



# **EE300 - Internship**

**B.E. International program  
Version January 19<sup>th</sup> , 2022**

**Student's handbook for internship  
Curriculum 2018**

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# Overview of internship

# Course description

## EE300 Internship (at least 135 working hours) 3 credits

- **Prerequisites: 2nd year economics student or above (at least 135 working hours)**

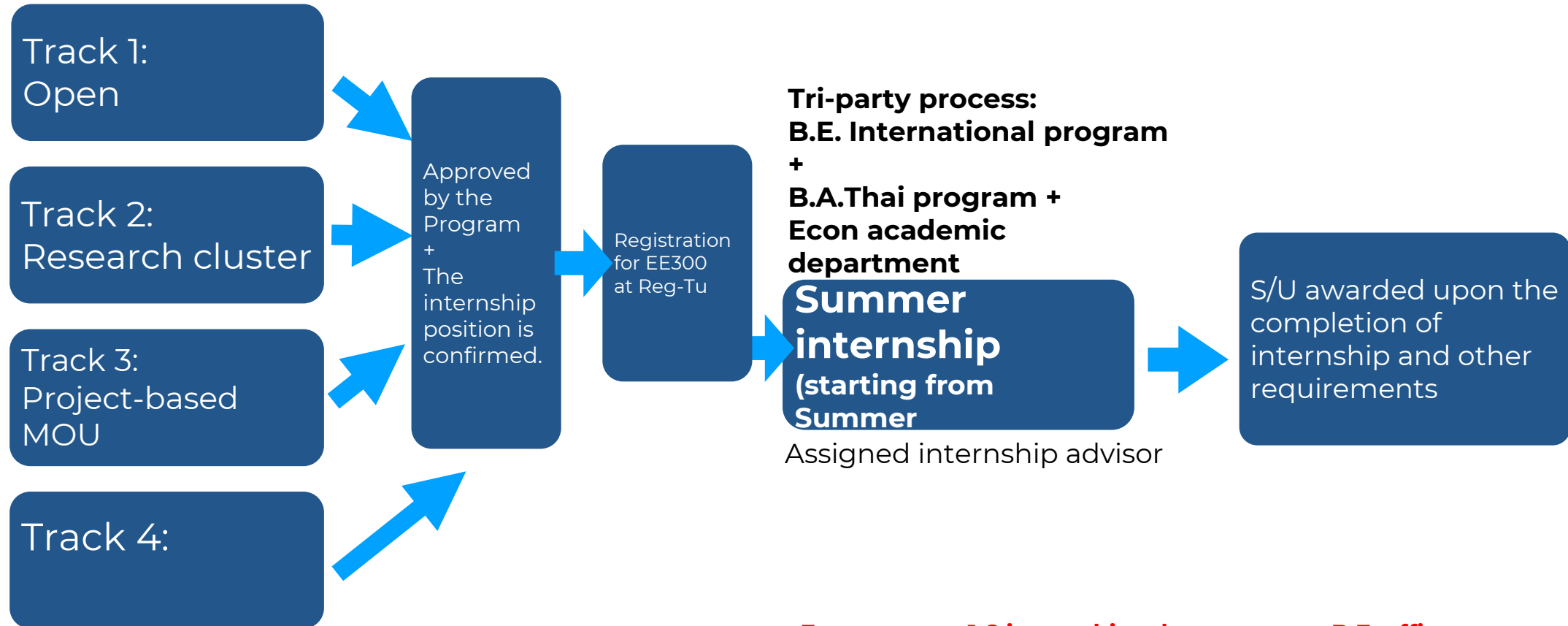
The student gains experience and improves skills through work assignments in private or public organization. Students must discuss specific learning objectives with the internship coordinator at the beginning of the semester and received approval of their plans in order to register. Every week and at the end of semester, each student prepares a written paper reflecting on the work experience. Student performance is evaluated by the Lecturer who coordinates with the organization.

- **Note: Evaluation is based on ‘Satisfying’ (S)/ ‘Unsatisfying’ (U) grading. (Just Pass or Fail)**

# Overview of EE300 internship

- Internship is a part of the **university requirements** towards the degree awarded by Thammasat university.
- The faculty of economics, Thammasat university has provided students four possible tracks for joining the internship program.
- To fulfil the requirement, students must work for an internship at least 135 hours. However, **recommended duration of internship period is 2 months, or equivalent.**
- To earn the credit from your internship, students must confirm your internship workplace with the B.E. office **at least one week before the enrollment of internship course (EE300) in the Reg-TU.**
- Upon the completion, students must submit (i) **a written report that summarizes your work during the internship**, and (ii) **evaluation letter completed by your internship supervisor.**
- Students who pass the internship will be awarded with and "S", and satisfied with part of the requirement towards the degree of bachelor of economics.

# Overview of internship program



**For semester 1-2 internship, please contact B.E. office**

# Internship tracks

# Four possible tracks

- **Track 1 - Open:** Student can directly contact the organization from the “Approved List / Verified List”, or seek for a permission to work in an organization that is befitted to your interest.
- **Track 2 – Research cluster :** Student’s internship under 5 research clusters of the faculty of economics.
- **Track 3 – Project-based MOU :** Student can apply for the internship from the list of institutions with MOU.
- **Track 4 - others:** Students whose internship period requires more flexibility than usual summer internship should go to this channel. (Contact B.E. office)

# Track 1 - Open

Students directly contact the organization.

Submit the application to the organization

In case an endorsement letter is required by the organization, scan the QR and fill out the online request form. Pick up the letter in one week afterwards.



Wait for the result from the company or the organization

Offer letter issued from the recruiting organization

Student's confirmation

## Possible targeted organizations

- Juristic person or Registered company
- Government agency, private company, Foundation/Association, non-profit organizations, and etc.
- Domestic or Abroad

\* You must provide information of the contact person of the designated institutions where you apply for an internship.

