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Chapter 1: Co-Operative Education.

What is Co-Operative Education?

Co-operative Education (Co-op) is an educational system that emphasizes work based learning, in which students learn and gain practical work experience for at least 16 weeks (1 semester) in the workplace before they graduate.

In the workplace, students must be appointed to a proper job position related to their field of studies; for instance engineering assistant, academic assistant etc., as though they are full-time employees. Responsibilities and specific projects that can be successfully carried out within 16 weeks must be assigned to the students and these should contribute beneficially to the employers. The employer is required to assign a mentor or a job supervisor to take care of and give advice to the students, while they work at the workplace. Salary, wages and welfare should be provided for students as appropriate by the employers.

Co-operative students' performance must be evaluated by the academic advisors and job supervisors, at the end of the program.

History of Co-Operative Education.

Co-Operative Education is an educational system that combines classroom-based education with workplace experience which was established in Great Britain and the United States of America (USA) around 1903-1911. The term "Co-operative Education" has been in use since about 1960, particularly in the USA.

Co-operative Education has been developed and financially supported by governments as well as having gained the co-operation of employers. Nowadays, more than 900 educational institutions and employers from 39 countries are involved in co-operative education, which has progressively developed to the level that students have an opportunity to practice in workplaces internationally. In 1983, the World Association for Co-operative Education (WACE) was established in the USA in order to support and encourage student exchange programmes at the international level.

In Thailand the term "Co-operative Education" was introduced by Prof. Dr. Vijit Srisa-arn. He was the first person to establish co-operative education and career development programs for students at Suranaree University of Technology in 1993.

Naresuan University Co-Operative Education.

Naresuan University aims to produce graduates with “The Five Smarts”.

1. **Smart at work:** Students are be able to apply and put their knowledge into practice in their employment.

2. **Smart in people skills:** Students possess good interpersonal communication skills and social skills and are able to work in a team environment and with empathy, collaboration and cooperation.

3. **Smart with ideas:** Students are eager to learn and seek knowledge and have the ability to construct logical ideas and develop their ideas into useful applications.

4. **Smart in life skills:** Students are able to live happily with life management skills.

5. **Smart at problem solving:** Students are logical, able to think conceptually and able to acquire relevant information to make the right decisions for problem solving.

Such qualities cannot be developed only by classroom-based education but also must be developed through the process of co-operative education. Students need the opportunity to gain job experience in the workplace. Thus, the employer is an important party in helping to produce graduates well suited to the needs and demands of the industry in which they will be employed.

Naresuan University has a clear policy and aim to develop co-operative education to a high standard.

We strongly believe that the graduates who have been through co-operative education will have acquired all the qualities required by the national framework, be well equipped with academic knowledge related to their professions and will be well suited to labour market demands. Therefore, in every academic year Naresuan University continually supports the process and management of all activities relevant to co-operative education.

Objectives.

1. To promote and support the policies of the Office of Higher Education Commission regarding the development of co-operative education for higher education.

2. To increase the job experience, potential and self-development of students beyond professional training.

3. To give the opportunity for government and private sectors to be involved in the development and production of quality graduates from Naresuan University.

4. To gain advice and assessment from co-operative education management of participating organizations and use these for improving curriculum and the teaching and learning process in order to produce graduates that suit the demands of the labour market.

5. To support and build good relationships leading to networking between the university and employers.

Administrative and Coordinating Division.

The Academic Support Section, Division of Academic Affairs, Office of the President and the Secretarial Office of Faculties and Colleges, i.e. the Faculty of Agriculture, Natural Resources and the Environment, Faculty of Business, Economics and Communications, Faculty of Science, Faculty of Medical Science, Faculty of Humanities, Faculty of Pharmaceutical Sciences and the Naresuan University International College (NUIC), are all involved in co-operative education of Naresuan University.

Characteristics of Co-Operative Education.

1. Students must work as an employee in the workplace.
2. Job titles and responsibilities for students must be assigned such as Engineering Assistant, Academic Assistant, and Personnel Assistant etc.
3. Students must work as full-time staff.
4. Duration of work must be at least 1 semester (16 weeks or 4 months).
5. Students must be paid as appropriate.

Three Party Cooperation and Benefits.

The Employer	
<p>Responsibilities.</p> <ul style="list-style-type: none"> ● Learn to understand co-operative education. ● See co-operative education as an opportunity. ● Prepare for and be involved in the activities of co-operative education. 	<p>Benefits.</p> <ul style="list-style-type: none"> ● Has the right to reduce tax. ● Reduce the number of full-time employees. ● Full time employees have more free time for important work. ● Has a chance to select future employees. ● Has the opportunity to build academic network with the university. ● Gain a good image for supporting education and producing quality graduates

The University	
<p>Responsibilities.</p> <ul style="list-style-type: none"> ● Develop curriculum and setup system for co-operative management. ● Encourage support from the employer. ● Prepare student and academic advisor. 	<p>Benefits.</p> <ul style="list-style-type: none"> ● Build academic network and good relationship with the employer. ● Gain reflection for improving teaching & learning process and curriculum development. ● meet approval with employer and labour market
The Student	
<p>Responsibilities.</p> <ul style="list-style-type: none"> ● Learn to understand co-operative education. ● See the benefit of participation in co-operative education. ● Self-preparation with academic knowledge and appropriate professional demeanour and attitude. ● Intention to do their best in the workplace. 	<p>Benefits.</p> <ul style="list-style-type: none"> ● Gain job experience directly related to the field of their studies. ● Achieve self-development, interpersonal skills, professional responsibilities, management skills and self-confidence. ● Gain presentation and communication skills. ● Have the opportunity for employment before graduation. ● Be able to choose the job they like and which is related to their abilities. ● Gain high potential and professionalism for their future employment. ● Be paid as appropriate.

Chapter 2

The Roles and Responsibilities of Students and Advisers.

The Roles and Responsibilities of Co-operative Students.

Eligibility of Students.

The Faculty or Department selects students who have the following eligibility to be co-operative student.

1. Have obtained prior qualifications and academic achievement with GPA > 2.00.
2. Have passed all compulsory basic courses required by the Faculty.
3. Have been well behaved and never been disciplined for misconduct; this must be guaranteed by the Faculty.
4. Have a professional demeanour and capacity for self-development to be able to undertake work in the workplace.
5. Follow all regulations required by co-operative education.

