



ICTM 461 - Travel Industry Management Internship I

Dear all SPH's interns, please print out (two-sided printing), read, understand, sign your name on each page and hand them to K. Natpicha at SPH. Thank you.

Requirements for **Application**:

1. Case one: If you wish to apply for the internship, you must earn 80 credits or more (for TIM) and 100 credits (For BBA) at the time of submitting an application, you can contact Khun Natpicha, Salaya Pavilion Hotel and Training Center at icnatpicha@mahidol.ac.th for further advice.

Case two: Khun Natpicha will normally contact you when your credits arrive as mentioned above, and you have to respond when you are contacted by her.

If you fail to apply or respond in both cases, you will be assigned to take internship I in any future trimester. Moreover, you will receive 5% lower than your overall actual final grade.

2. Have currently earned a GPA of at least 2.0 at the time of submitting an application.
3. PLEASE be reminded that you are not allowed to take any additional course while taking internship I, except those who are taking a second foreign language as their minor subject.
4. PLEASE be reminded that you are not allowed to drop or withdraw from internship I unless you are asked to do so with solid reason(s).
5. PLEASE be reminded that the number of student interns to be accepted in each trimester is between a minimum of 24 and a maximum of 28.

I _____ ID: _____ have read "5 requirements for application" and I fully understand and will practice accordingly.

Trainee's signature: _____

Date: _____

Handwritten signature



Requirements After Accepted to be Our Interns: (After You Receive Letter of Acceptance)

1. Once you are accepted for the 3-month internship, you will be required to contact SPH for several preparation matters. Please check your email(s) on a daily basis and contact us back whenever we request you to do so.
2. You MUST attend the orientation day which the SPH will inform you date of orientation in advance. If you are absent, you will be deducted 5% from your overall internship grade.
3. You must pay 1,000. – Baht each for a scarf or a neck tie, a bow tie, a name tag, a set of key lock., a set of suit and two sets of housekeeping uniforms.
4. You are required to complete your attendance within the 3-month internship and you are not allowed to be excused from your training more than 2 days. If so, you will be asked to redo your internship in the other trimester arranged by the hotel. If you have any business that needs to do and need to be away from the training, you must reconsider not to do your internship in the selected trimester.

I _____ ID: _____ read “4 requirements after accepted to be our interns” and I fully understand and will practice accordingly.

Trainee’s signature: _____

Date: _____

Handwritten signature



Requirements Beginning and During the Internship Period:

1. You will be rotated to train in 4 departments which are front office, housekeeping, food and beverage and kitchen. Each department you will be trained approximately 3 weeks.
2. You will be randomly arranged as group and there are 4 groups in total according to the operational departments as stated in number one above. And, your group members will be announced on the orientation day or the date before you begin your internship.
3. Your department heads and trainers must be the one you contact with at all times for all matters during your internship particularly your sickness, your tardiness or your absence. Therefore, make sure you have their numbers / email addresses you can contact anytime.
4. One (1) training day is equal to 5 % (scores). Once you are absent on any day, you will be deducted unless you provide doctor certificate. Additionally, you are required to do make-up training hours as well.
5. No matter under which circumstances, if you have two days absence and above, you will be asked to redo your internship.
6. If you need to take a leave day, you must use the form provided in every department and you must obtain the approval from your respective department heads / trainers before you go for your leave.
7. If you are late to come to work, your department heads / trainers will consider you to deduct your scores. If you are late for more than 15 minutes for 2 times, it will be counted as 1 day absence.
8. If you are asked to work more than 8 hours a day, the department head will re-arrange your work schedule on the next day or overall work plan for you so as to compensate hours for your overtime.

I _____ ID: _____ read and I fully understand and will practice accordingly.

Trainee's signature: _____

Date: _____

Handwritten signature



9. While you are at the internship, you must respect rules and regulation of the hotel. Otherwise, your grade will be affected.
10. While you are at the internship, you are required to practice your professionalism and learn good attitude of being an hotelier. Therefore, everything at SPH is for a good standard of a professional person.

I _____ ID: _____ read “10 requirements after accepted to be our interns” and I fully understand and will practice accordingly.

Trainee’s signature: _____

Date: _____

Policies for ICTM 461 – Hotel Practical Internship at Salaya Pavilion Hotel and Training Center.
It is important that you read, understand and comply with while you are at the Internship.

A handwritten signature in black ink, appearing to read "Nate-tra Dhevabanchachai".

By: Nate-tra Dhevabanchachai
General Manager