The Approved List of Organizations



Consult with your program coordinator or academic advisors

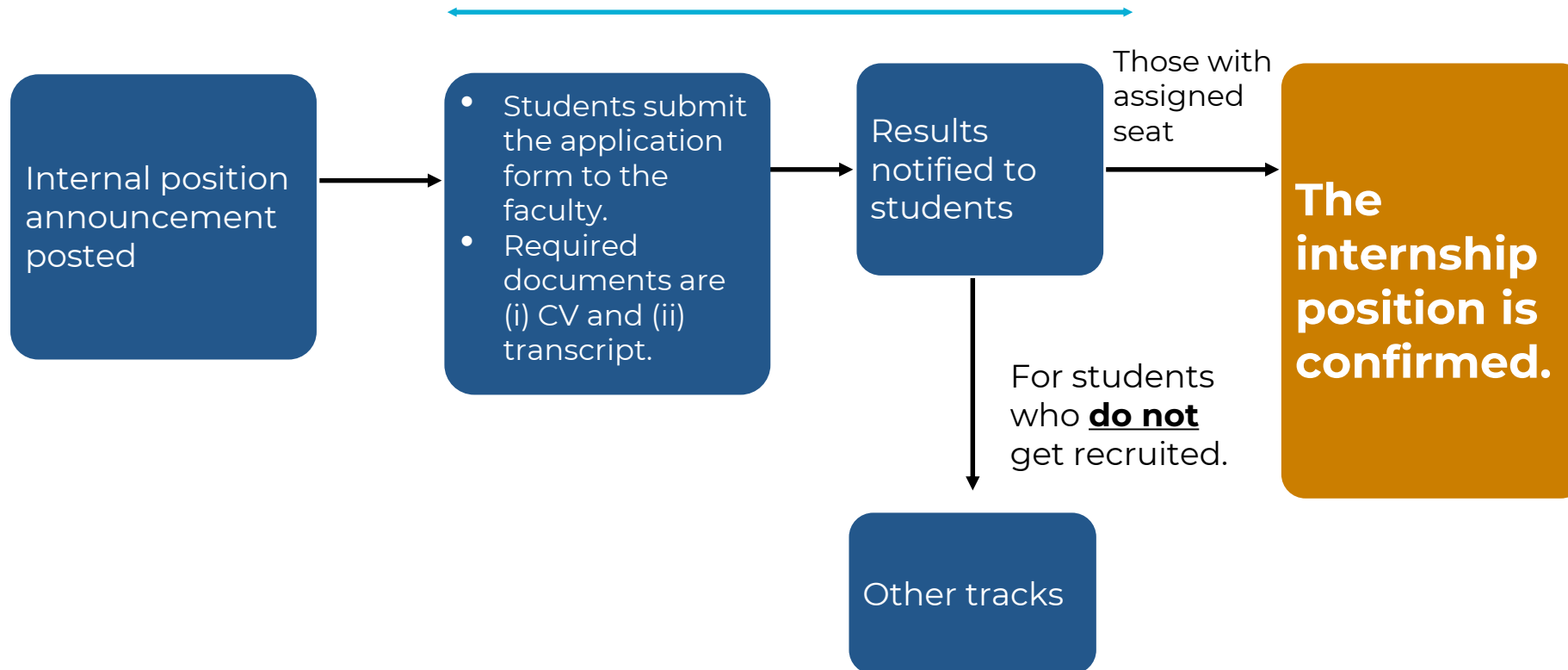
Confirm your internship institution, at least 1 weeks before the registration. Scan QR and complete the online form.



Registration for EE300 at Reg-TU

# Track 2 – Internal / Econ-TU research Cluster

- Maximum - 1 Month



## Internal internship with Research clusters

- Students can also choose to join the internship program with the following research clusters.
- For more details on internship opportunities, please check their website or contact ERTC (Economic Research Training Center: <http://www.ertc.econ.tu.ac.th>)



- Policy Research Center on Green Economy (PROGreen) <https://progreencenter.org>



- Center for Research on Inequality and Social Policy (CRISP) <http://www.crisp.econ.tu.ac.th>



- The International Competitiveness Research Cluster (ICRC) <https://www.icrc-econtu.com>



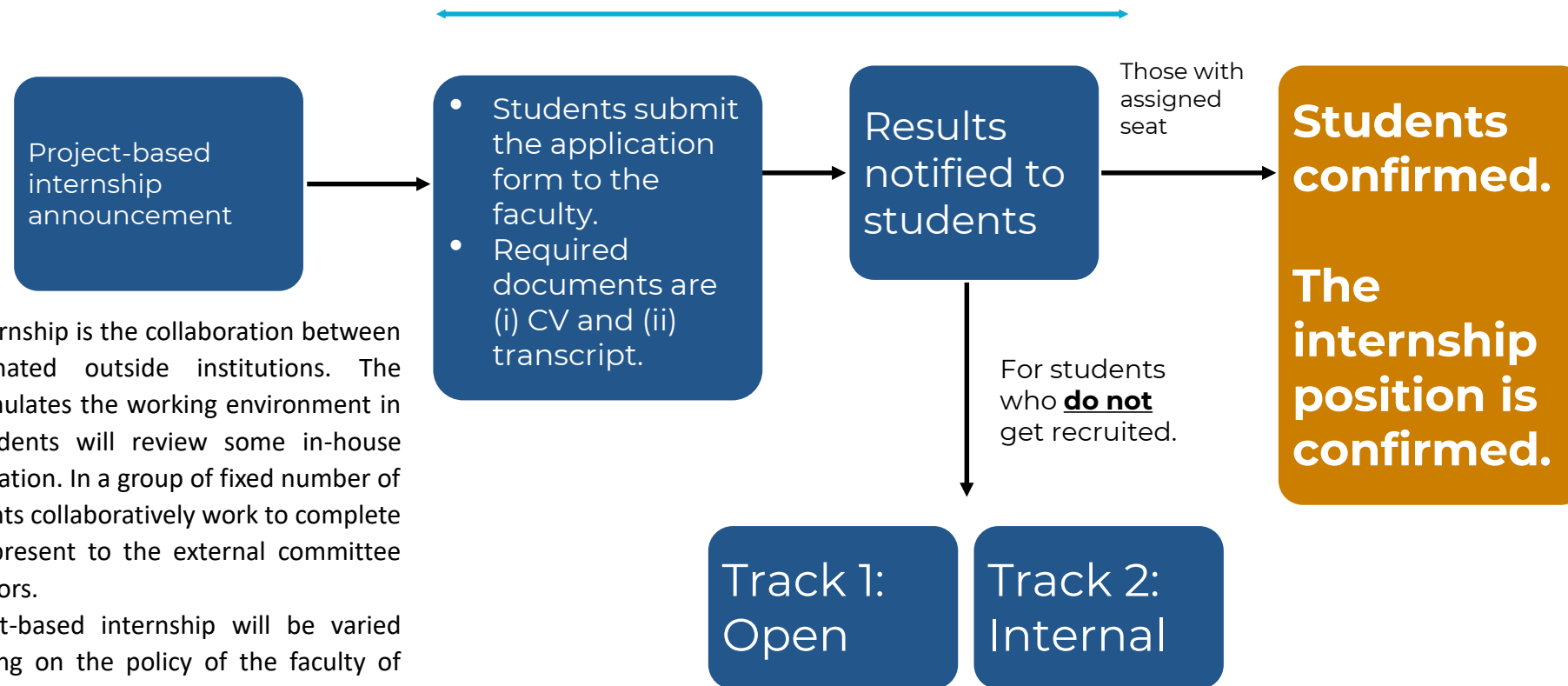
- Human Resources, Innovation and Development Economics (HIDE)



