



**CHULALONGKORN
UNIVERSITY
FACULTY OF ARTS
BALAC**

**INTERNSHIP
2200418**

**2021 Semester 1
(Work to be Carried out during the summer)
Course Coordinator: Dr.Kunnaya Wimooktanon
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COURSE DESCRIPTION

The internship program allows BALAC student to earn credits once from doing an internship in a public or private organization of the student's choice (subject to agreement of an internship advisor) during the summer break.

COURSE OBJECTIVES

Course Objectives	
1	Students will be able to demonstrate basic knowledge of workplace etiquette, norms and business practices.
2	students will be able to demonstrate the ability apply the skills and knowledge learnt at BALAC in a business/institutional work setting.

COURSE EVALUATIONS & GRADING

Activities Assessed	%
Student Preparation	10
Internship Diary	30
Internship Report	30
Supervisor Evaluation	30

INTERNSHIP REQUIREMENTS

There is no restriction on industries and fields for the internship, but the work experience must not be limited to menial tasks (e.g. coffee making, photocopying).

- Students must secure a written offer for a full-time internship taking place during the summer session at least six weeks before the internship starts.
- The internship's planned work needs to help develop skills relevant to the organization's main work.
- Minimum duration is six weeks. Please note that the summer session is 7 weeks long.
- The employer must identify a supervisor at the place of employment for the student.

- Students must secure an agreement from a BALAC lecturer to serve as an internship advisor for the internship at least six weeks before the start of the internship. The internship advisor will decide whether the internship is acceptable.

INTERNSHIP COURSE APPLICATION PROCEDURE

Students wishing to take the internship course **MUST** complete this procedure by **Friday 23rd May 2021**

1. Find & Apply for an internship that fits the requirements above. **You must discuss your choices with a potential internship advisor during this process.** Not doing so may cause you to waste a lot of time on an unsuitable internship.
 - a. **Your internship advisor MUST be a BALAC Ajarn** (Ajarns Lowell, Permtip, David, Kim, Kunnaya, Porranee, Kasia, Treepon or Amaia)
2. Provide the internship advisor with a signed letter of acceptance for the internship.
3. Provide the internship advisor with information on what kind of work the student would be doing. This can be in the form of:
 - a. An internship's official listing, if it contains detailed information on the position (like those for UN internships)
 - b. An email from the organization providing the internship. This can be in the form of an email addressed to the student (which is then forwarded to the internship advisor.)
4. Receive a final clearance to proceed email from your internship advisor.
5. Forward a copy of the clearance to proceed email to the coordinator of the internship course if your advisor did not CC them.

Upon starting internship, students should provide their supervisor with the contact details (emails) of their internship advisor, and the course coordinator.

EVALUATION DETAILS

Preparations by student

The student must provide all necessary information and documents in time. (see procedure above). This is the evaluation of your process of obtaining your internship and clearance to proceed.

Internship Diaries

Students should send their daily diary entries to their advisor at least **once per week**. **These entries should be made daily**, be at least 250 words/week. these entries should cover

- The week's activities
- Student's impressions of the activities

NOTE: Student should report any personal issues they may have with their supervisors to their internship advisors.

INTERNSHIP REPORTS

This report should cover:

- What did the student learn about the organization's field/Industry? How would such an organization benefit from someone with a cultural studies degree?
- What skills have the student learnt from the internship? How would this be useful for the future?
- Which of your skills & knowledge developed at university become useful during the internship?
- Did anything go wrong? If yes, how would you have done things differently?

This report should be at least 2,000 words long. You may quote from your diary as a source for your discussion.

SUPERVISOR EVALUATION

Your supervisor at your place of internship will be emailed an evaluation form. This will measure your ability to:

- demonstrate productivity and accountability by meeting or exceeding expectations.
- Adapt to various roles and responsibilities and work flexibly in climates of ambiguity and changing priorities.
- Communicate and work productively with others, incorporating different perspectives and cross – cultural understanding, to increase innovation and the quality of work.
- Demonstrate leadership skills, integrity, ethical behaviour, and social responsibility while collaborating to achieve common goals.

MARKING CRITERIA:

Grade	Marks range
A	85-100
B+	80-84
B	75-79
C+	70-74
C	65-69
D+	60-64
D	55-59
F	0-54

MITIGATING CIRCUMSTANCES & DEADLINE EXTENSIONS

Mitigating circumstances are circumstances that are beyond your control **and** could not be reasonably predicted, prevented, or protected against. Please email me if you feel you have legitimate circumstances for which you might require an extension.

