

Internship Orientation

INTERNSHIP GUIDELINE AND PROCESS

THE BACHELOR OF ARTS PROGRAM IN
SERVICE INNOVATION (BSI)



BSI Internships & Employment



LANCASTER
BANGKOK



CENTRAL
Group



G-MMM
GRAMMY



SHISEIDO
GINZA TOKYO



INTERNSHIP APPLICATION FLOWCHART

BSI INTERNSHIP

MID-APRIL

MID-MAY

1

Student submits internship application form with advisor's signature.

2

CITU will issue an official letter. Student will submit employer the letter and agreement form.

3

Once employer accepted, student submits a complete agreement form to CITU.

20 AUG 2021

6 JUNE - 31 JULY

6

Student submits log time sheet, evaluation form, final report to CITU.

5

Internships take place around June - July.

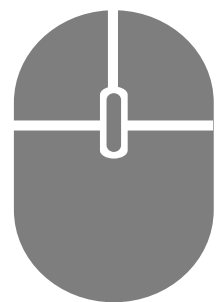
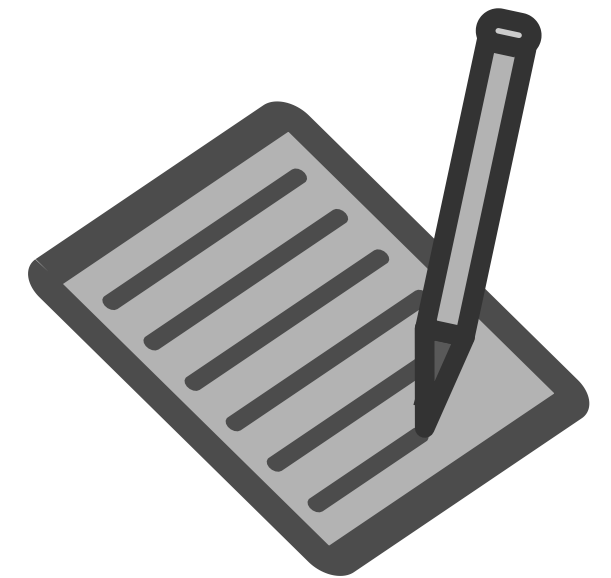
4

CITU will issue an official confirmation letter. Student will submit the letter and internship evaluation form to the employer.



Internship Forms

- ✓ Internship Application and Agreement Form
- ✓ Internship Time and Activity Logbook
- ✓ Employer's Evaluation Form



Please visit <https://www.citu.tu.ac.th/internship-guide/>

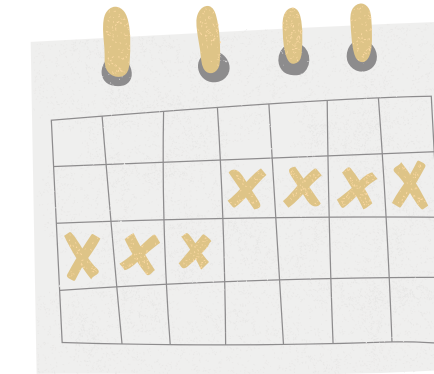
Official Letters

✓ Request for Student Internship

✓ Internship Confirmation Letter



Internship Logbook

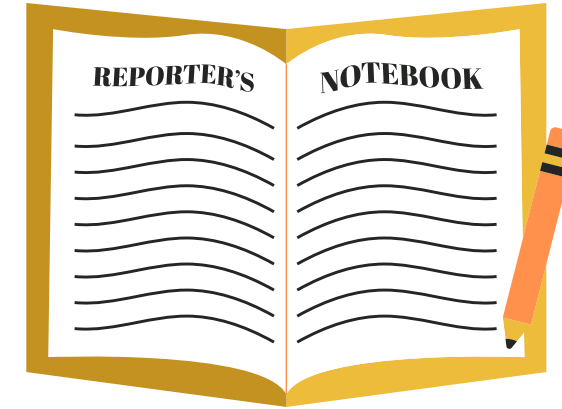


must be recorded weekly and approved by your supervisor

Ex.

Date	Hours	Activities
31 August 2020	5	<ul style="list-style-type: none">- Customer booking analysis- Support customer service for shipment
1 September 2020	4	<ul style="list-style-type: none">- Retrieve information from customer's email- Report the container and seal numbers
2 September 2020	4	<ul style="list-style-type: none">- Report the container and seal numbers
3 September 2020	5	<ul style="list-style-type: none">- Retrieve information from customer's email- Arrange the customer booking
4 September 2020	5	<ul style="list-style-type: none">- Summarize the weekly document
7 September 2020	5	<ul style="list-style-type: none">- Customer booking analysis- GPS tracking

The Final Report



Suggested words = 2,500 words

Chapter 1 Introduction and Background (250 words)

Chapter 2 Job Explanation (500 words)

Chapter 3 Gained Knowledge (750 words)

Chapter 4 Problem & Recommendation (1,000 words)

Contacts



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