



Prince of Songkla University International College, Hat Yai Campus

Announcement

**Issue: Evaluation Criteria for Internship and Cooperative Education in
Creative Media and Digital Technologies Program**

As stated in the Bachelor of Science Degree in Creative Media and Digital Technologies Program (International Program), students are required to participate in either the Internship or Cooperative Education Program (conditions apply). Prince of Songkla University International College (PSUIC) hereby announces the criteria for the assessment and evaluation of the Internship and Cooperative Education in Digital Media Program as follows:

Assessment and Evaluation Criteria

Upon the completion of the program, students will be assessed and evaluated for the total score of 100, obtained from 3 following items:

A. Student Performance	50%
B. Summary Report	25%
C. Final Presentation	25%

Importance:

1. Internship Program

- Students are required to achieve an average of at least 60% of the total score to obtain “P” (PASS) grade.
- Internship Program students are required to submit the summary report within the due date and time, and with the ‘Report submission form’ attachment (mandatory). Any failure to perform as mentioned will result in a student’s disqualification for the final presentation.

/ 2. Cooperative Education...

2. Cooperative Education Program

- Students are required to achieve an average of at least 60% of the total score to obtain “P” (PASS) grade.
- Cooperative Education students are required to submit ‘Cooperative Education Project Proposal’ with the job supervisor’s signature during 1st month of the training.
- Cooperative Education students are required to submit the 1st draft of the summary report and the final summary report within the due date and time, and with the ‘Report submission form’ attachment (mandatory). Any failure to perform as mentioned will result in a student’s disqualification for the final presentation.

A. Student Performance evaluated by the organization

1. Internship Program

- 1) Disciplined
- 2) Critical Thinking
- 3) Problem Solving
- 4) Digital Media skills
- 5) Communication Skills
- 6) Information Searching
- 7) Ethics
- 8) Teamwork

2. Cooperative Education Program

- 1) Disciplined
- 2) Critical Thinking
- 3) Problem Solving
- 4) Digital Media skills
- 5) Communication Skills
- 6) Information Searching
- 7) Ethics
- 8) Teamwork
- 9) Creative Design
- 10) Idea Initiation

B. Summary Report evaluated by (1) Advisor and (2) Cooperative Education and Internship Program Committee

1. Internship Summary Report

The summary report should contain the following sections (in their order of appearance):

- 1) Cover page
- 2) Report submission form (job supervisor's signature required)
- 3) Acknowledgement
- 4) Timesheet
- 5) Weekly report in descriptive format

The criteria of report evaluation vary depending on the assessment area;

	Description	Marks	
1	Chapter 1 - Introduction		10
	Comprehensiveness	4	
	Readability (quality of written language)	4	
	Appropriate citation/references	2	
2	Chapter 2 - Weekly summary report in descriptive format		20
	Job description	10	
	Job achievement	10	
3	Chapter 3 -Achievements and Lessons learned		20
	Comprehensiveness	4	
	Quality of work	4	
	Sufficient output of work	4	
	Completeness of information	4	
	Readability (quality of written language)	4	
	Total		50

2. Cooperative Education Summary Report

The summary report should contain the following sections (in their order of appearance):

- 1) Cover page
- 2) Report submission form (job supervisor's signature required)
- 3) Executive summary
- 4) Acknowledgement
- 5) Cooperative Education Project*
- 6) Weekly report

*Remark: Item no.5 is optional.

The criteria of report evaluation vary depending on the assessment area;

2.1 The summary report (Required)

	Description	Marks	
1	Chapter 1 - Introduction		10
	Comprehensiveness	4	
	Readability (quality of written language)	4	
	Appropriate citation/references	2	
2	Chapter 2 - Routine Task Outcomes		20
	Comprehensiveness	4	
	Quality of work	4	
	Sufficient output of work	4	
	Completeness of information	4	
	Readability (quality of written language)	4	
3	Chapter 3 - Achievements and Lessons learned		15
	Comprehensiveness	3	
	Quality of work	3	
	Sufficient output of work	3	
	Completeness of information	3	
	Readability (quality of written language)	3	

	Description	Marks	
4	Appendix: Weekly report in descriptive format		5
	Job description	2.5	
	Job achievement	2.5	
	Total		50

2.2 Cooperative Education Project Report (Optional)*

For those students who have a Cooperative Education Project as optional for Cooperative Education Program, the criteria for Cooperative Education Project Report evaluation will be as below;

	Description	Marks
1	Research quality relevance and coherence	10
2	Well-structured and comprehensible content	10
3	Information of figures, graphs, diagrams, and tables	10
4	Proper citation	5
5	Grammatical correctness sentence structure and proper punctuation	5
6	Impact	10
	Total	50

C. Student Presentation evaluated by Cooperative Education and Internship Program Committee

	Description	Marks
1	Presentation skills	10
	Explanation Skills	
	Voice modulation	
	Using examples	
	Attention holding (ability to draw interest from audiences)	
	Body language	
2	Cognitive skills	10
	Students can provide the information, details, and output from the training period.	

	Description	Marks
	Students can convey a comprehensible sequence of information or efficiently organized ideas.	
3	Integration of Skills to Visual Aids is interesting and helps to understand the presentation	10
4	Conclusion and analysis of training experiences	10
	Students can present how they analyze their own performance during the training period by using a self-evaluation form. They can demonstrate how they have achieved self-development and skills improvement in their field of work.	
	Giving suggestions and recommendations to PSUIC, company, and future trainees.	
5	Skills of answering questions	5
6	Time Management	5
	Total	50

Immediately effective on the announcement day, under the absolute authority of the Dean of Prince of Songkla University International College (PSUIC), Hat Yai Campus.

Announced on August 7th, 2024.



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(Asst.Prof.Dr.Thakerng Wongsirichot)

Acting Dean of

Prince of Songkla University International College