

DOCUMENTS INVOLVE	RESPONSIBILITY	DURATION/ PERIOD/ TIME	CHECK √
1. Application: <ul style="list-style-type: none"> • Students Cover Letter • College Permission Letter • Resume • Organization Reply Form • Organization guidelines 	STUDENTS	Previous semester until registration day	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
2. Organization Reply Form	COMPANY/STUDENTS Please make sure by contacting the company from time to time		<input type="checkbox"/>
3. Letter of Proclamation Form	STUDENTS	During the ITU briefing before/on the registration day	<input type="checkbox"/>
4. Report Duty of Notification Form	STUDENTS	Week 1-2	<input type="checkbox"/>
5. Daily Task Report Sheet	STUDENTS Please make sure your Industry Supervisor sign and stamp your report	Every week of the internship	<input type="checkbox"/>
6. Academic Supervisor (AS) Report Form (from Site Visit / Site Call)	LECTURER/STUDENTS Please make sure to inform the company before the site call/visit	After Mid-Break Week 9-16	<input type="checkbox"/>
7. Industrial Supervisor (IS) Report Form	COMPANY/STUDENTS Please make sure to remind your company to send it to ITU either by hands/students/faks/email.	Week 9-16	<input type="checkbox"/>
8. Preparation of Final Report	STUDENTS Refer to ITU website	All the time – before VIVA	<input type="checkbox"/>
9. VIVA	STUDENTS/ITU/AS Please make sure to attend	1 or 2 weeks after training ended	<input type="checkbox"/>
10. Final Report Evaluation	ACADEMIC SUPERVISOR	After VIVA	<input type="checkbox"/>