Role and responsibilities of co-operative students.

1. be eligible according to the regulations of the University and attend at least 80% of the co-operative education preparation activities before going to the workplace and pass all the assessment requirements.
- 2 Record and write daily or weekly reports.
3. Fill in all information required and submit the NU_Co-op forms back to the coordinator of the Faculty within the time frame indicated as follows:
 - 3.1 NU_Co-op 04 (details of accommodation during work) within week 1.
 - 3.2 NU_Co-op 05 (details of job position and job supervisor) within week 1.
 - 3.3 NU_Co-op 06 (details of work plan) within week 2.
 - 3.4 NU_Co-op 07 (details of project proposal) within week 3.
4. Submit a progress report to the job supervisor and academic advisor no later than week 10.
5. Submit a full project report to the job supervisor and academic advisor before finishing their work at the workplace and correct the report according to suggestions by the job supervisor and academic advisor.
6. Submit a full report which is allowed to be published by the employer, to the academic advisor and job supervisor.
7. Present their work to the job supervisor and directors of the employer organisation within the last week of their training.

8. Submit the following forms to their faculty after the training:

8.1 NU_Co-op 08 (student evaluation form done by the job supervisor) - put into a sealed envelope.

8.2 NU_Co-op 09-1 (report evaluation form done by the job supervisor) - put into a sealed envelope.

8.3 NU_Co-op 09-2 (report evaluation form done by the academic advisor).

8.4 NU_Co-op 10 (confirmation form of report submission).

8.5 NU_Co-op 11 (details of co-operative education work).

8.6 NU_Co-op 12 (self-assessment form).

9. Give an oral presentation about the project carried out at the workplace to academic advisors and other co-operative students upon return from the workplace.

Role and Responsibilities of Academic Advisors.

1. Make a proper plan to visit students at their workplace.

2. Duration of each visit should not be less than 1 hour.

3. Follow up and evaluate progress of the co-operative students using NU_Co-op 03 form and give advice to the student as appropriate.

4. Check the format of the project presented by the student and give advice as appropriate.

5. During the student's period of work at the workplace, the academic advisor together with the job supervisor should attend the student's presentation of progress of the work or project.

6. Attend the presentation of the student's work on their return from the workplace in order to get information to develop and improve process of co-operative education.

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Chapter 3

The Roles and Responsibilities of Workplaces.

The workplaces in Naresuan University's Co-operative Education program must provide mentors or job supervisors for students in the program to supervise the students' performance. When the training period is complete, the students' performance is assessed by their supervising instructors and job supervisors.

The Roles and Responsibilities of Workplaces.

The workplaces have the following roles and responsibilities:

1. Are entitled to recruit students to join the co-operative education program.
2. Make an overall evaluation of their coordination with the university.
3. Set their own policy to support the operation of co-operative education.
4. The workplace executives understand the significance of co-operative education and support the program.
5. The related workplace personnel demonstrate an awareness and understanding of the principles, concepts and benefits of co-operative education.
6. Should provide the students with an opportunity to give a presentation of their operation results and experiences from the workplaces.
7. Assign personnel to act as co-operative education coordinators.
8. Assign job supervisors with professional qualifications and experience in the same areas as the students' fields of study.
9. Provide suitable remuneration and/or welfare and a safe working environment according to the types and necessities of the work.
10. Provide the students with the tools and equipment needed for the work.
11. Ensure that the work environment is safe and secure for the students.
12. Present their co-operative education operation to the university at least 8 weeks before the students start training at the workplaces.
13. Provide advice for the students who are not recruited regarding their self-improvement and future job applications. The students act as coordinators.
14. Hold orientations for the students and provide the students with an overview of the workplace operations, rules and regulations.
15. Treat the students as their temporary full-time staff in accordance with the workplace's usual employment conditions and circumstances.

16. Provide work or project topics that are relevant and appropriate to the students' professional experience requirements.

17. Provide training in specialized skills needed for the work.

18. Organize activities that require the students to deal with challenging problems, to create new bodies of knowledge and to apply the knowledge in real work operations.

The Roles and Responsibilities of Mentors / Job Supervisors.

1. Possess at least a Bachelor's Degree in the same or related professional area as the student's field of study or possess an expertise in the same professional area as the student's field of study.

2. Provide advice and supervision for the operation of co-operative education. Coordinate with other work units within the workplace to ensure that the operation objectives are observed.

3. Check the student's report and give suggestions for the student's co-operative education report.

4. Evaluate the student's co-operative education performance and collect information to be presented to the university and the workplace.

5. Attend the student's presentation of the training outcome and provide suggestions.

6. Check and ensure that the characteristics and quality of work are relevant to the student's professional field and beneficial for the workplace.

7. Supervise the student's operation.

8. Provide academic and professional advice as well as suggestions to help the student adjust to the work operation.

9. Assess and evaluate the student's performance using the co-operative education evaluation forms of NU_Co-op 08 (Co-operative Education Student Evaluation Form) and NU_Co-op 09-1 (Co-operative Education Student Report Evaluation Form).

10. Provide a learning environment and sharing process beneficial to the students' current learning and future experience.

Chapter 4

The Process and Steps of Co-operative Education.

The preparation of the students for the co-operative education training is divided into 3 phases as follows:

1. Before the training.
2. During the training.
3. After the training.

Before the Training.

1. The students should contact the workplace to confirm the following information:
 - 1.1 The date and time to report to the workplace.
 - 1.2 The details of the route to the workplace.
 - 1.3 Additional equipment needed for work.
2. The University will orientate and train the students to prepare them for the co-operative education training.

Naresuan University holds an orientation and pre-session training to prepare the students for the co-operative education training and to create a system of supervision, control and evaluation for the co-operative education program to ensure that it is conducted according to the specified standard. Students applying for the co-operative education program are required to attend the 30-hour pre-session training to prepare them for the co-operative education operation. Eligible students are those who attend at least 80% of the training period and pass the evaluations on the following topics:

- 2.1 Knowledge and understanding of the roles of co-operative education students.
- 2.2 Co-operative Education experiences related by former co-operative education students and representatives from the workplaces.
- 2.3 Job application letter writing and job application skills.
- 2.4 Job interview techniques.
- 2.5 Personality enhancement for self-adjustment towards corporate culture.
- 2.6 Communication skills for work enhancement.
- 2.7 Process of conducting quality projects.
- 2.8 5 Ss and work.
- 2.9 Report writing and presentation techniques.
- 2.10 Creative thinking skills and innovation.

