



Mae Fah Luang University's Announcement On Internship Requirements 2013

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To ensure that the internship process of students is fully in accordance with the requirements of the Cooperative Education and Professional Experience Internship courses;

In pursuant to section 26 of the Mae Fah Luang University Act 1998, the Order of Mae Fah Luang University Academic Council no. 12/2002 dated 9th October 2002, and the Academic Council Resolution of 4/2003 dated 9th October 2013, this Announcement on Internship Requirements 2013 is issued as follows:

1. This Announcement is referred to as "Mae Fah Luang University's Announcement on Internship Requirements 2013"

2. This Announcement shall be effective from academic year 2013 onwards.

3. This Announcement shall prevail Mae Fah Luang University's Announcement on Participation Guidelines for Cooperative Education Internship Course 2011.

4. In this Announcement:

"the University"	refers to Mae Fah Luang University
"the President"	refers to the Mae Fah Luang University President
"the School"	refers to a School in Mae FahLuang University
"the Dean"	refers to the Dean of each School in Mae Fah Luang University
"the Major"	refers to a Major available in Mae Fah Luang University
"the Division of Placement and Co-Operative Education"	refers to an agency under the assignment of the University being responsible for a students' internship
"the Student"	refers to a Mae Fah Luang student registering in Cooperative Education and Professional Experience Internship courses
"the Advisor"	refers to an advisor to Cooperative Education and Professional Experience Internship courses appointed to have responsibilities according to this Announcement

“the Course Coordinator”	refers to a representative of an advisor to Cooperative Education and Professional Experience Internship courses in each major appointed to have responsibilities according to this Announcement
“the Enterprise”	refers to organization of an agency cooperating with the University in recruiting students to the Internship courses
“the Internship”	refers to an internship at a particular enterprise
“the Counseling Employee”	refers to an employee of a particular enterprise assigned to oversee students during the internship
“the Course Committee”	refers to a committee of Cooperative Education and Professional Experience Internship courses appointed according to this Announcement by the University
“the Students’ Discipline Committee”	refers to a students’ discipline committee according to Mae Fah Luang University Regulations on Students’ Discipline 1999
“the Cooperative Education Internship Course”	refers to a course named “Cooperative Education” as specified in the University’s curriculum
“the Professional Experience Internship Course”	refers to a course named “Professional Experience” as specified in the University’s curriculum

Section 1

Objectives and Requirements

5. Objectives and Requirements of the Internship

5.1 Cooperative Education and Professional Experience Internship courses aim to expose students to direct experience in a real work environment in an enterprise with the objectives as follows:

- a. To provide an opportunity for students so that students can apply academic knowledge to real practice at a particular enterprise
- b. To enhance student’s knowledge and work experience
- c. To provide an opportunity for students so that students can develop themselves and are well prepared prior to becoming a qualified and capable graduate
- d. To create close and efficient cooperation between the University and enterprises

5.2 Internship Requirements are as follows:

- a. The internship in this Announcement refers to Cooperative Education and Professional Experience courses in which students are evaluated separately. Each course is contained in the curriculum of each major.
- b. Internships in Cooperative Education and Professional Experience courses are credited in accordance with the curriculum of a particular course and major.
- c. To pass the Cooperative Education and Professional Experience Internship courses, students are required to achieve a passing grade by being graded with an "S" character only.

5.3 Internship Semesters are as follows:

- a. Cooperative Education Internship Course

The Cooperative Education Internship Course is intended for an internship in an enterprise in a consecutive period of 16 weeks or 4 months.

- b. Professional Experience Internship Course

The Professional Experience Internship Course is intended for an internship in an enterprise in a consecutive period of not less than 10 weeks or as otherwise specified by the study plan of each major.

5.4 Students in the Cooperative Education and Professional Experience Internship courses shall be assessed against attendance and preparation process criteria and students must achieve a passing grade prior to the application for an internship according to the period specified by the University.

5.5 Students in the Cooperative Education and Professional Experience Internship courses must apply for an internship within the period specified by the University. If the period has passed, it shall be deemed that students have waived the right to the internship in such semester.

