

Requirements for Application:

1. Case one: If you wish to apply for the internship, you must earn 80 credits or more (for THM) with passing grade of ICTM 212 Introduction to Tourism and Hospitality subject and 100 credits (For BBA) at the time of submitting an application ON THE DAY YO U APPLY, you can contact Ajarn Nate-tra Dhevabanchchai, Course coordinator / General Manager of SPH at natetra.dhe@mahidol.ac.th or natetrat@gmail.com or mobile number: 099 423-5951 **OR** Khun Nutthanunt Ritthisornkrai, (Natcha) Administrative Officer and Secretary at nutthanunt.rit@mahidol.ac.th or mobile number: 087-974-9818 for further advice.
Case two: you will be normally contacted when your credits arrive as mentioned above, and you have to respond when you are contacted by her. If you fail to apply or respond in both cases, you will be assigned to take internship I in any future trimester and 5% will be deducted from your overall received grade.
2. Have currently earned a GPA of at least 2.0 at the time of submitting an application.
3. PLEASE be reminded that you are not allowed to take any additional course while taking internship I, except those who are taking a second foreign language as their minor subject.
4. PLEASE be reminded that you are not allowed to drop or withdraw from internship I unless you are asked to do so with solid reason(s).
5. PLEASE be reminded that the number of student interns to be accepted in each trimester is a maximum of 35-40.

Nate-tra Dhevabanchchai

Requirements After Accepted to be Our Interns: (After You Receive Letter of Acceptance)

1. Once you are accepted for the 3-month internship, you will be required to contact SPH for several preparation matters. Please check your email(s) on a daily basis and contact us back whenever we request you to do so. The announcement of accepted interns is to be placed on the THM notice board and will be sent to your email by K. Nutthanunt (Natcha).
2. You please pay Baht 3,500.- on uniform fitting day. It is for the scarf or a neck tie, a bow tie, a name tag, kitchen shoes, a set of key lock and professional Salaya Pavilion blazer for you to wear when you are at front office /food and beverage departments. * Remarks: the Salaya Pavilion blazer, you should wear when you go for the 2nd internship or professional work interview.
3. You MUST attend the hotel orientation day and departmental orientation day(s) in each department. If you do not attend orientation day or if you miss the first day of your respective departmental orientation, you will be deducted 10% each day. (Orientation is very important, please take it committedly).
4. Grooming: For female who has long hair must put the hair in the black hair-bun, studded pearl earring ONLY with a proper make up, nail is well polished with transparent color or light-tone color, skirt length - not more than 2 inches above the knee. For male, well shaved, trouser style is the one SPH tailored for you (Dave trouser or jean fabric are not allowed)
5. You are required to complete your attendance within the 3-month internship (minimum of 576 hours) and you are not allowed to be excused from the training at all without solid reasons. If so, you will be asked to redo your internship in the other trimester arranged by the hotel. If you have any business that needs to do and need to be away from the training, you must reconsider not to do your internship in the selected trimester.

K. Nutthanunt

Requirements Beginning and During the Internship Period:

1. You will be rotated to train in 4 departments which are front office, housekeeping, food and beverage and kitchen. Each department you will be trained approximately 3 weeks or 144 hours.
2. You will be randomly arranged as group and there are 4 groups in total according to the operational departments as stated in number one above. And, your group members will be announced on the orientation day or the date before you begin your internship.
3. Your trainers must be the one you contact with at all times for all matters during your internship particularly your sickness, your tardiness or your absence. Therefore, make sure you have their numbers / email addresses you can contact anytime.
4. From the first day of your training, you are not expected to miss your training. However, if you have any emergency, you are required to provide evidence to the course coordinator and trainer(s). Emergency means sickness, death or any un-avoided accident(s). One (1) training day is equal to 5 % (scores). Once you are absent on any day, your score will be deducted. Additionally, you are required to do make-up training hours as well.
5. However, from number 4, you are not allowed to be absent more than 1 day without solid reason, otherwise, scores will be deducted and overall grade will be affected.
6. If you are late to come to work, your department heads / trainers will consider deducting your scores. If you are late for more than 15 minutes for 2 times, it will be counted as 1 day absence.

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7. Your training and work schedule will be arranged by the department head or trainer. Normally, you will be scheduled to work 8 hours a day and 6 days a week. If you are asked to work more than 8 hours a day, the department head will re-arrange your work schedule on the next day or overall work plan for you so as to compensate hours for your overtime. But at times, you may be required to work long hours due to any special functions or outside catering.
8. While you are at the internship, you must respect rules and regulation of the hotel. Otherwise, your grade will be affected. We are dealing with real guests, real situation and real trainers; we need professionalism and good efforts for the reputation of yourself, SPH and MUIC.

Policy for ICTM 461 – Practical Internship at Salaya Pavilion Hotel and Training Center.

It is important that you read, understand and comply with while you are at the Internship.

----- End of ICTM 461's Policy -----

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