



# BBA

INTERNATIONAL PROGRAM  
CHULALONGKORN BUSINESS SCHOOL

## INTERNSHIP PROGRAM

### INTERNSHIP GUIDELINES & PROCEDURES

**COURSE NAME: 2602476 INTS INTL BUS MGT**

**(PREREQ: 2602371 PRIN INTL BUS MGT)**

During their third year of study, or junior year, students must complete an internship in a national or international business organization or government agency and be responsible for particular assignments. They must take on assignments and work at the business organization or government agency according to their indicated preferences. Students are encouraged to choose a workplace that matches their interests, or the type of job that could benefit their future careers. The areas of business in which students are allowed to have their internship include Finance and Accounting, Marketing, Personnel Management, Production, Sales Management, Transportation, Import/Export Management, International Affairs and General Management. The choice of workplace is subject to final approval by the Course Instructor(s).

All students majoring in IB are required to complete the internship as a graduation requirement, but for students in Accounting & Financial majors, it is optional and can be taken as either an elective or free elective. The internship period is normally in the summer semester (June - July). As a result, there will be no classes for students doing an internship during this period. Students who participating in an Exchange Program preventing that cannot do the internship during the summer semester (June – July), they must arrange to complete the internship during the December – February period before studying abroad.

- 1 The internship period is normally in the summer semester (June - July). As a result, there will be no classes for students doing an internship during this period.
  - Students who participating in an Exchange Program preventing that cannot do the internship during the summer semester (June – July), they must arrange to complete the internship during the December – February period before studying abroad.
  - Students Internship Program (SIP) of Bangkok Bank is not a part of BBA Internship Program.
- 2 **All IB major students** are **required** to complete the Internship as a graduation requirement.
- 3 **All Accounting & Financial major** students are **not required** to complete the Internship it is optional and can be taken as either an elective or free elective.
- 4 Students can either choose organization/company yourself or choose from the BBA Quota.
- 5 Students must work for a minimum of 240 hours to obtain credit from your Internship. Internship hours cannot be split into multiple periods. However, many companies have a formal Internship program period for two months in order for students to get deeper knowledge and solid work experience.
- 6 Students must complete and submit all required documents and information specified on the application form to the BBA Office by the deadline or the internship will be delayed.

Student must submit in order to complete your application:

- 1) A completed requisition form with photo.
  - 2) A academic transcript.
  - 3) A current resume – Download Resume Template.
  - 4) A copy of student ID card with “Certified True Copy” and your signature.
- 7 After receiving the internship application form and documents from student, the BBA Office will issue an official letter and send it out with all documents to the relevant companies.
  - 8 Internship package: Students will be given the internship package, which will include the course outline, weekly journal form, evaluation form and topics for doing the internship report before starting work. These must be completed and submitted according to instructions.

**Grading is S/U:** If the internship and paperwork are not complete at the end of the semester, your grade will be changed to **"I"** meaning your grade has been "deferred" until we have your final paperwork within the registered semester. Otherwise, you will get **"U"** meaning your grade has been "Unsatisfied" and must re-take this course.

## GRADING CRITERION

Grading of the internship course is based on four documents: (1) Weekly Journal; (2) Evaluation Form; (3) Internship Report; (4) PowerPoint Presentation and (5) Timesheet/Time report. These five items must be submitted together within Friday, August 11, 2017 before 4 p.m. with P'Aor at BBA Office.

### 1. Weekly Journal signed by the job supervisor week by week

- Students are required to upload you weekly journals (week by week) in a word/pdf file format without signature of supervisor in your folder directly at the link I gave you last week.
- Submit a hard copy of the Weekly Journal after internship with signature as well.

### 2. Internship Evaluation by the Company

- Submit a hard copy of the one that the job supervisor had already evaluated and filled out the form.
- The final deadline for submission of the summary and evaluation is a week before graduation. If your internship file is not complete by that time, your graduation will be delayed.

### 3. Internship Report:

- Submit a hard copy of the report.
- Students are required to submit the soft file report (.doc version) to P'Aor at sirikarn.phi@cbs.chula.ac.th for checking before binding.

### 4. PowerPoint Presentation:

- Submit a hard copy of the PowerPoint presentation and prepare your PowerPoint presentation file in USB for the presentation date. Submit USB to me before your presentation date.
- The presentation will take about 15-20 minutes and followed by 10 minute Q&A.

### 5. Timesheet/Time Report

- Submit a hard copy of Timesheet/Time Report from company.

**Remark:** Students who work in the same company and department/position can do a joint internship report and PowerPoint presentation (3 persons/Group).

**Revised:** September 5, 2016.