

Internship-II

Requirement 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).

Internship Procedure

Before:

1. Students are required to attend the Internship II Orientation. If students fail to attend, students will be required to take a longer period of internship.
2. Students are required to contact only one organization of their choice to find out the likelihood of being accepted for an internship during the required period.
3. An application form is available on the MUIC website. Students have to complete the form, and submit it to THM office.
4. A resume and a file of photo are required to be submitted with the application form.
5. THM office will send an internship application letter to the selected organization via email, as well as CC you for your record.
6. After receiving the confirmation of acceptance from your selected organization, **students are not allowed to make any change or cancel the application.** However, if the condition is different from the agreement, students may accept or reject it. It is important to report the Internship Manager promptly.
7. Students are not allowed to take any course during the Internship II.
8. Students must register for Internship II in the SKY system. If students fail to register, the Internship will be void.
9. Students are not allowed to drop or withdraw from Internship II.

During:

1. Students are required to submit bi-weekly email reports to Internship Manager (Aj.Michael at michael.nag@mahidol.ac.th).
2. THM representative will visit students at their workplace with prior appointment.
3. In an event of a problem arising during the period of internship, students should, in the first instance, contact their supervisor or manager. If they are unable to resolve the problem to your satisfaction, students should contact Internship Manager.

After:

1. Students are required to give a presentation to Internship Manager after the completion of internship.
2. Students are required to submit the following document to THM office via teerawan@nun@mahidol.ac.th :
 - a. Employer feedback
 - b. Work certificate/letter
 - c. Student feedback
 - d. Presentation file (PowerPoint File)