- SDG Move (SDG Research and Support Programme) <https://www.sdgmove.com>

# Track 3 – Project-based internship (MOU)

- Maximum - 1 Month



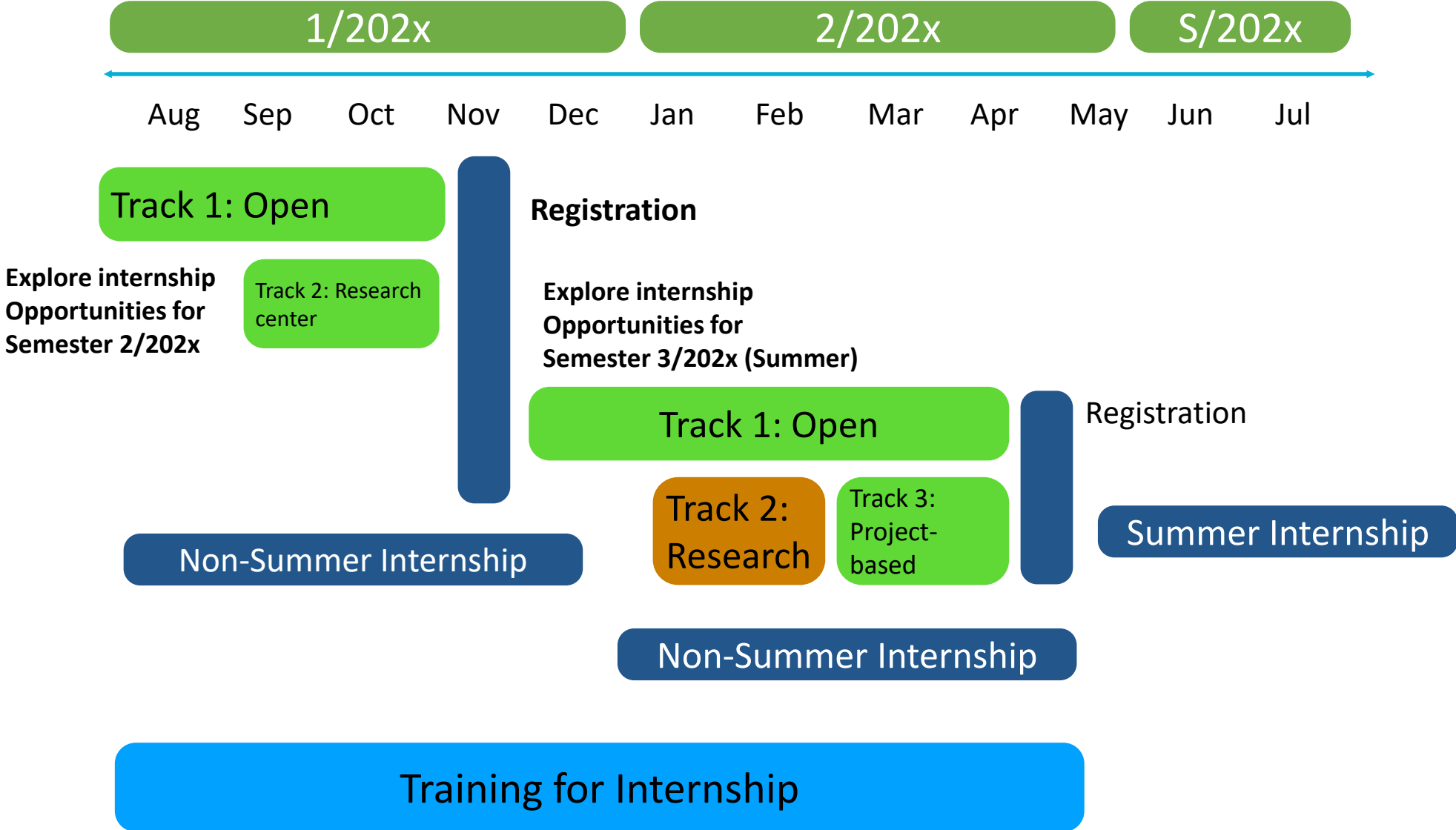
- The project-based internship is the collaboration between Econ-TU and designated outside institutions. The internship virtually simulates the working environment in the organization. Students will review some in-house trainings in the organization. In a group of fixed number of team members, students collaboratively work to complete an assigned project, present to the external committee and organization mentors.
- The theme of project-based internship will be varied across years, depending on the policy of the faculty of economics. The normal period of application is around April. The Econ-Tu offers the project-based internship during the summer semester.
- **Example:** Project-based internship under MOU contract with SMEs Bank.

# Internship process

Big picture by timeline

Before internship / During internship / After internship

# Timeline for internship (academic year 202x)



# **Before internship:**

## **1. First internship orientation**

- **Information for exact timeline of summer internship given**
  - **Confirmation dates**
  - **Dates of registration**
  - **Etc.**
- **Q&A sessions**

## Before internship:

### 2. Looking for an internship workplace

- Jobs & Internships posting on B.E. Moodle
- Career services & Eco-system supported by B.E. office
- Skill-trainings

#### **Caution:**

To accredit your internship, student must seek for an approval from the B.E. office first. We will NOT endorse any internship that had been completed without B.E. office's consent or approval.

