

### Summer Training Forms

Marks	Method of Submission	Submission Date	Form Name	Form Number
0	Attendance at the Office of Educational Affairs at the College and delivery of registration form of CPCS-323	During the period of add and drop of the summer semester	Registration	ST-REG
0	To the summer training supervisor in the college and copy to the training unit by e-mail	During the first week	Starting Date	ST-STR
3	To the summer training supervisor in the college and copy to the training unit by e-mail <b>Note:</b> Training plan should be approved by the training supervisor in college by e-mail	During the first week	Training Plan	ST-PLN
4	To the summer training supervisor in the college and copy to the training unit by e-mail	After 85 hours of training during third week	Progress Report(1)	ST-PRGS
4	To the summer training supervisor in the college and copy to the training unit by e-mail	After 145 hours of training during fifth week	Progress Report(2)	ST-PRGS
4	To the summer training supervisor in the college and copy to the training unit by e-mail	After 175 hours of training during sixth week	Progress Report(3)	ST-PRGS
35	Hand-delivered to the training unit in sealed envelope from the employer	During week seven	Final Evaluation	ST-EVAL
35	To the summer training supervisor in the college and copy to the training unit by e-mail	After 200 hours of training beginning of week eight (Sunday) of the summer semester	Final Report	ST-RPT
15	The student will coordinate with the summer training supervisor at the college about the presentation date before the eight week	Eight week of the summer semester	Review what was accomplished during the training period	Presentation
0	Handed over to the training unit	The eight week of the summer semester on Saturday and Sunday	Students' Self Evaluation	ST-STD



Note: The summer training supervisor of the faculty is Doctor of Science