



**Internship Form**

- INTERNSHIP REQUEST LETTER (จดหมายขอความอนุเคราะห์รับนักศึกษาเข้าฝึกงาน)
- CONFIRMATION OF INTERNSHIP (จดหมายส่งนักศึกษาเข้าฝึกงาน)
- STUDENT ID .....  Mr. (นาย)  Miss (นางสาว)
- STUDENT NAME (Eng.) ..... STUDENT NAME (Thai) .....
- PROGRAM OF STUDY Bachelor of Science in Information and Communication Technology (International Programme)
- CLASS YEAR ..... GPA : ..... Major .....
- BIRTHDATE (DD/MM/YY) ..... / ..... / ..... AGE .....
- E - MAIL ..... Line ID ..... FACEBOOK .....
- MOBILE PHONE NUMBER ..... ICT MAHIDOL SCHOLARSHIP RECIPIENT  Yes  No

COMPANY NAME	THAI _____ ENGLISH _____ ADDRESS _____ WEBSITE _____
COMPANY DEPARTMENT	_____
TO WHOM (For Letter)	NAME (Thai) _____ NAME (Eng) _____ POSITION (Thai) _____ POSITION (Eng) _____
CONTACT PERSON	NAME (Thai) _____ NAME (Eng) _____ POSITION (Thai) _____ POSITION (Eng) _____ MOBILE _____ TEL _____ EXT. _____ FAX _____ E-mail _____
PERIOD OF APPLICATION	FROM _____ TO _____
PERIOD OF INTERNSHIP	FROM _____ TO _____

**STUDENT REQUEST FORM FOR INTERNSHIP DURING SUMMER**

**Please attach documents:**

1. Company Profiles ( Please type in Microsoft word ) ➔ Background, Address, Map



## Domestic Internship Process for ICT Students

### 1. How to apply for an internship?

- Contact with potential host organizations and confirm your placement.
- Negotiate your tasks, goals, hours and supervision arrangements.

### 2. How to get an internship letter from the Faculty of ICT?

- Submit the completed internship application form to the Organizational Communications Department (P' Thanaporn) at the counter, 1<sup>st</sup> floor.
- Once an application form is approved, the staff will call you to pick up an internship letter at the ICT counter. (Wait for 3 working days)

*\*Remark: Students can pick up an internship form at the ICT counter. Please note that incomplete forms will not be approved.\**

### 3. Submitting an internship letter to an intern company

- After receiving an internship letter, students have to submit the letter to their intern companies and wait for the acceptance.
- As soon as students get their acceptance from their intern company, students have to inform the Organizational Communications staff (P' Thanaporn) to make the internship acceptance letters for the confirmation of students' internships to the companies.

### 4. Accepting Internship Offers / Declining Internship Offers

#### ➤ In case of accepting internship offers

- For students who haven't filled in an internship form, they have to submit a completed form to the Organizational Communications Department first. Then, after 3 working days, the student will get an internship acceptance letter, an intern student's evaluation form for the company as well as an intern company's evaluation form for the intern student.
- After receiving an internship letter, students have to submit the internship letters and the intern students' evaluation form to their intern company. Regarding the intern company's evaluation form for intern students, students have to evaluate their intern company and submit it back to the Faculty of ICT after finishing their internship.

#### ➤ In case of declining internship offers

- Students have to contact another intern company and start submitting an internship form to the Organizational Communications Department again.

### 5. Finishing Internship

- Once you have completed your internship, please submit 3 documents to the Faculty of ICT as follows:
  - ❖ intern students' evaluation form for company
  - ❖ intern company's evaluation form for intern student
  - ❖ A0 size poster presentation file. Students are required to prepare their posters for the exhibition. The target audience includes all students who are interested in joining the exhibition as well as instructors and staff. A poster should include
    - (1) name of the intern company
    - (2) duration of exchange/internship program
    - (3) the assigned project; title, abstract/summary/scope of work, technical tools, laboratory, advisor, work process, results, "what did you learn?", "what were you most impressed with?", etc.
    - (4) activities, leisure time, languages and culture, environment, "what did you see?", "what were you most impressed with?", etc.

*\* Remark: Individual or group posters will be accepted in case that you intern at the same company. Please submit the file to [thanaporn.pen@mahidol.ac.th](mailto:thanaporn.pen@mahidol.ac.th).*

*Should you need any further information, please contact P' Thanaporn at ICT counter.*