## Before internship:

### 3. Confirm your internship with B.E. office

- Students may hold all internship offers until two weeks before the registration period. However, final confirmation must be made to the B.E. office so that a clearing house process can be internally implemented.
  - End of April or Early of May
- We will then proceed by putting your name into the Reg-TU system, awaiting from your confirmed registration.

#### Caution:

- Under normal circumstances, if you early terminate your internship contract prior to its completion, you have to re-take another internship for credit.
- Once having started the internship, all internship assigned under Project-based MOU track cannot be changed.

## Before internship:

### 4. Second internship orientation

- Briefing information session before you start an internship.
- EE300 - Internship packets are distributed (Internship workbook / Internship supervisor evaluation form)
- Internship advisors assigned | Meet with your internship advisor (after the second internship orientation)

# EE300 - Packet 1 Internship workbook



## INTERNSHIP PROGRAM

Semester.....Academic Year.....

Name Mr./ Ms.....Surname.....

Student ID.....3<sup>rd</sup> / 4<sup>th</sup> year student (please circle)

Workplace.....



### Trainee Information

Name (Mr./Ms.) \_\_\_\_\_ Surname \_\_\_\_\_

Student ID \_\_\_\_\_

Date of Birth (dd/mm/yyyy) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Mobile Number \_\_\_\_\_ E-mail: \_\_\_\_\_

Major at the Bachelor of Economics International Program  
\_\_\_\_\_

Minor at the Bachelor of Economics International Program  
\_\_\_\_\_

Cumulative GPA \_\_\_\_\_

You are 3<sup>rd</sup> / 4<sup>th</sup> year student (please circle)

Advisor \_\_\_\_\_

Current Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### Contact Person in a case of emergency

Name \_\_\_\_\_ Surname \_\_\_\_\_

Relationship \_\_\_\_\_

Home Phone \_\_\_\_\_ Mobile Phone \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Training Position \_\_\_\_\_ Department \_\_\_\_\_

Supervisor Name and Position \_\_\_\_\_

Phone number \_\_\_\_\_

Training Period covers from \_\_\_\_\_ to \_\_\_\_\_ (dd/mm/yy)

# EE300 – Packet 2

## Internship workbook: Time sheet

**Time Sheet**

Week	Date	Job Description	Start Time	Break	End Time	Total Hours	Supervisor's signature
Week 1	Monday						
	Tuesday						
	Wednesday						
	Thursday						
	Friday						
	Saturday						
	Sunday						
Total Hours Worked:							
Week 2	Monday						
	Tuesday						
	Wednesday						
	Thursday						
	Friday						
	Saturday						
	Sunday						
Total Hours Worked:							
Week 3	Monday						
	Tuesday						
	Wednesday						
	Thursday						
	Friday						
	Saturday						
	Sunday						
Total Hours Worked:							
Week 4	Monday						
	Tuesday						
	Wednesday						
	Thursday						
	Friday						
	Saturday						
	Sunday						
Total Hours Worked:							

**Time Sheet**

Week	Date	Job Description	Start Time	Break	End Time	Total Hours	Supervisor's signature
Week 17	Monday						
	Tuesday						
	Wednesday						
	Thursday						
	Friday						
	Saturday						
	Sunday						
Total Hours Worked:							

Internship supervisor's signature.....  
(.....)  
Position.....  
...../...../.....

	Working Day	Absent	Late
Total			

# EE300 Packet 3

## Internship workbook: Trainee Evaluation Form



### Trainee Evaluation Form

Your feedback will assist us to evaluate the student's performance on the internship program. Using the rating scale below, please put a cross (X) in the appropriate box of the following qualifications that you think this student has achieved.

5: Excellent 4: Good 3: Average 2: Below Average 1: Absolutely Low

Qualification	5	4	3	2	1	Unable to judge	Other comments
<b>1. Personality and Social Attitude</b>							
• Appropriate Outfit							
• Self Confidence							
• Politeness							
• EQ							
• Interpersonal Skill							
<b>2. Work Attitude</b>							
• Punctuality							
• Enthusiasm and willingness to help							
• Efficiency and thoroughness							
• Prioritization							
• Cooperation and Team Work							
• Reliability and trustworthiness							
<b>3. Professional Skills</b>							
• Learning skill							
• Computer skill							
• Writing Skill (Thai)							
• Writing Skill (English)							
• Presentation Skill (Thai)							
• Presentation Skill (English)							
• Analytical Skill							
• Creativity							
• General Knowledge							
• Economic Knowledge							
• Ability to solve problems							
• Ability to express opinion							

4. Overall satisfaction about the trainee and comments.....

.....

.....

.....

.....

5. Suggestions to the BE internship program.....

.....

.....

.....

.....

Internship supervisor's signature.....

(.....)

Position.....

...../...../.....