Section 2

Duties and Responsibilities of the Division of Placement and Co-Operative Education

6. Division of Placement and Co-Operative Education

6.1 is the division which promotes a student's internship in co-operation with the student's Schools or major.

- 6.2 has the following duties:
- 6.2.1 Coordinate between students, lecturers and enterprises recruiting students for the internship course and ensuring compliance of internship requirements.
 - 6.2.2 Organize activities and preparation processes for students prior to an internship's commencement at enterprises.
 - 6.2.3 Collect grades, evaluate activity attendance and preparation processes of students and ensure compliance of evaluation and preparation process requirements for the pre-internship.
 - 6.2.4 Manage students to commence their internships at the recruiting enterprises.
 - 6.2.5 Give advice to students regarding their internship.
 - 6.2.6 Prepare information related to an internship and other documents.
 - 6.2.7 Organize activities to evaluate a student's internship or conduct other activities as assigned by the University.

Section 3

Duties and Responsibilities of Advisor, Course Coordinator and Course Committee

7. The Advisor shall:

7.1 be from particular majors who has been nominated by the Schools and so appointed by the University.

7.2 have the following duties:

7.2.1 Give academic advice including recommendations to students before and during the internship.

7.2.2 Evaluate the internship and conclude the evaluation results.

7.2.3 Check and evaluate students' internship reports with "S" or "U" characters and make proposals the School Committee and the Dean for approval prior to collection and submission to the Registrar Office within the period specified by the University.

7.2.4 Be cooperative and attend activities in promoting the internship to achieve its objectives.

8. The Course Coordinator shall:

8.1 be a representative of advisors from particular majors appointed according to 7.1 hereof. One course coordinator is required.

8.2 coordinate with Division of Placement and Co-Operative Education and the enterprises including students in order to ensure objective achievements.

9. The Course Committee shall:

9.1 be a representative of advisors or course coordinators appointed according to 7.1 or 8.1 hereof and nominated by the Schools. One particular course shall require one course committee.

9.2 coordinate with Division of Placement and Co-Operative Education in order to ensure objective achievements according to this announcement.

Section 4

Qualifications of the Interns

10. The Interns must have the following qualifications:

10.1 be a student in a major where Cooperative Education Internship course or a Professional Experience Internship course is available. However, this shall be subject to the curriculum of each major.

10.2 Cooperative Education Internship course:

10.2.1 Students must have accumulated at least 90 credits. The credits are counted unless students receive an F grade in that course.

10.2.2 Students must have a GPAX of at least 2.00 prior to the internship.

10.3 Professional Experience Internship course:

10.3.1 Students must have accumulated at least 75 credits. The credits are counted unless students receive an F grade in that course.

10.3.2 Students must have a GPAX of at least 2.00 at the time of application. If a student's GPAX is less than 2.0, it is required that students seek approval from their Schools.

10.4 have been evaluated with a passing grade in activity attendance and preparation processes as stipulated by the University on the date of internship application.

10.5 have not been in a study suspension period in the semester which the internship intended.

10.6 have not been diagnosed with infectious diseases or being incapable which causes difficulty in attending the internship in an enterprise.

10.7 have behaved well.

10.8 have not been punished according to a student's discipline due to misbehavior with the study suspension penalty or more.

In case the penalty according to a student's discipline was imposed and the penalty has been uplifted, students wishing to register in the Cooperative Education Internship course or Professional Experience Internship course according to the stipulated curriculum are advised to file an application to the Schools for the internship approval.

This application shall be made prior to course registration according to the student's own study plan.

Section 5

Registration of Cooperative Education and Professional Experience Internship Courses

11. Registration of Cooperative Education and Professional Experience Internship Courses

11.1 Students qualified according to 10. can register for the courses within the period specified by the University; otherwise, it shall be deemed that the right to course registration is waived.

11.2 Students are not eligible to register in any course which is carried out in the same period as the Cooperative Education or Professional Experience Internship course that the internship takes place.

