THM Internship Procedure

Before:
1. Students are required to attend the Internship 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 internship application form is available on the MUIC website. Students have to complete the form and submit it with other related document to THM Internship Coordinator.
4. THM Internship Coordinator will send an internship confirmation letter to the selected organization via email, as well as CC you for your record.
5. 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.
6. Students are not allowed to take any course during the Internship without prior authorization from Internship Manager.
7. Students must register for Internship course in the SKY system. If students fail to register, the Internship will be void.
8. Students are not allowed to drop or withdraw from Internship.

During:
1. Students are required to submit bi-weekly email reports to Internship Manager.
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 Internship Coordinator via teerawan.nun@mahidol.ac.th :
    a. Employer feedback
    b. Work certificate/letter
    c. Student feedback
    d. Presentation file (PDF format)

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