## Before internship:

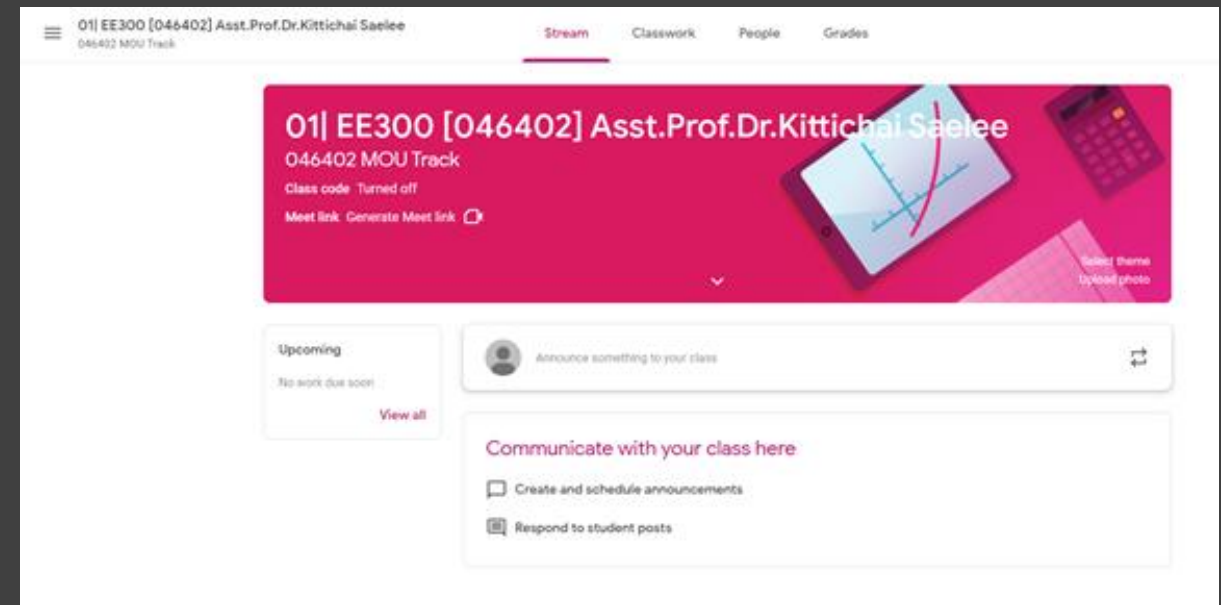
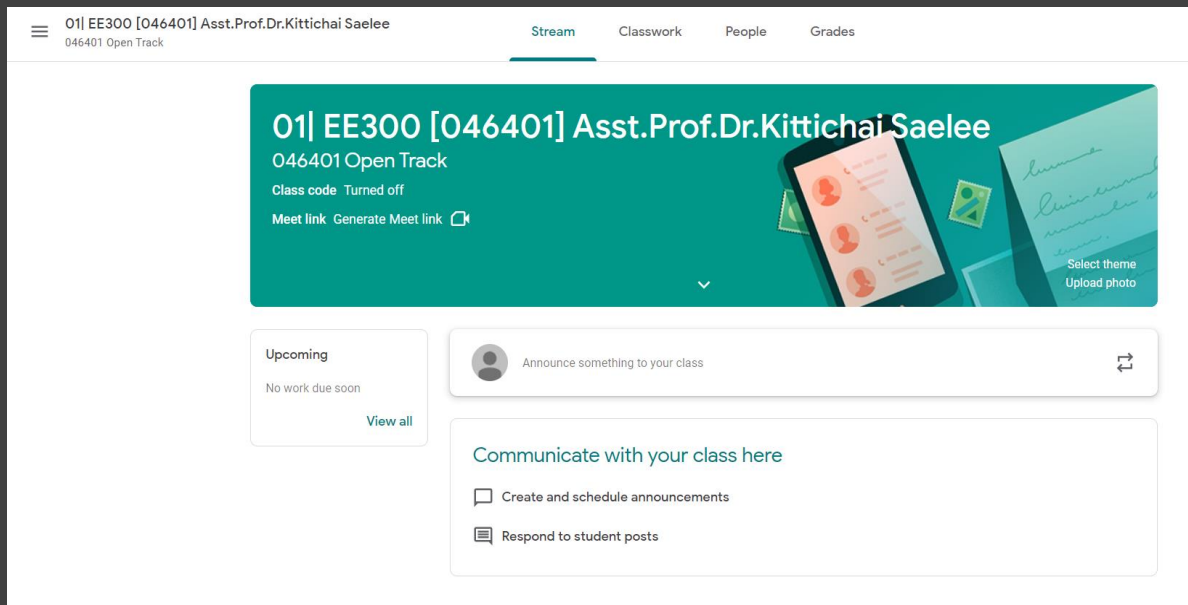
### 5. EE300 Google classroom

- Logistic arrangements and contact platform for EE300: Google classroom
  - To Submit all required documents for the EE300
  - To contact with your internship supervisor

# การเข้ากลุ่ม Google Classroom EE300 ตามรายชื่ออาจารย์ที่ปรึกษา

## Open Track [046401]

## MOU Track [046402]



ทางโครงการฯ จะส่งเชิญเข้าระบบ **Google Classroom** ให้นักศึกษาทางอีเมล  
**@st.econ.tu.ac.th**

# วิธีการส่งงานเพื่อให้ครบตาม requirement ใน Google classroom (S/U/I)

## Open Track [046401]

The screenshot shows the Google Classroom interface for a course titled "01| EE300 [046401] Asst.Prof.Dr.Kittichai Saelee". The course is identified as "046401 Open Track". The "Classwork" tab is selected, showing a "Create" button and links to "Meet", "Google Calendar", and "Class Drive folder". Two assignments are listed as drafts:

- Submission of Internship Report** (Draft)
- Submission of Internship workbook** (Draft)

# Before internship:

## 6. Registration & Tuition fee payment

- Registration via Reg-Tu system (“officially” Confirm your internship)
- Complete the process and make the tuition fee payment



COURSE OFFERING ACADEMIC YEAR 2020  
 REMOTE ONLINE LEARNING  
 SUMMER SESSION (June 14 - July 21, 2021)

Code	Course Title	Prerequisites	Credits	Group/section	Class Period	Online Platform	Quota	Instructor	Mid-Term Examination	Final Examination
EE Courses										
EE300	Internship	2nd year economics student or above (at least 135 working hours)	3	046401 (Open track) 046402 (MOU track)			No			

# During the internship

1. Report yourself to the company or internship supervisor with internship workbook and B.E. cover letter
2. Mannerly and properly conduct your internship work assigned
3. If having some troubles, contact B.E. office or internship advisor

# End of the internship

1. Submit EE300-packet (with internship report – to be discussed in the next section)
2. Attend the final internship orientation

# Evaluation process

Meeting the requirements

# Evaluations :4-component



## 1. Interim progress report

Describe your assigned job.

Experience during the first half of your internship.

One-page summary

**One month after your internship starts**



## 2. Internship Evaluation

Timesheet / Workplan

Evaluation form

**By End of August**



## 3. Final internship report

Slide decks (max of 15 pages)

**or**

Video clip (3 mins)



## 4. Internship advisor

Final evaluation is based on 1 & 2 & 3.