3. Students then report to the workplaces.

3.1 Wear the student uniform.

3.2 If the workplace provides the student with accommodation, the student should report to the workplace in advance so that the student can start working right away on the first training day.

3.3 Be punctual.

During the Training.

1. Fill in the NU_Co-op 04 Form (Details of Accommodation during Co-operative Education Training).

The student must inform the Program of the details of the accommodation during the co-operative education training and of the contact address in case of emergency, by submitting the NU_Co-op 04 Form to the Co-operative Education Program within the first week of the training.

2. Fill in the NU_Co-op 05 Form (Details of Job, Position and Job Supervisor).

2.1 The job supervisor is an employee at the level of supervisor who provides supervision and advice.

2.2 This form requires the information of the workplace i.e. name, address, telephone number, name of manager, name of coordinator, name of the job supervisor (or mentor) and position and characteristics of student's job.

2.3 The completed form must be signed by the job supervisor and submitted to the co-operative education program.

The student submits the NU_Co-op 05 Form to the Co-operative Education Program within the first week of the training.

3. Fill in the NU_Co-op 06 Form (Plan for Co-operative Education Training).

3.1 The student fills in the 15-to-16-week training plan under the supervision of the job supervisor.

3.2 The student and the job supervisor sign the form.

The student submits the NU_Co-op 06 Form to the Co-operative Education Program within the second week of the training.

4. Fill in the NU_Co-op 07 Form (Proposal of Job Report).

4.1 Fill in the report topic in which the student is interested and for which the student has the necessary skills to complete.

4.2 Study the Report Writing Handbook.

4.3 The student fills in the information under the supervision of the job supervisor.

4.4 The student and the job supervisor sign the form.

4.5 Once the Cooperative Education Program has been informed of the topic, the Program passes it on to the student's advisor. The advisor will contact the student within 2 weeks if the advisor has any comment to make regarding the topic.

The student submits the NU_Co-op 07 Form to the Co-operative Education Program within the third week of the training.

5. Supervisory Visit.

A supervisory visit is paid between the 5th and 12th week of the training period.

5.1 The student's faculty contacts the workplace to make an appointment for a supervisory visit to consult on the following topics:

5.1.1 The duties assigned to the student and the operation plan during the length of the training period.

5.1.2 The student's self-development.

5.1.3 The report topic and proposal.

5.1.4 The opinions of the workplace regarding the format and philosophy of Cooperative Education.

5.1.5 Any problems during the student's training period.

5.2 The supervising instructor pays a visit and evaluates the student using the NU_Co-op 03 Form. The supervising instructor fills in the form evaluating the conditions of both the workplace and the student.

5.3 The sources of information required by the supervising instructor in order to evaluate the student are as follows:

5.3.1 NU_Co-op 04 Form (Details of Accommodation during Co-operative Education Training).

5.3.2 NU_Co-op 05 Form (Details of Job, Position and Job Supervisor).

5.3.3 NU_Co-op 06 Form (Plan for Co-operative Education Training).

5.3.4 NU_Co-op 07 Form (Proposal of Job Report).

5.4 The supervising instructor participates in the student's project progress report or job report together with the student's mentor/job supervisor and gives comments and suggestions.

6. Report Writing.

6.1 The student is required to write a report during the training period. The report can be presented in the form of a project, a study, a research study, or a practical work presenting the procedures and methods of work, or the report can be presented as a study on a topic required by the workplace or an informative manual. The length of the report is around 25 pages. The format of the report is as specified in Co-operative Education Handbook (Chapter 6).

6.2 The report must be completed and submitted to the job supervisor for an evaluation before the student reports back to the university. After reporting back to the university, the student is required to hand in the report to the advisor for an evaluation.

7. Report Evaluation.

The report evaluation is divided into 2 sections:

7.1 Report evaluation by the student's job supervisor using the form NU_Co-op 09-1.

7.1.1 The student's job supervisor fills in and signs the form.

7.1.2 The report must be read and evaluated by the student's job supervisor before the student reports back to the university.

7.1.3 Once the report has been evaluated, the NU_Co-op 09-1 evaluation form must be sealed in an envelope stamped "Confidential" and submitted to the student's advisor on the day the student reports back to Naresuan University. If the workplace wishes to keep the evaluation results, a copy of the results can be made and given to the workplace.

7.2 Report evaluation by the student's advisor using the form NU_Co-op 09-2.

7.2.1 The student's advisor fills in and signs the form.

7.2.2 The report must be read and evaluated by the student's advisor when the student reports back to the university.

After the Training.

1. Presentation held by the student's Faculty.

After the training period is completed, the student attends a presentation seminar/exhibition held by the student's Faculty.

1.1 Format: Sharing of opinions regarding the training and dissemination of the knowledge.

1.2 A one-day seminar on the day specified by the Faculty.

1.3 The following documents are required:

1.3.1 NU_Co-op 08 Form (Co-operative Education Student Evaluation) and NU_Co-op 09-1 Form (Co-operative Education Student Evaluation by The job supervisor) sealed by the workplace.

1.3.2 NU_Co-op 09-2 Form (Co-operative Education Student Evaluation by Advisor).

1.3.3 NU_Co-op 10 Form (Confirmation of Training Report Submission) and the report.

1.3.4 NU_Co-op 11 Form (Details of Cooperative Education Training).

1.3.5 NU_Co-op 12 Form (Co-operative Education Student's Self-Evaluation).

2. Selection of Outstanding Co-operative Education Students.

The Faculties select Outstanding Co-operative Education Students according to the quota specified by the university; that is 1 Outstanding Co-operative Education Student every 20 Co-operative Education students. The remainder of the quotient is counted as one.

