



# ICHT 491

## Hospitality Management: Internship II

Updated: May 23, 2018

### Requirements for Application

- 1) Students must register in **the final trimester only**.
- 2) Students must have a **current GPA of at least 2.0** (at the time of submitting application).

### Students can choose one of the two following options.

#### 1. Internship

- 1) Students are required to **contact an organization of their choice** to find out the likelihood of being accepted for an internship during the required period.
- 2) Download an application form at [http://www.muic.mahidol.ac.th/eng/?page\\_id=16030](http://www.muic.mahidol.ac.th/eng/?page_id=16030). Print and fill it out.
- 3) Students are required to **submit the form to (1) your advisor and (2) Internship-II Program Manager** to sign for approval.
- 4) Students are required to **submit the form to the registrar office** to sign for verification of your final-trimester status during the application period.
- 5) At the same time, students are required to **submit a resume and a 2-inch photo to THM office** during the application period.
- 6) Within one week after all required documents have been received, **an internship-application letter will be emailed to your selected organization** and copied to you for your record.
- 7) Within two weeks after the letter has been sent out, **THM office will send you an email to inform you of your next step**. (Normally it takes companies approximately one or two weeks at the most for them to send us a reply, and before getting accepted for an internship, an applicant is usually required to go for an interview with the selected organization.)
- 8) Within two weeks after the interview, **you may be informed directly by the interviewer or THM office regarding the interview's result** and your next step.
- 9) **Once you have been accepted for an internship, you will not be able to make any changes whatsoever.**
- 10) **If you found out that your internship application is rejected, you have to contact THM office immediately and start the application process again.**
- 11) **If you are offered an internship by the organization you applied, but in an internship area different from the one you chose, you may accept OR reject it.** If you reject it, you have to contact THM office immediately to begin the application process again.

**If you will be taking an internship overseas and have a current GPA of at least 2.5, you are eligible to apply for an internship scholarship (20,000 baht for an internship within Asia and 40,000 baht for an internship outside Asia) at MUIC's International Affairs Office.**

### 3. Job Application

**This option allows you to apply for a job yourselves (instead of an internship) upon approval from (1) your advisor and (2) Internship-II Program Manager. Your first three months of work will be credited toward the internship. To be able to take this option, you must have already been accepted for a job at the time of submitting an application before the application deadline.**

- 1) Download an application form at [http://www.muic.mahidol.ac.th/eng/?page\\_id=16030](http://www.muic.mahidol.ac.th/eng/?page_id=16030). Print and fill it out.
- 2) Students are required to submit the form to (1) **your advisor** and (2) **Internship-II Program Manager** to sign for approval.
- 3) Students are required to **submit the form to the registrar office** to sign for verification of your final-trimester status during the application period
- 4) At the same time, students are required to **submit a copy of the job-offer document, a resume and a 2-inch photo to THM office** during the application period.

#### Important Remark:

- 1) **Once you have submitted an internship application, you will not be able to make any changes whatsoever.**
- 2) **You are not allowed to take any additional course while taking Internship II without approval from your advisor and Internship-II Program Manager.**
- 3) **You are not allowed to drop or withdraw from Internship II.**
- 5) **If you fail to register for Internship II during the registration period, your internship will be void.**
- 6) **If you have already started your internship and happened to be given an “F” grade from one or more courses during the previous trimester, you must carry out your internship and return to MUIC in the following trimester to retake those courses (if necessary).**
- 7) **If you take Internship II during a summer session, you have to pay a fee of 2,000 baht to maintain your student status.**
- 8) **You are not allowed to take Internship II at Salaya Pavilion Hotel & Training Center.**

<b>Internship II Trimester</b>	<b>Internship II Period</b>	<b>Application Period</b>	<b>Announcement of Results</b>
Trimester I	Oct. – Dec.	Jun. 1 – Jun. 30	Date – To be advised ( Usually within two weeks after the application deadline )
Trimester II	Jan. – Mar.	Sept. 1 – Sept. 30	
Trimester III	Apr. – Jun.	Dec. 1 – Dec. 30	
Summer	July – Sept.	Mar. 1 – Mar. 31	