11.3 In case students in the Cooperative Education Internship course fail to follow their study plan, which means students do not follow the study plan, transfer majors or fail particular courses and there is no course available in that semester, students are eligible to register in the Cooperative Education Internship course. In this case, students shall re-register their failed courses in the next semester. However, the Schools shall consider and certify that students are eligible for the internship and the final approval is to be made by the President.

11.4 In case of Cooperative Education Internship course, students may register for the course in a summer semester only when the course is the last course requirement to be fulfilled in the curriculum. If not, students may not register in any course in the first semester of the next academic year.

12. Repeat Registration

Students who have been evaluated and received a "U" grade in the Cooperative Education or Professional Experience Internship courses shall re-register for the courses until the "S" grade is granted.

Section 6

The Internship in Cooperative Education or Professional Experience Internship Courses

13. The requirements for internship are as follows:

13.1 Students shall be an intern in a particular enterprise and treated as an employee for the period as specified in 5.3.

13.2 During the internship period, students shall adhere strictly to employees' rules and regulations of the enterprise.

13.3 Interns shall be assigned with clear responsibilities according to their enrolled curriculum or major. Interns may also be assigned with any duty to which they are

considered to be qualified and is suitable to their capabilities as seen fit by the student's School.

13.4 Students shall have work hours as specified by the enterprise.

13.5 Students may receive wages or any other benefits.

Section 7

Evaluation of Activities Attendance and Preparation Process

14 . Requirements on the Evaluation of Activities Attendance and Preparation Process before an internship in Cooperative Education and Professional Experience Internship courses:

14.1 Students must attend the activities and preparation process as required by the University in order to be entitled to an evaluation of activities attendance and preparation process. In case a student does not meet attendance and preparation process requirements, the advisor together with the Division of Placement and Co-Operative Education shall consider if the students can be evaluated; however, approval from the Course Committee is required.

14.2 Students shall be evaluated against activities attendance and preparation process and must achieve not less than 80 percent of the following total factors in order to pass:

a. 30 percent is weighed from the evaluation of a student's major who may consider organizing additional activities apart from activities required by the Division of Placement and Co-Operative Education. The grading proportion is subject to the student's major's discretion.

b. 70 percent is weighed from the Division of Placement and Co-Operative Education. However, the grading proportion is subject to the Division of Placement and Co-Operative Education's discretion.

Section 8

Evaluation of Cooperative Education and Professional Experience Internship Courses

15. Requirements on evaluation of Cooperative Education and Professional Experience Internship courses:

15.1 An evaluation of the internship shall be conducted when the internship has terminated.

15.2 Students shall have internship attendance according to Cooperative Education and Professional Experience Internship courses in an enterprise as specified in 5.3 by the University in order to be eligible to receive an evaluation in Cooperative Education

and Professional Experience Internship courses. In case students have attendance lower than the requirement, the advisor together with the counseling employee in that enterprise shall consider whether students are eligible for the evaluation. However, this shall be approved by the Course Committee.

15.3 In evaluating Cooperative Education and Professional Experience Internship courses, letters representing scores are used. The letters represent the following:

letters representing scores

I (Incomplete) refers to an unfinished evaluation process

S (Satisfactory) refers to an evaluation with satisfaction

U (Unsatisfactory) refers to an evaluation with unsatisfaction

In an evaluation, students must accumulate scores of not less than 70 percent in total of the following factors in order to pass (which refers to an S grade).

15.3.1 Cooperative Education Internship course

a) Evaluation from a student's major is weighed at 40 percent.

A student's major may grade students on their monthly internship report, internship evaluation, internship presentation, and internship duration. However, grading weights in each component shall be subject to a student's major.

b) Evaluation from an enterprise weighs 50 percent.

c) Evaluation from the Division of Placement and Co-Operative Education weighs 10 percent which may be graded from orientation attendance, submission of internship documents, and reports. However, grade weighing in each component shall be subject to the Division of Placement and Co-Operative Education.

15.3.2 Professional Experience Internship course

a) Evaluation from a student's major weighs 50 percent.