Outstanding Co-operative Education Students must be evaluated by Naresuan University Evaluation Criteria for Co-operative Education Students. The university awards each Outstanding Co-operative Education Student 2,000 baht. The evaluation criteria (with the total score of 100 points) are as follows:

Evaluation Criteria	Score (100 points Total)
1. The project work/performance yields an outcome (monetary or not) that helps enhance the potential of the workplace.	25
2. The work operation follows accurate regulations and formality and allows the student to make use of the knowledge/skills studied in the coursework.	25
3. The satisfaction of the workplace towards the student's project (based on the NU_Co-op 08 Form)	15
4. The student created a concrete and creative innovation for the workplace during the period of the Cooperative Education Training.	35

3. Naresuan University Evaluation Criteria for Cooperative Education Students.

- | | |
|---|--------|
| 3.1 Complete documents | 10 %. |
| 3.2 Evaluation by Supervising Instructor | 20 %. |
| 3.3 Evaluation by The job supervisor | 40 %. |
| 3.4 Report Evaluation (by the job supervisor) | 10 %. |
| 3.5 Report Evaluation (by responsible instructor) | 10 %. |
| 3.6 Presentation on Seminar Day | 10 % . |

Note: The passing score is 80 % or higher.

Each Co-operative Education student who passes the evaluation will receive an achievement certificate and 1,000 baht.

4. Co-operative Education Exhibition of Higher Education Network in Lower North Region.

The Cooperative Education Network of the Lower North is headed by Naresuan University and joined by 12 other institutes. The network holds Co-operative Education Exhibition of Higher Education Network in Lower North Region to publicize the development of the co-operative education operation of the institutes in the network, to create an awareness of the significance and benefits of co-operative education among the participating sectors, and to select the students' works to enter Co-operative Education Contest on Thailand's Co-operative Education Day.

4.1 Eligible Contestants.

4.1.1 A student studying in an undergraduate level in that academic year at a higher education institute in the Lower North.

4.2.2 An entry must be the student's project work or practical work from the student's Cooperative Education training at a workplace.

4.2 Types of Contest (Project Work or Practical Work).

4.2.1 Outstanding Co-operative Education Work Contest and Oral Presentation.

1) Science and Technology: 3 awards of certificates and scholarships.

2) Social Sciences: 3 awards of certificates and scholarships.

4.2.2 Outstanding Co-operative Education Poster Presentation Contest.

1) Science and Technology: 3 awards of certificates and scholarships.

2) Social Sciences: 3 awards of certificates and scholarships.

Outstanding Co-operative Education Work Contest and Oral Presentation.

Participation in Outstanding Co-operative Education Work Contest and Oral Presentation.

1. The higher education institutes in the Lower North Network make a selection of eligible students and submit the information below to Division of Academic Affairs, Naresuan University, within the specified deadline via electronic mail to the following email address: patrikas@nu.ac.th.

1.1 Co-operative Education Report of -5 pages with illustrations as appropriate and with the following details and contents:

1.1.1 Report title, job position, name of the workplace, name of the student, period of training, name of the job supervisor, name of the supervising instructor.

1.1.2 Abstract.

1.1.3 Objectives.

1.1.4 Methods of Co-operative Education project or practical work / assignment project.

1.1.5 Results of the Co-operative Education project and analysis of the results.

1.1.6 Conclusion of the study or results of the operation.

1.1.7 Comments for future projects.

1.2 Copy of the Co-operative Education evaluation by the student's mentor (according to each institute's format).

2. 10-minute Microsoft Power Point presentation by the student who owns the project.

Guidelines for Conducting Outstanding Co-operative Education Work Contest and Oral Presentation.

1. Evaluate the project based on the documents submitted via the network website:

1.1 Co-operative Education Report (according to the specified format and topics).

1.2 Copy of the Co-operative Education evaluation results by the student's mentor (according to each institute's format).

2. Each student gives an oral presentation on the day of the contest for 10 minutes and allows for a 5-minute Q&A session.

3. Each member of the judges evaluates the projects and writes down the scores in the score sheet according to the criteria.

4. The staff collects the score sheets.

5. The judges conduct a discussion to identify the strengths and weaknesses of each project and to select 3 outstanding projects for each type of the contest.

Evaluation Criteria for the Selection of Outstanding Co-operative Education Projects (with a total score of 100 points).

1. The project work yields an outcome that helps enhance the potential of the workplace. (20 points).

2. The work operation follows accurate regulations and formality and allows the student to make use of the knowledge/skills studied in the coursework. (20 points).

3. The student's presentation skills (10 points).

4. Creativity/Integration of related principles in the operation of the project. (20 points).

5. Student evaluation score by the mentor (15 points).

6. Co-operative Education report score (15 points)

Outstanding Cooperative Education Poster Presentation Contest

Project Participation/Guideline/Evaluation Criteria

Co-operative Education students who have not been selected to enter the Outstanding Co-operative Education Student Contest are selected by their faculties or institutes to enter the Outstanding Co-operative Education Poster presentation Contest with the poster template as specified.