Approve of S or U.

**one month after your internship had been over.**

**Submit everything on the GG classroom by track**

# All tracks

## *Internship report topic:*

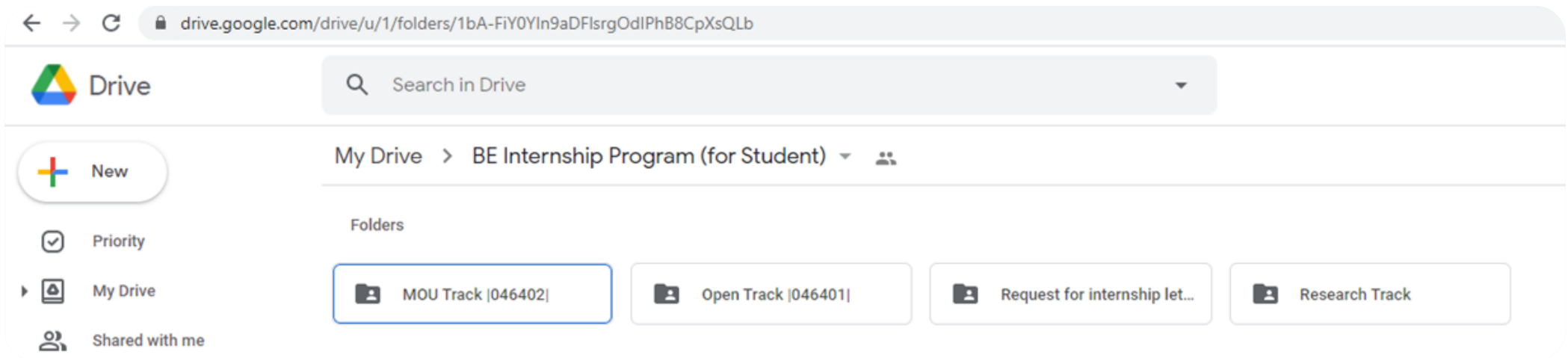
1. Executive Summary
2. Company Background and Motivation to intern
3. Job Description at Organizational Structure
4. Internship relevance to courses taken at B.E. program
5. Highlights Innovation process involvement at your internship place
6. New business models / knowledge learned during the internship.
7. Learning gaps at internship

<https://drive.google.com/drive/folders/1bA-FiY0YIn9aDFIsgOdIPhB8CpXsQLb?usp=sharing>



หรือ จากเว็บ

<http://bemoodle.econ.tu.ac.th/>  
Career and internship



# Useful resources

B.E. career development program and supports

# Getting yourself prepared for the internship



# Our supporting eco-system

B.E. CDPS

Career & Job opportunities support

Trainings

Career exposition / company visit

Job posting on BE Moodle

Junior Career talk and networking

Resume workshop

Interview workshop

Alumni B.E. Mock interview

Soft-skills

Microsoft skill

Data visualization

Specialized field training

Bootcamp

# Career & Job opportunities support

- Career Exposition & Company visit
- Job posting
- Junior alumni career talk and networking
- Resume workshop
- Interview workshop

## VIRTUAL COMPANY VISIT

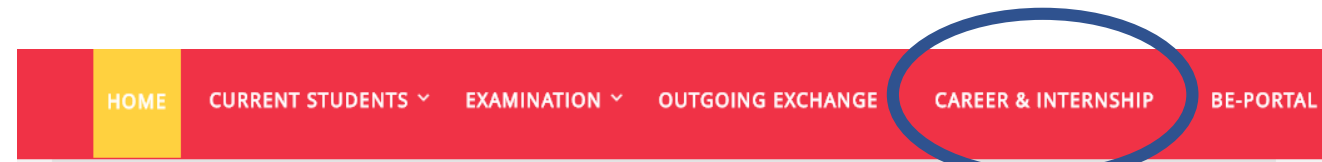
### Weekly schedule








<b>3</b>	BANGKOK BANK FINANSA KIATNAKIN PHATRA	  
<b>5</b>	DEUTSCHE BANK DELOITTE	 
<b>10</b>	CITI BANK TISCO RECKITT	  
<b>12</b>	UNILEVER NIELSENIQ	 
<b>17</b>	NESTLE MINOR FOOD	 
<b>19</b>	ACCENTURE SHOPEE	 
<b>20</b>	TRUE GARENA LINEMAN WONGNAI	  
<b>24</b>	PWC ARTHUR D. LITTLE	 

**NOVEMBER 2021**

# Career & Job opportunities support

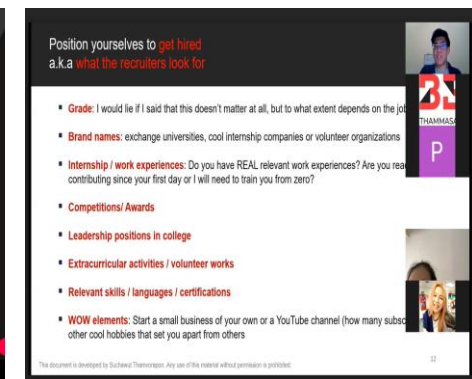
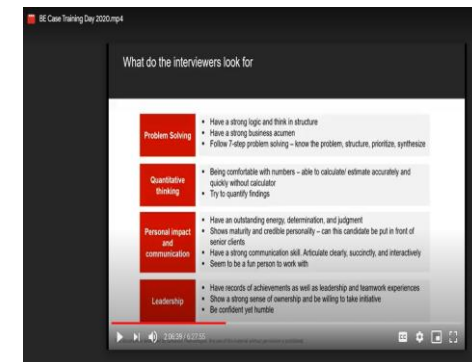
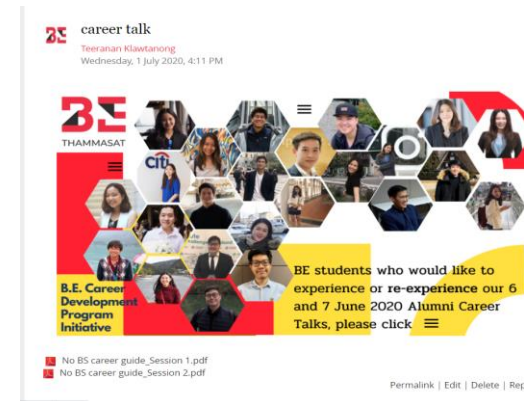
- Career Exposition & Company visit
- **Job posting**
- Junior alumni career talk and networking
- Resume workshop
- Interview workshop



