



Industrial Internship and Overseas Research & Study Program

Student Guideline — Experiential Learning Program (XP)

Program Overview

Programs	Industrial Internship (Thailand) and Overseas Research & Study
Credits	9 XP Competency Credits
Eligibility	Completed sophomore year + minimum 180 competence credits
Min. Hours	135 hours of active participation
Grade	80% by host organization supervisor + 20% by CMKL faculty

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

The host organization's supervisor plays a critical role in assessing the students' performance, accounting for **80% of the student's final grade** for this XP program. The remaining **20%** is assessed by CMKL supervising faculty based on the student's final report and video presentation.

Project-Based Work Recommendation

CMKL University's Approach to Experiential Learning

CMKL University strongly believes that students learn best by doing. As part of the Experiential Learning Program (XP), we encourage host organizations to assign students to meaningful, project-based work that goes beyond routine or observational tasks. The nature of the project may take many forms: it could be a contribution to an ongoing large-scale project, a small but significant task that is well-suited for a student to own and complete, or an entirely new initiative where the student drives the work from the ground up — for example, beginning with a literature review to understand the current state of the field, identifying gaps and opportunities for improvement, proposing and evaluating a design or approach, conducting analysis, and drawing conclusions.

Project-based work at CMKL encompasses a broad range of disciplines, including software development, hardware and embedded systems, product development, and research contribution.

Students are encouraged to inform the company of this expectation and request that their assigned tasks be project-based. If a student is uncertain whether their assigned tasks are appropriate to claim for XP credits, they should contact the XP and Career Path Consultant (see Contact Information).

Program Procedure

Students who wish to claim **9 XP credits** for their internship or overseas research and study must complete the following two steps:

Step 1: Obtain Company Acceptance — Before or at Program Start

Contact the host organization and request them to complete and submit the **Company Acceptance & Project Assignment Form**. This form must be submitted **prior to the start date, or at the latest, within two weeks after it begins**.

Purpose: This form allows the host organization to officially confirm the student's acceptance, outline the project-based tasks to be assigned, and acknowledge their assessment responsibilities. It ensures CMKL has the information needed to register the student's XP credits.

→ **Company Acceptance & Project Assignment Form:** [Link](#)

Note on NDA and Confidentiality: Even where a program involves a Non-Disclosure Agreement (NDA) or confidentiality restrictions, CMKL University expects students to be able to describe their work at a conceptual level in their final report and video presentation. This includes, where applicable, an explanation of the problem context, model or system choices, training or development strategy, and evaluation approach — framed in a way that does not expose proprietary data or trade secrets. If possible, students should ask the supervisor to review the report before submission to confirm that the content shared is within the bounds of the agreed confidentiality terms.

Step 2: After Program Completion — Submit All Deliverables

2A: Supervisor Evaluation

Students must send the **Supervisor Evaluation Form** to their host organization supervisor approximately **2 weeks before the end date of the program** to allow time for completion. The supervisor is requested to complete and submit the form **within 1 week after the program ends** to ensure the student can claim XP credits within the same semester.

→ **Supervisor Evaluation Form:** [Link \(the form will be revised soon\)](#)

2B: Enroll in the Appropriate URD Course

Overseas Research & Study	URD 311 (Fall) / URD 312 (Spring)
Industrial Internship (Thailand)	URD 321 (Fall) / URD 322 (Spring)

Summer participants: Students may participate during the summer break. However, since no courses are offered in summer, XP competency credits can only be claimed in the following Fall or Spring semester.

2C: Submit Deliverables via Canvas LMS

Submit the following by the deadline that applies to you:

Fall / Spring participants	Within 1 week after the program ends
Summer participants	At the beginning of the following Fall or Spring semester (To be announced)

Deliverables Required:

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

Video Presentation — Required Content

- Project Title
- Company Background & Department
- Objective / Pain Points Addressed
- Project Overview
- Scope of Work (your role, main tasks, responsibilities)
- Methodology / Approach
- Key Results
- Conclusion

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

To claim XP competency within the same semester: *(a) Submit all deliverables (report + video) to Canvas LMS, and (b) ensure the supervisor submits the Evaluation Form by the semester's final-assessment deadline.*

Contact Information

Role	Name & Email	Courses Supervised
XP & Career Path Consultant	Assoc. Prof. Panarat Cherntanomwong panarat@cmkl.ac.th Book via: Book a consultation	—
Supervising Faculty Internship Thailand (AI projects)	Asst. Prof. Sarun Gulyanon sarun@cmkl.ac.th	URD 321 (Fall) URD 322 (Spring)
Supervising Faculty Internship Thailand (Gaming projects)	Asst. Prof. Justin Paulsen justin@cmkl.ac.th	URD 321 (Fall) URD 322 (Spring)
Supervising Faculty Overseas Research & Study	Asst. Prof. Antoine Merlet antoine@cmkl.ac.th	URD 311 (Fall) URD 312 (Spring)

Consultation: *To book a one-on-one consultation with the XP Consultant, please use the booking link above and schedule at least **one week in advance**.*