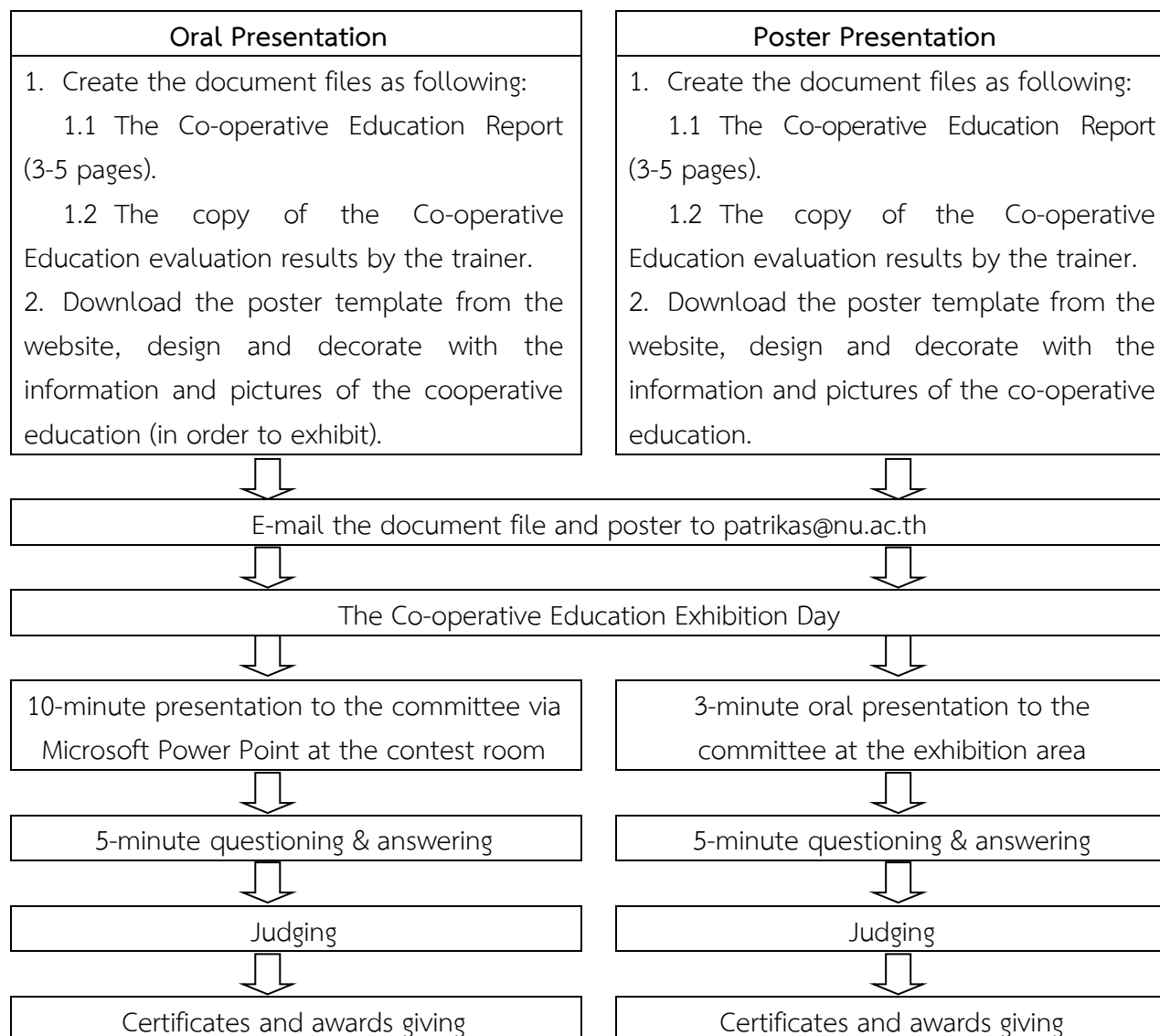
The students are required to submit the finished poster files to the Sector of Academic Support, Division of Academic Affairs via e-mail: patrikas@nu.ac.th to be printed and presented in the exhibition. This must be done within the deadline specified in the website: www.coop.nu.ac.th.

On the day of the contest, the students are required to be present at the locations of their posters in the exhibition area. Each student will give a 3-minute presentation followed by a Q&A session and comments from the judges. The judges will also conduct an interview about each project. The judges will then give the scores and deliver a verdict based on the criteria (with a total score of 100 points) as follows:

1. The project work yields an outcome that helps enhance the potential of the workplace. (25 points).
2. The work operation follows accurate regulations and formality and allows the student to make use of the knowledge/skills studied in the coursework. (25 points).
3. The student's presentation skills (15 points).
4. Creativity/Integration of related principles in the operation of the project (25 points).
5. The poster aesthetics (10 points).

Notes The Higher Education Network of Co-operative Education of the Lower North will enter 6 winning projects in Science and Technology and in Social Sciences in the national contest on Cooperative Education Day (the 6th of June). The travel expenses are sponsored by the Network.

The Plan of Co-operative Education Contest Processes In the Co-operative Education Exhibition, Higher Education Development Network in Lower Northern Part of Thailand



5. The Due Dates for delivery of the Cooperative Education Forms.

- 5.1 NU_Co-op 01 / NU_Co-op 05 - within the first week.
- 5.2 NU_Co-op 06 - within the second week.
- 5.3 NU-Co-op 07 - within the third week.
- 5.4 NU_Co-op 08 / NU_Co-op 09-1 - Seal with 'secret' stamp and hand in on the day of self-report to the university.
- 5.5 NU_Co-op 09-2 1 - copy of the report on the day of self-report.

5.6 NU_Co-op 101 copy of the report on the day of self-report.

5.7 NU_Co-op 11 On the day of the faculty seminar.

5.8 NU_Co-op 12 On the day of the faculty seminar.

The Processes of Naresuan University Co-operative Education

Processes	Activities
<p>1. Faculties/ Organizations which are responsible for the cooperative education.</p> <p>1.1 Open the registration for the students who have the desired qualifications for cooperative education.</p> <p>1.2 The students selected by the faculty department</p>	<p>Accept and choose the qualified co-operative education students.</p>
<p>2. Organizations.</p> <p>Offer the details of work positions and descriptions as well as welfare/payments in order to inform the university</p>	<p>Offer work and payment to the students</p>
<p>3. Faculties/ Organizations which are responsible for the co-operative education.</p> <p>3.1 Send the applications to the organizations.</p> <p>3.2 The organizations consider the applications and send the results back to the University Co-operative Education Office.</p> <p>3.3 Announce the results</p>	<p>Send the applications to the organizations for choosing.</p> <p>Announce the results.</p>
<p>4. Co-operative Education Students.</p> <p>Register before the semester ends in order to get ready for work</p>	<p>Register</p>
<p>5. Organizations which are responsible for the co-operative education.</p> <p>5.1 Hold the supervision workshop seminar about co-operative education for the supervisors.</p> <p>5.2 Hold the seminar and orientation for co-operative education students within 1</p>	<p>Train the students to prepare for work.</p>

Processes	Activities
<p>semester before the semester of co-operative education starts. Example of the seminar topics: safety in a factory, 5S, etc.</p>	
<p>6. Organizations which are responsible for the co-operative education. Inform the students to report to the organizations</p>	<p>Inform the students to report to the organizations.</p>
<p>7. Organizations. 7.1 The human resources department holds the orientation about the company/ factory rules, self-adaptation, safety at work, etc. 7.2 The trainers inform the details of job description to the students. 7.3 The trainers are responsible to take care of the students i.e. to advise or suggest during the operation or work. 7.4 The students send the related cooperative education documents back to the University Cooperative Education Office</p>	<p>Hold the orientation for the students.</p>
<p>8. Supervisors. The supervisors visit the students at the workplace</p>	<p>Visit the students</p>
<p>9. Faculties/Organizations which are responsible for the co-operative education. Hold the post training activity for the students: for example, talking about any problems with the supervisors, exchanging experiences, giving certificates</p>	<p>Hold the post training and give certificates.</p>
<p>10. Faculties. 10.1 Evaluate the co-operative education training by considering. 10.2 The evaluation results from the</p>	<p>Evaluate and conclude.</p>

Processes	Activities
<p>organizations.</p> <p>10.3 The evaluation results from the co-operative education supervisor.</p> <p>10.4 The attendance of the students both before and after the co-operative education training.</p> <p>10.5 The evaluation results follow the university rules</p>	

Chapter 5

Medical Treatment Privileges of Foreign Students.