Discussion	Started by	Replies	Last post
 Request for Internship Letter	 Thanathorn Puengmek	0	Thanathorn Puengmek Wed, 28 Oct 2020, 11:16 AM
2020 Career opportunity at ABN Impact	 Thanathorn Puengmek	0	Thanathorn Puengmek Fri, 6 Nov 2020, 6:18 PM
Career Opportunities at IMF: November 12, 2020	 Thanathorn Puengmek	0	Thanathorn Puengmek Thu, 5 Nov 2020, 9:17 AM
TMB Analytics Internship Program	 Thanathorn Puengmek	0	Thanathorn Puengmek Thu, 5 Nov 2020, 9:12 AM
รวมตำแหน่งฝึกงานผ่าน Tasket Internship Platform for Gen Z Students	 Thanathorn Puengmek	0	Thanathorn Puengmek Tue, 27 Oct 2020, 1:39 PM
ฝึกงานกับ LINE Thailand	 Thanathorn	0	Thanathorn

# Career & Job opportunities support

- Career Exposition & Company visit
- Job posting
- **Junior alumni career talk and networking**
- Resume workshop
- Interview workshop



# Career & Job opportunities support

- Career Exposition & Company visit
- Job posting
- Junior alumni career talk and networking
- **Resume workshop**
- Interview workshop



**BE**  
THAMMASAT

## Business/Etiquette

**Suitable for**

- Freshmen
- Sophomore
- Junior
- Senior

A 3-hour session on business etiquette and personality development, the instructor is a very well-known stylist worked with many rising stars and singers.

Students are to learn business manners including grooming, preparing for job interview, professional gesture during an interview session, useful tips and tricks while in a workplace, etc.

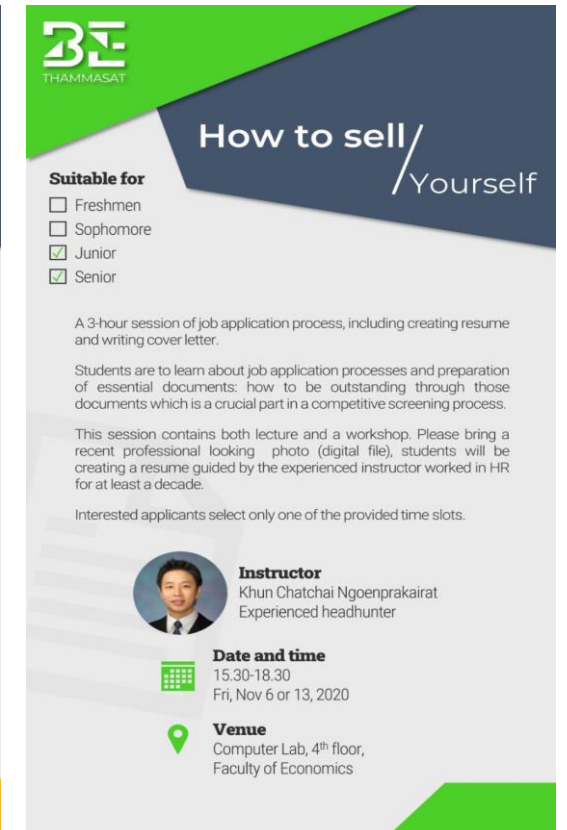
Interested applicants select only one of the provided time slots.

 **Instructor**  
Khun Winny Saengsuwan,  
Professional stylist

**Date and time**  
15.30-18.30  
Wed, Nov 4 or 11, 2020

**Venue**  
Room 302, 3<sup>rd</sup> floor,  
Faculty of Economics

**40 seats per session**



**BE**  
THAMMASAT

## How to sell/Yourself

**Suitable for**


- Freshmen
- Sophomore
- Junior
- Senior

A 3-hour session of job application process, including creating resume and writing cover letter.

Students are to learn about job application processes and preparation of essential documents: how to be outstanding through those documents which is a crucial part in a competitive screening process.

This session contains both lecture and a workshop. Please bring a recent professional looking photo (digital file), students will be creating a resume guided by the experienced instructor worked in HR for at least a decade.

Interested applicants select only one of the provided time slots.

 **Instructor**  
Khun Chatchai Ngoenprakairat  
Experienced headhunter

**Date and time**  
15.30-18.30  
Fri, Nov 6 or 13, 2020

**Venue**  
Computer Lab, 4<sup>th</sup> floor,  
Faculty of Economics

# Career & Job opportunities support

- Career Exposition & Company visit
- Job posting
- Junior alumni career talk and networking
- Resume workshop
- **Interview workshop**



**GREAT NEWS!**  
B.E. Career Development Program Initiative is pleased to present

**INTERVIEW PREPATION FOR MARKET RESEARCH SESSION**

A: Job Scope of Market Research  
- quantitative (survey, retailer data)  
- qualitative (focus group, interview)

B: Data Analysis  
Learn how to excel in market research interview and solve market research case

Wed, Nov 11, 2020 at 15:30 to 18:30 PM  
Room 206, 2nd floor, Faculty of Economics  
Session by Nielsen, Ipsos and Apple Chips Alumni

The graphic features a blue background with a top-down view of a laptop, a smartphone, a coffee cup, and two pens. Logos for Nielsen, Ipsos, and Apple Chips are positioned on the right side of the text.

# Skills training



**Suitable for**

- Freshmen
- Sophomore
- Junior
- Senior

An 18-hour intensive course from basic and intermediate use of Microsoft Office, this course covers how to efficiently manage documents, data and presentation.

Not only preparing for an intern or job market, this course also aids your study via practicing these following essential tools.

Word: styles, heading, table of content, breaks, referencing, etc.  
 Excel: data input, formatting, functions, pivot, lookup and more.  
 PowerPoint: template, layout, transitions, etc.  
 Office integration: mail merge, Power BI, dashboard.

Certificates will only be issued for those who complete the whole course.