A student's major may grade students on their monthly internship report, internship evaluation, internship presentation, and internship duration. However, grading weights in each component shall be subject to a student's major.

b) Evaluation from an enterprise weighs 30 percent.

c) Evaluation from the Division of Placement and Co-Operative Education weighs 20 percent which may be graded from orientation attendance, submission of internship documents, and reports. However, grade weighting in each component shall be subject to the Division of Placement and Co-Operative Education.

Section 9

Leave and Termination of Internship

16. Leave application during the period of an internship

16.1 Students must adhere to leave rules of the enterprise strictly.

16.2 Students taking leave exceeding their entitlement as specified by the enterprise shall receive a "U" grade immediately.

17. Termination of an Internship

17.1 When an enterprise has accepted students for the internship, students are not permitted to cancel, postpone or terminate the internship in that particular enterprise unless permission is granted by the University.

17.2 In case of a natural disaster, terrorism, sickness or a severe accident during the period of an internship, students can terminate their internship prior to its deadline. However, consent must be given from the advisor and the dean of the student's School. Also, a premature termination of an internship application must be filed with the Division of Placement and Co-Operative Education in order to propose to the course committee a further consideration of the application.

Section 10

Recall of Interns from an Enterprise

18. A recall of interns from an enterprise prior to the internship termination may be considered on the following grounds:

18.1 Students are committing or participating in a fault which causes damage to the enterprise, themselves or the reputation of the University.

18.2 Students are expressing themselves in a manner which is believed to cause or causes damage to the enterprise during the internship.

18.3 Students have acted against the rules, regulations, articles or disciplines of the enterprise.

18.4 Students have disclosed confidential information of the enterprise to other persons which could cause damage or the disclosure has been done for other benefits.

18.5 Students have acted in manners against good morals or inappropriately misbehaved against their intern or university status.

18.6 Students have disobeyed the order of their superiors without justifiable reasons.

18.7 When an enterprise officially notifies the University of the fault caused by students and requests that students terminate their internship.

In following the rules set out in 18, the Division of Placement and Co-Operative Education shall notify the student of the cause of the recall to the student. If such student sees that the cause of recall is unfair, he/she may file a complaint or evidence to the course committee for further consideration.

19. A recall of interns due to other reasons which are not an interns' fault may be considered on the following grounds:

19.1 An enterprise officially notifies the University of the termination which is not caused by student's fault.

19.2 When it appears that students are treated unfairly or inappropriately by the enterprise or there is any act or omission of the enterprise which causes or may cause harm to the health or welfare of interns.

19.3 Students have encountered a natural disaster or a severe accident during the internship including sickness which prevents students from performing work.

For any cause which falls within the scope of 19., students can terminate their internship prior to its deadline. However, consent must be given from the advisor and the dean of the student's School. Also, a premature termination of an internship application must be filed with the Division of Placement and Co-Operative Education in order to propose to the Course Committee to further consideration of the application.

In case the Course Committee agrees that the internship may be ended according to the student's complaint, the advisor together with the Division of Placement and Co-Operative Education shall find a new enterprise. In cases where students have completed 1/3 of the total internship period, the past duration of the previous internship shall be counted in conjunction with the new enterprise's internship period and students are eligible for evaluation in such courses.

Section 11

Sanction

20. Any action confirmed by facts that students have committed faults and caused damage to the University, the enterprise, the internship or the students' discipline, Mae Fah Luang University's Regulations on Students' Discipline 1999 shall be applied. The student's Discipline Committee shall have the authority to consider and make a judgment, and the resolution of the student's Discipline Committee is deemed final.

Section 12

Provisional Clause on Authorities, Duties and Responsibilities of Course Committee

21. In case there is any other issue not mentioned herein, the Course Committee shall have the authority to conduct any investigation when there is an interruption in administrative or internship performance and shall have the authority to judge any matter to ensure proper internship procedures and requirements and to enforce compliance thereof. If any problem relating to practices or procedures of an internship arises and no rules are set out, the course committee shall have the authority, with the agreement of the President,

to make an order or resolution or judgment in order to ensure proper procedures in the internship.

Announcement made on 16 May 2013

Signed Vanchai Sirichana
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