Medical Treatment Privileges of Naresuan University Foreign Students at Naresuan University Hospital.

In Case of Sickness.

Foreign Scholarship Students.

Students can get the treatment without any fee in official hours. If students go to the hospital outside of the official hours, they have to pay the fee by themselves except in the case of an emergency, such as appendicitis and severe diarrhoea.

Students must present their Student ID card at the Information Desk to check their privileges before seeing the doctor.

Students don't have to advance money if they go to these 3 specific hospitals.

1. Naresuan University Hospital, Phitsanulok.
2. Bangkok Hospital, Phitsanulok.
3. Intervejchakarn Hospital, Phitsanulok.

Other than these hospitals, students will have to advance the money, and get the refund after submitting the required documents:

1. Medical certificate from the hospital.
2. Medical treatment receipt.
3. Copy of student ID card.

Then contact the Foreign Student Office to get the refund.

Self-Funding Foreign Students.

Students have to use their own health insurance privileges. They can either buy health insurance from their country or buy it in Thailand. If the health insurance does not include Naresuan University and they go to the university hospital they will have to pay the fees themselves.

In Case of an Accident (not from a motorcycle or car accident).

Foreign Scholarship Students.

In order to get the privilege from the Naresuan University Student Welfare Fund, the students need to have their "Student ID card" with them. Students don't have to advance the money if they go to these 3 specific hospitals.

1. Naresuan University Hospital, Phitsanulok.
2. Bangkok Hospital, Phitsanulok.

3. Intervejchakarn Hospital, Phitsanulok.

Other than these hospitals, students will have to advance the money, and get the refund after submitting the required documents:

1. Medical certificate from the hospital.
2. Medical treatment receipt.
3. Copy of student ID card.

Then contact the Foreign Student Office to get the refund.

Medical Treatment Privilege from the Naresuan University Student Welfare Fund.

1. Bachelor Degree 15,000 baht/accident.
2. Master Degree – Doctorate Degree 25,000 baht/accident.

Self-Funding Foreign Student.

In order to get the privilege from the Naresuan University Student Welfare Fund, the students need to pay tuition fees and have their “Student ID card” with them.

Students don’t have to advance the money if they go to these 3 specific hospitals.

1. Naresuan University Hospital, Phitsanulok.
2. Bangkok Hospital, Phitsanulok.
3. Intervejchakarn Hospital, Phitsanulok.

Other than these hospitals, students will have to advance the money and get the refund by submitting the required documents:

1. Medical certificate from the hospital.
2. Medical treatment receipt.
3. Copy of student ID card.

Then contact Foreign Student Office to get the refund.

Medical Treatment Privilege from Naresuan University Student Welfare Fund.

1. Bachelor Degree 15,000 baht/accident.
2. Master Degree – Doctorate Degree 25,000 baht/accident.

In Case of Motorcycle or Vehicle Accident.

Foreign Scholarship Students

In order to use this privilege, students need to have.

1. Compulsory insurance for a motorcycle or car (not expired).
2. Driving License.
3. Helmet.

If any of the above are lacking, the students will not be able to use privileges from the compulsory insurance, but students can ask the Naresuan University Student Welfare Fund to pay for excess medical expenses after the first 15,000 baht has been paid.

Students have to use the privilege from compulsory insurance for the first 15,000 baht. If there is excess medical expenses, students have to advance the money and request a refund from the Naresuan University Student Welfare Fund later.

Privilege from Naresuan University Student Welfare Fund.

1. Bachelor Degree 15,000 baht/accident.
2. Master Degree – Doctorate Degree 25,000 baht/accident.

Students don't have to advance the money if they go to these 3 specific hospitals:

1. Naresuan University Hospital, Phitsanulok.
2. Bangkok Hospital, Phitsanulok.
3. Intervejchakarn Hospital, Phitsanulok.

Other than these hospitals, students will have to advance the money and get the refund by submitting the required documents,

1. Medical certificate from the hospital.
2. Medical treatment receipt.
3. Copy of student ID card.

Then contact the Foreign Student Office to get the refund.

Self-Funding Foreign Students

In order to use this privilege, students need to have.

1. Compulsory insurance for a motorcycle or car (not expired).
2. Driving License.
3. Helmet.

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Privilege from Naresuan University Student Welfare Fund.

1. Bachelor Degree 15,000 baht/accident.
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Students don't have to advance the money if they go to these 3 specific hospitals:

1. Naresuan University Hospital, Phitsanulok.
2. Bangkok Hospital, Phitsanulok.
3. Intervejchakarn Hospital, Phitsanulok.

Other than these hospitals, students will have to advance the money and get the refund by collecting documents,

1. Medical certificate from the hospital.
2. Medical treatment receipt.
3. Copy of student ID card.

Then contact the Foreign Student Office to get the refund.

Chapter 6

How to Write the Cooperative Education Report.

Writing a report is a mandatory activity of the co-operative education program aiming to give students practice in communication skills and providing useful information for the participating organizations. In writing a report, the students ask for suggestions from the job supervisor in order to define the appropriate topic of the report by considering the demands and characteristics of the organization, e.g. the research study of the students, the academic reports that the students are interested in, the summarizations of some information and statistic, the analysis and data evaluations, the reports of performances, or plans and operation methods to achieve and the purpose of the study goals from cooperative education that the students set.