TRAFFIC DOES NOT CONSTITUTE MITIGATING CIRCUMSTANCES

Bangkok (or any big city) traffic is not a new phenomenon. As such, you are expected to know how bad traffic here can get. The only exception is if something extraordinary happen (e.g. a coup d'état attempt blocking roads in and out of the city, flood water blocking roads in and out of your home, a nationally significant protest group blocking your way, or similar)

LOSS OF COMPUTER OR DATA DOES NOT CONSTITUTE MITIGATING CIRCUMSTANCES.

It's 2020. Get. On. The. Cloud. Save your work to a cloud drive (e.g. Google Drive or Microsoft OneDrive) and have multiple back-up copies. (e.g. one on the cloud, one on your computer, and one on a USB drive)

INTERNET DIFFICULTIES ON DEADLINE DATE DOES NOT CONSTITUTE MITIGATING CIRCUMSTANCES.

Don't assume that your internet will work reliably all the time (Murphy's Law applies). Submit at least 6 hours early if you can. The only exception to this is if the system that I use goes down completely. If that is the case, I will make an announcement in the Facebook group.

MITIGATING CIRCUMSTANCES & DEADLINE EXTENSIONS (Continued)

Acceptable mitigating circumstances to qualify for a deadline extension:

- Death of a close family member (Death certificate needed)
- Serious illness of a close family member (medical certificate/doctor's note needed)
 - Definition of serious illness: Illness that has been judged by the doctor as to be likely to cause death or permanent disability (disability as defined in พระราชบัญญัติ ส่งเสริมและพัฒนาคุณภาพชีวิตคนพิการ พ.ศ. 2550/ Persons with Disabilities Empowerment Act, B.E. 2550.)
- Illness requiring an overnight stay at the hospital or bed rest (medical certificate/doctor's note needed)
 - Note that if you did not stay in the hospital the medical certificate/doctor's note would need to specifically say that you have been prescribed bed rest or ordered to not work by a doctor
- Injuries that would prevent the student from working effectively e.g. broken arm or collar bone. (requiring medical certificate/doctor's note)
- Any chronic mental health condition that could not be managed with medication
 - This will require a letter from your physician, in Thai or English containing the following.
 - A confirmation of your diagnosis from your physician, and that your condition cannot be managed with medications
 - A confirmation that, because of the factors above, the pressure of the deadline could cause you significant harm (significant in your physician's judgement).

Any other serious disruption **that could not be reasonably foreseen and prepared for.** (discuss with Ajarn Kunnaya to see if your situation is applicable and what will be the level of proof will be required)

PLAGIARISM

What is Plagiarism?

Plagiarism is presenting someone else's work in a way that the reader might mistake it for your own work, by incorporating it into your work without full acknowledgement. All published and unpublished material, whether in printed or electronic form, is covered under this definition.

Why does it matter?

Copying other's works to present as your own completely defeats the purpose of education. An assignment's purpose is for the instructor to judge how well you have learnt the course material. This judgement cannot be accurate if the work submitted is not your own. In addition, you would be attempting to profit from theft of other people's work. This is not an action we can endorse or allow. It is unethical and can have severe consequences for your future, both academically and professionally.

What happens if you plagiarized?

If a piece of work making up a significant part of your final score is **wholly** copied from another person's, This will be seen as a very serious breach of ethics and you will be referred to the faculty's exam committee. The committee may decide to give you an F for that class, a W for all other classes that semester, and a deduction of a significant amount of your behavioral score. Repeated breach of this nature may result in suspension or expulsion.

For lesser cases, points will be for that assignment. This can be anywhere from 5% of maximum to that assignment be given an automatic zero for that assignment. Attempting to cover up plagiarism may result in an automatic zero for that assignment or a referral to the exam committee.

What about reusing your own past work in your essay?

In some cases, this will be allowed, with the instructor's permission.

Past work can be used as a part of a new essay with the permission of the Instructor providing that it fits the following conditions:

- It is no more than 25% of the total wordcount
- The text is descriptive and not analytical in nature (e.g. a synopsis of a piece of media under discussion, or historical background of a subject)
- The reused part must be declared in the footnote of the respective page e.g. "paragraphs 2 and 3 is from a piece of work previously submitted to [course number & abbreviated name]"

Not requesting permission first will be treated as self-plagiarism which is treated the same as plagiarism. You may not receive permission if re-summarizing (and changing its focus to suit the topic) makes up a key part of the assessment of your academic ability for that particular topic.