> Post-Internship Reflection Form 	
<ul style="list-style-type: none"> FM:COOP/PRO-EX 03-1 (Organisation Information / Job Position / Job Supervisor Form) 	
<ul style="list-style-type: none"> FM:COOP/PRO-EX 03-2 (Organisation Location and Student Accommodation During the Internship Period Form) 	
<ul style="list-style-type: none"> FM:COOP/PRO-EX 03-3 (Internship Work Plan Form) 	
<ul style="list-style-type: none"> FM:COOP/PRO-EX 03-4 (Organisation Information Form) 	
<ul style="list-style-type: none"> FM:COOP/PRO-EX 03-5 (Internship Course Evaluation Form -Evaluated by enterprise / organization / job supervisor) 	
<ul style="list-style-type: none"> FM:COOP/PRO-EX 03-6 (Internship Working-Hours Record) 	
<ul style="list-style-type: none"> Exhibition Files and Stories from Seniors to Juniors 	

2. Relevant Information Systems and Procedures

Information Systems	Log in	Procedures
<ul style="list-style-type: none"> -MFU Internship System (MIS) 		
<ul style="list-style-type: none"> 1. Pre-internship 		TH  ENG 
<ul style="list-style-type: none"> 2. Internship 		
<ul style="list-style-type: none"> 2.1 Procedures for internship application form submission 		TH  ENG 
<ul style="list-style-type: none"> 2.2 Procedure for document submission during the internship period 		TH  ENG 
<ul style="list-style-type: none"> 2.3 Procedure for document submission after the internship period 		TH  ENG 
<ul style="list-style-type: none"> Database of workplaces for student interns 		
<ul style="list-style-type: none"> MFU Job system 		TH  ENG 

Information for Instructors

1. Relevant Documents

Documents	Files
• Mae Fah Luang University Notification on Criteria and Guidelines for Cooperative and Work Integrated Education and Professional Experience B.E. 2566	
• Notification on Criteria and Calculation Methods of the Performance Appraisal for Academic Faculty Members	
• Workplace Visits Form	
• Budget Estimation for Workplace Visits Form	
• Vehicle Expense Estimation for Workplace Visits Form	
• University Van Request Form	
• Cooperative Education / Professional Experience Site Visit Report Form	




2. Relevant Information Systems and Procedures

Information Systems	Log in	Procedures
• MFU Internship System (MIS)		
1. Student's internship application approval		
1.1 For general/academic advisor	TH	ENG
1.2 For internship supervisor	TH	ENG
2. Internship Workplace Visit schedule	TH	ENG
3. Student and workplace evaluation	TH	ENG
• Workplace Visit		



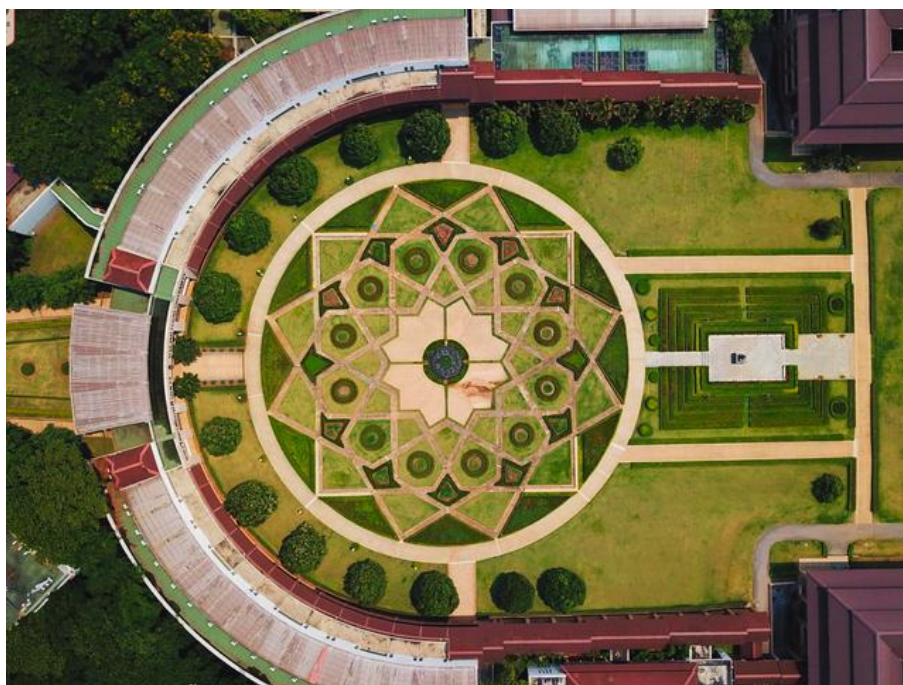
Information for Workplaces

1. Relevant Documents

Documents	Files
• Acceptance Form for an Internship	
• Internship Course Evaluation Form (Evaluated by enterprise / organization / job supervisor)	
• Handbook on Tax Benefits for CWIE Workplaces	

2. Relevant Information Systems and Procedures

Information Systems	Log in	TH	ENG
• MFU Job System			
• Job Offering system (under development)			



Contact Us



Staff and Contact information of the Division

Head of Division



Kittima Santi

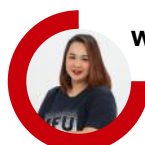
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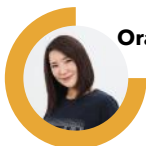
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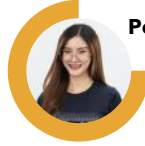
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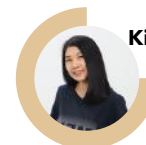
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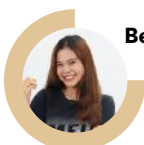
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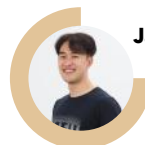
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มหาวิทยาลัยแม่ฟ้าหลวง

DIVISION OF PLACEMENT AND CO-OPERATIVE EDUCATION
MAE FAH LUANG UNIVERSITY