After getting the topic, the students fill in the NU_Co-op 07 form (The Report of Framework of Operation) with the job supervisor's approvals and send it back to the cooperative education office within the first 3 week of the operation.

The Report Format.

Co-operative Education Report is the academic report which the students must write during the operation/work at the organization under the job supervisor's control. A good co-operative education report should be accurate and clear with the completed details for presentation. The format and topics are:

1. Standard format of the report.

In order to make the co-operative education report standard, the format of the report are described as follow:

- 1.1 Light-colour and thick front cover.
- 1.2 80 Gram A4-size paper, white colour, single or double sided.
- 1.3 Vertical printing format, except pictures or tables that are needed to be horizon format.
- 1.4 16 size of TH SarabanPSK font, the topics of any highlights can be reasonably changed.
- 1.5 Page numbers put from the first until the last page.
- 1.6 Page margins:

Top	1.5" (inches).
Bottom	1.0".
Left	1.0".

Gutter 0.25".

Right 1.0".

Front cover top and bottom margins can be reasonably designed.

1.7 Number of pages: approximately 25 pages.

2. Topics of the Report.

2.1 Introduction: the information before getting into the specific details which make it easy to get into the contexts, consists of: (respectively).

1.1.1 Front cover.

1.1.2 Inside front cover.

1.1.3 Letter of report sending.

1.1.4 Acknowledgement.

1.1.5 Abstract (either Thai or English).

1.1.6 Table of contents.

1.1.7 Lists of Tables.

1.1.8 Table of illustrations.

2.2 Contexts.

2.2.1 Introduction.

2.2.2 Document reviews (if any).

2.2.3 Purposes of the cooperative education or project.

2.2.4 Responsibilities.

2.2.5 Summarization of the operation.

2.3 Component part (is the additional part in order to make the report complete).

2.3.1 References.

2.3.2 Bibliography.

2.3.3 Appendix (if any).

3. Context Details.

3.1 Introduction consists of:

3.1.1 Name and address of the organization.

3.1.2 Characteristic, product or service of the organization.

3.1.3 Organization structure and administration.

3.1.4 Position and job description of the students.

3.1.5 Name and position of the job supervisor.

3.1.6 Operating/work time.

3.2 Purposes of the cooperative education.

3.2.1 The purpose that the student or the job supervisor has set that the work should be finished in time by priority setting.

3.2.2 Expected result of the operation/work of both the student and organization.

3.2.3 The details of the operation/work by writing in order.

3.2.4 Showing of pictures, charts or tables that are significant.

3.2.5 Explanation of the tools for operation in case of operating in a kitchen room, residence room or any special places.

3.3 Conclusion of the study or operation/work.

3.3.1 Collect and show the significant details for the analysis.

3.3.2 Analyse and criticize the details by having suggestions and solutions of problems considering the further utilization.

3.3.3 Compare the results with the purposes or goals of the operation/work.

Notice The format of the report in this manual is defined in order to guide the co-operative education students.

Examples of the Co-operative Education Report.

In order to make the students' reports complete and correct, the university has published examples of previous cooperative education reports to guide the present students. The examples of the reports can be found in *www.coop.nu.ac.th*.

Form for Co-op Student's Job Offering
Naresuan University

Dear President, Co-op Project of Naresuan University

I would like to inform you that we have officially accepted co-op student(s) and offer the job position as detailed as follows:

Name and details of the place of internship

(In Thai).....

(In English).....

NumberBuilding.....Floor.....Road.....

Soi.....Sub-district.....District.....

Province.....Postal code.....

Country.....TelFacsimile

Email

Type of company/organization.....The amount of workers.....

Name of manager of the nization.....

PositionDivision.....

In case you would like to cooperate with the organization, please contact

Manager

The following authorized person

Name-Surname

PositionDivision.....

TelFacsimile

Email

Job assignment/benefits and requirements of co-op student(s)

Job areas needed.....The amount of students.....Position

(In case you would like to offer more than one positions, please add on an attached sheet.)

Academic capacities and skill requirements which students should have.....

Job Position

Job Description.....

Working time.....hours/week

During the co-op student's internship, I would like to offer them benefits as follows:

Payment () No () Yes...../day or/month

Accommodation provided () No () Yes, waived by place of internship () No, paid by student...../day/month

Surface transportation provided between place of internship and accommodation () No () Yes () waived by place of internship () Paid by student...../day/month

Others benefits (if any, such as food, uniform, etc.).....

Co-op student recruitment

() Selected by place of internship () Selected by Naresuan University

Signature.....(Informant)

(.....)

Position.....

Date.....

Please return with address and map of place of internship as attached sheet and return it to(Faculty/Name/Telephone number).....

Supervising Record Form
Naresuan University

Name of Organization:

Address No..... Road, CityPostal code
Country..... TelFacsimile

Names of Co-op students in this organization

- 1. Field
- 2. Field
- 3. Field
- 4. Field
- 5. Field
- 6. Field

Signature
(.....)
Position
Date

Names of supervisory staff

- 1.
- 2.
- 3.

Directions

Please specify each of the following items in the table using numbers 1 to 5 for evaluation of an organization.

- Indicate 5 if you completely agree with the item
- Indicate 4 if you mostly agree with the item
- Indicate 3 if you moderately agree with the item
- Indicate 2 if you disagree with the item
- Indicate 1 if you strongly disagree with the item

Part I: Evaluation of place of internship

Assessment Title	Rating Scale				
	5	4	3	2	1
1. Understanding of Cooperative Education					
1.1 Administrative authorities and personnel authorities					
1.2 Job supervisor					
2. Management and support					
2.1 Cooperation between personnel authorities and Job Supervisor towards student administration					
2.2 Personnel authorities' supervision given to a student (orientation, discipline guideline, leaves, welfare, remuneration, etc.)					
2.3 Personnel in the organization's familiarity with a Co-op student					
3. Work load					
3.1 Work load of assignment					
4. Quality of work					
4.1 Job description					
4.2 Assignments directly related to each student's major					
4.3 Assignments a student received remain unchanged based on the organization proposals					
4.4 A student is satisfied with his assignments					
4.5 Suitability of Work Term Report title					
5. Work assignment and supervision of the supervisor					
5.1 The supervisor takes care of a Co-op student from the first day of internship					
5.2 Supervisor's professional experience and knowledge					
5.3 Supervisor's devotion of time to the student					
5.4 Supervisor's devotion of time for student's Work Term Report examination					
5.5 Instruction of supervisor					
5.6 Attention of supervisor towards student's report and work					
5.7 Preparation of equipment for a student (in case of temporary stay)					
5.8 Working plan designed for student					
6. Overall performance of the organization					