**Instructors**  
Professional instructors from ARIT Co., Ltd

**Date and time**  
09.00-12.00 and 13.00-16.00  
Sunday, Nov 8, 15 and 22, 2020

**Venue**  
Computer Lab, 4<sup>th</sup> floor,  
Faculty of Economics

#BETHAMASAT



**BE FINANCIAL BOOTCAMP 2019**

ORGANIZED BY BE ALUMNI  
SPONSORED BY BE INTERNATIONAL PROGRAM

WWW.BE.ECON.TU.AC.TH @BETUofficial

**OCTOBER and NOVEMBER 2021**

Monday	Tuesday	Wednesday	Thursday	Friday
27	28	29	30	
4	5	6	7	
11	12	13	14	
18	19	20	21	
25	26	27	28	
1-Nov	2-Nov	3-Nov	4-Nov	
8-Nov	9-Nov	10-Nov	11-Nov	

**B.E. Sessions of Training**

As part of B.E. career development and soft-skill training support

**Microsoft Excel**

**Date & Time (6 hours)**

Wed. Oct 27, 2021 / 16:00 - 19:00  
 Fri. Oct 29, 2021 / 16:00 - 19:00

Dr. Wisai Homsubat  
BE Lecturer

Registration >>> [ba\\_career@econ.tu.ac.th](#)

**B.E. Sessions of Training**

As part of B.E. career development and soft-skill training support

**Introduction to Data Visualization with Power BI**

**Date & Time (6 hours)**

Group 1  
 Wed. Oct 6, 2021/16:00-19:00  
 Sat. Oct. 9, 2021/13:00 - 16:00

Group 2  
 Wed. Oct 27, 2021/16:00 - 19:00  
 Sat. Oct. 30, 2021/ 13:00 - 16:00

Tanjai Kamhangratyiooth  
BE Lecturer  
Quantitative Analyst

Registration >>> [ba\\_career@econ.tu.ac.th](#)

**B.E. Sessions of Training**

As part of B.E. career development and soft-skill training support

**Delivering Effective Presentation**

**Date & Time (6 hours)**

Fri. Oct. 22, 2021 / 16:00 - 19:00  
 Fri. Oct. 29, 2021 / 16:00 - 19:00

Ajarn Suwalaya Khenwaraporn  
BE Lecturer

Registration >>> [ba\\_career@econ.tu.ac.th](#)

**B.E. DATA ANALYTIC BOOT CAMP**

**DATA SCIENCE WITH PYTHON**

SEVEN lectures on Data visualization and basic Machine learning with Python

Prerequisite: EE325

13.00 - 16.00  
 15, 22

Computer Lab  
 Zoom online  
 14, 21, 28  
 4, 18

Asst. Prof. Dr. Wasin Sivasaarit  
Faculty of Economics  
Thammasat University

Punyaphat Saengchan  
(P. Title BE#20)  
Barcelona GSE  
Data analytic division  
Airports of Thailand

**B.E. Sessions of Training**

As part of B.E. career development and soft-skill training support

B.E. Sessions of Training' (BEST) is part of the career and soft-skill development program, targeting students applying for internship and preparing for a job market.

- Reservation is first come first serve.
- Training sessions are to be held at least twice a semester in the future to ensure meeting with students' demand.
- Before registration, make sure you can join the course at specified date and time. Otherwise, organizing events as such is not efficient.

Registration >>> [ba\\_career@econ.tu.ac.th](#)

**B.E. Sessions of Training**

As part of B.E. career development and soft-skill training support

**Google Data Studio**

**Date & Time (3 hours)**

Sat. Oct. 16, 2021  
 13:00 - 16:00

Sansawan Chansatarnperkul  
Data scientist

Registration >>> [ba\\_career@econ.tu.ac.th](#)

**B.E. Sessions of Training**

As part of B.E. career development and soft-skill training support

**Data management with SQL**

**Date & Time (6 hours)**

Sat. Nov. 6, 2021 / 13:00 - 16:00  
 Sat. Nov. 13, 2021 / 13:00 - 16:00

Thakornpong Chunggrayoon  
(BE#21)  
Ph.D. Student in Retail Analytics

Registration >>> [ba\\_career@econ.tu.ac.th](#)

**B.E. Sessions of Training**

As part of B.E. career development and soft-skill training support

**Market data research workshop**

**Date & Time (6 hours)**

Wed. Oct.20, 2021/ 16:00 - 19:00  
 Sat. Oct. 30, 2021 / 13:00 - 16:00

Jiraphum Akkrachaiyawong  
Retail Marketing Manager

Registration >>> [ba\\_career@econ.tu.ac.th](#)

# B.E. knowledge online archive

SCAN ME



# Contact person



## **Thanathorn Puengmek (ป' ต้อม)**

Academic Officer – Career Development

Tel: 02-613-2420 Mobile Phone: 084-235-5963

Email: [thanathorn@econ.tu.ac.th](mailto:thanathorn@econ.tu.ac.th)

# FAQ

## Frequently Asked Questions

- **Do I have pass an internship program for credit?**

- Yes, you must. If you don't, you will not graduate.

- **Can I join and finish the internship first, and then report my finished internship to the program?**

- No, you must seek for our approval to endorse your internship before beginning.

- **Can I do the internship in summer during the summer of my senior year?**

- Yes, you can.

# How to handle the difficulties in the workplace?

- Try to solve the problem on your own first
- Consult with your workplace supervisor
- Immediately inform your academic advisor upon the following situations
  - Trouble with your workplace supervisor
  - Sexual harassments issues, regardless to your sexual orientation.
  - Legal issues or other critical issues that violate basic human rights.

# In case of...

Trouble at workplace

Contact your internship supervisor

Contact B.E. Office or Internship advisor

Trouble with internship supervisor / Sexual Harassment / Legal issues

Contact B.E. office or internship advisor right away

We will try to put you into a new workplace, or assign you to Econ-Tu research center

Change of your workplace

**Without any reason -> "U"**

Unexpected reason that requires you terminating the internship

Before: June 21, 2022 → Join MOU internship or Wait until next Semester

After: June 21, 2022 →  
• Working > 135  
• Join Econ-Tu Research cluster