

## **ICHT 391/ICHI 391: Internship I – Hospitality practical training**

### **Requirements for Application**

1. Students must have obtained a minimum of 80 credits at the time of application.
2. Students have earned a GPA of 2.00 and above.
3. Students have passed the internship pre-requisite course (ICHT 232/ICHI 202 Introduction to Hospitality and Tourism Industry).

### **Internship Procedure**

#### **Before:**

1. Students have to download and complete the “Internship I – Application Form” from the MUIC website.
2. Students have to submit the following documents with the filled application:
  - a. Grade report
  - b. Copy of ID/passport
  - c. Copy of house registration
  - d. Medical test report (with also Hepatitis B blood test result)
  - e. Resume
  - f. Recent photo (not more than 3 months)
3. Students are required to attend the Orientation 1 “Choosing the right place” before selecting an organization.
4. THM division will coordinate with the selected organization for further process. The organization has right to conduct a screening interview.
5. Students are required to attend the Orientation 2 “Preparing yourself for the real world”.
6. If students fail to attend both Orientation 1 and 2, students will not be allowed to take an internship in the following trimester.
7. After the organization has confirmed the acceptance, students are not allowed to make any change or cancel the application.
8. Students are not allowed to take any course during the Internship I as it will disturb the schedule set by the selected organization.
9. Students must register for Internship I in the SKY system during the registration period. If students fail to register, the Internship will be void.
10. Students are not allowed to drop or withdraw from Internship I without consulting the advisor or the Internship I Manager.

**During:**

1. THM representative(s) will visit students at their workplace with prior appointment.
2. In the 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 Khun Teerawan (P'Peach) [teerawan.nun@mahidol.ac.th](mailto:teerawan.nun@mahidol.ac.th) or call at (66) 2700 – 5000 ext. 4418 or if it is urgent, students can contact Internship I Manager immediately (WTT – 0891530682).

**After:**

1. Students may be required to conduct a presentation to the supervisor/manager and the team on site (this may vary from one organization to another). A copy of presentation file should also be submitted to THM division.
2. Students will have 2 types of evaluations: 1) the organization evaluation which students will be acknowledged on all the processes and the results 2) the THM's evaluation form based on the course specification, the result will be directly sent to the THM division. Both evaluation results will be combined to be the final score.
3. Students are required to submit the “Internship I report” within 7 working days at Google Classroom. The report will be included in the overall final score. If students fail to submit the report, 15 scores will be deducted.

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