



BBA

INTERNATIONAL PROGRAM
CHULALONGKORN BUSINESS SCHOOL

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.
 - For Students who will be 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 according to the curriculum.
- 3 **All Accounting & Financial major students** are not required to complete the internship. If you want to take internship as elective or free elective course, it is acceptable. But you are required to follow all internship application process.
- 4 Students can either choose organization/company yourself or choose from the BBA Quota.
- 5 Students must work for a minimum of 240 hours (excluding 12:00 – 13:00 hr.) 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 are required to fill in an online application form. The following application form and supporting documents are required to be submitted to the BBA office by the deadline.
 1. A completed Internship online application form
 2. Official transcript obtained from the Office of Registrar
 3. Current resume with photo
 4. A copy of student ID card with "*Certified True Copy*" and your signature
- 7 Internship package: Students will be given the internship package, which will include the official nomination letter, course outline, weekly journal form, evaluation form and topics for doing the internship report before starting work one week. These must be completed and submitted according to instructions.

GRADING CRITERIA

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 of the internship course is based on five documents: (1) Weekly Journal; (2) Timesheet/Time report; (3) Evaluation by the Company; (4) Internship Report; and (5) PowerPoint Presentation.

Students are required to submit hand in (1) Weekly Journal; (2) Timesheet/Time report; (3) Evaluation by the Company; (4) Internship Report; and (5) PowerPoint Presentation at BBA Office within August 11, 2018 before 16:00 hrs.

1. Weekly Journal

- Students are required to upload you weekly journals (week by week) in a **word file or .pdf file** format without signature of supervisor in your folder directly at the link which will be announced later.
- Submit a hard copy after internship with signature as well (signed by the job supervisor week by week)

2. Time sheet

- Submit a hard copy of Time sheet/Job sheet from company.

3. Evaluation by the Company

- Submit a hard copy of the one that the job supervisor had already evaluated and filled out the form.

4. Internship Report

- Students are required to submit the soft file report (.doc version) at sirikarn.phi@cbs.chula.ac.th for checking before binding **within 4 August, 2018 before 14:00 hrs.**
- Submit a hard copy of the report

5. PowerPoint Presentation

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

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

REPORT OUTLINE

The report format:

- Cover: Plastic cover (see sample below)

INTERNSHIP REPORT
Logo of Company
Name of Company
Internship period
Position
By
Name-Surname
ID
Major
Email



Cloth tape binding

- The preferred A4 size of the report is 20 pages (inclusive of Tables, Appendices, and Reference List) exclude the plastic cover and cover. The language is English
- **Font:** Tahoma style, double line spacing, one (1) inch margin on all sides of the paper (for Weekly Journal and Internship Report)
- **Topic headings:** Font 14 point
- **Contents:** Font 12 point
- Page numbers at center or right bottom of the page
- Binding staple and attach the cloth tape (Black color only) to the edge of the report

Recommended format to be followed:

- Acknowledgements: towards the company/organization, and other players involved in the process of the internship
- Table of Contents (Contents of the report with page numbers)

Topic headings

1. Introduction the company/organization, its structure, working etc.
2. Work responsibilities and assignments
3. Problems you have encountered in your assigned tasks
4. Knowledge gained from the work experience
5. Recommendations and Self-assessment (Company)
6. Prepare a resume for a job application

Noted: You can include graphs, pictures, data, drawings, or design calculations in your report.

Submission Deadline:

1. Students are required to **submit a soft file report** (word file only) to P'Aor at sirikarn.phil@cbs.chula.ac.th for checking **before binding** within Sunday, August 4, 2018 before 14:00 hrs.
2. Students are required to **submit hand in** the final report, evaluation form, and weekly journal at BBA Office within August 11, 2018 before 16:00 hrs.

Revised: October 24, 2017.