Part 2: Evaluation of Co-op student

Name Major

Check list: Documents required to be returned to Cooperative Education Project

- The accommodation detail form
- The job detail form
- The working plan form
- The Work Term Report form

Ethics and Morals Front

Items			
1. Being committed to assigned responsibilities and is able to work independently beyond the given assignments with less/least supervision.	<table border="1" style="margin: auto;"> <tr><td>Score 10</td></tr> <tr><td> </td></tr> </table>	Score 10	
Score 10			
2. Exhibits interest, enthusiasm and persistence in achieving the goal no matter how serious a situation/issue is.	<table border="1" style="margin: auto;"> <tr><td>Score 10</td></tr> <tr><td> </td></tr> </table>	Score 10	
Score 10			
3. Behaves appropriately such as having good attitude, being mature, courteous, and punctual, and dress politely.	<table border="1" style="margin: auto;"> <tr><td>Score 10</td></tr> <tr><td> </td></tr> </table>	Score 10	
Score 10			
4. Being self-disciplined and adapts oneself into different culture of the organization, rules and regulations.	<table border="1" style="margin: auto;"> <tr><td>Score 10</td></tr> <tr><td> </td></tr> </table>	Score 10	
Score 10			
5. Demonstrates ethics, honesty, generosity and contribution to the place of internship.	<table border="1" style="margin: auto;"> <tr><td>Score 10</td></tr> <tr><td> </td></tr> </table>	Score 10	
Score 10			
6. Being ethical in his/her currently assigned duties	<table border="1" style="margin: auto;"> <tr><td>Score 10</td></tr> <tr><td> </td></tr> </table>	Score 10	
Score 10			

Knowledge Front

Items			
7. Being potential to deal with working assignments.	<table border="1"> <tr><td>Score 10</td></tr> <tr><td> </td></tr> </table>	Score 10	
Score 10			
8. Being professionally skilled in both field work and laboratory placement.	<table border="1"> <tr><td>Score 10</td></tr> <tr><td> </td></tr> </table>	Score 10	
Score 10			
9. Effectively applies knowledge to work in an innovative way.	<table border="1"> <tr><td>Score 10</td></tr> <tr><td> </td></tr> </table>	Score 10	
Score 10			
10. Showcases problem-solving skills from the individual extent to the societal one.	<table border="1"> <tr><td>Score 10</td></tr> <tr><td> </td></tr> </table>	Score 10	
Score 10			

Cognitive Skills Front

Items			
11. Being highly creative and eager to learn.	<table border="1"> <tr><td>Score 10</td></tr> <tr><td> </td></tr> </table>	Score 10	
Score 10			
12. Makes decisions based on situationally-based approach critically.	<table border="1"> <tr><td>Score 10</td></tr> <tr><td> </td></tr> </table>	Score 10	
Score 10			
13. Thinks positively.	<table border="1"> <tr><td>Score 10</td></tr> <tr><td> </td></tr> </table>	Score 10	
Score 10			
14. Self-adjusts to multifacetedly suit assigned job position/description/assignment.	<table border="1"> <tr><td>Score 10</td></tr> <tr><td> </td></tr> </table>	Score 10	
Score 10			

<p>Accommodation Detail Form</p> <p>Naresuan University</p>

Detail provider: Co-op student

Dear President, Co-op Project of Naresuan University

Name-Surname Student ID.

MajorFaculty

Name and address of Co-op of place of internship
.....
.....

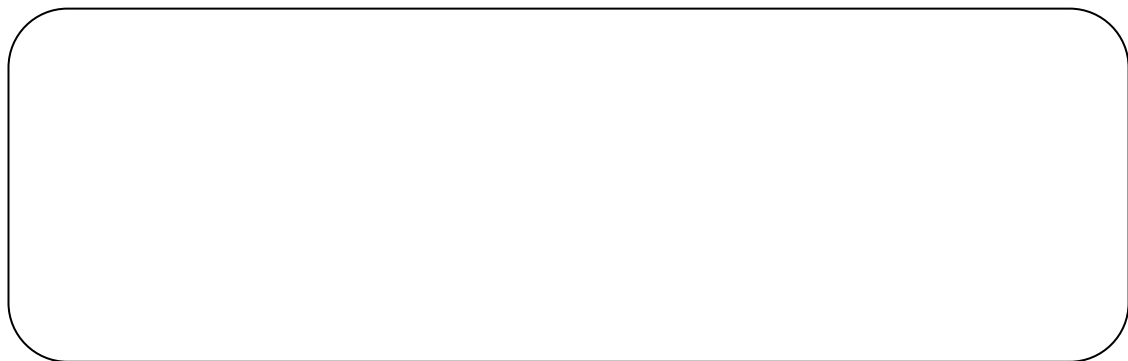
I would like to provide the details of the place of my internship as follows:

NumberRoadCity.....
Postal Code TelephoneFacsimile
Email

In case of emergency:

Name-Surname
NumberRoadCity.....
Postal Code TelephoneFacsimile
Email

Map of applicant's resident



Signature
(.....)
Position
Date

Job Detail Form
Naresuan University

Detail provider: Manager of Personnel Office / Advisor

Directions:

In order that the cooperation between the Cooperative Education Project and the place of internship go smoothly as planned, Naresuan University would like you to directly contact your Job Supervisor and ask for details covering information of job description and job position. Please return this form to the Cooperative Education Project at the following email address: international@nu.ac.th

Dear President, Co-op Project of Naresuan University

I would like to provide you with the following information.

1. Name and address of place of internship

Please specify the name of the organization in order that Naresuan University can use the details as a source for a letter of recommendation and as background information when conducting supervision.

Name of the organization
 (In Thai)
 (In English)
 Number Road..... City.....
 Postal Code Country
 Tel Facsimile Mobile Phone
 Email

2. General Manager/Factory Manager and authorized person

Name of manager of organization.....
 Position Tel
 Facsimile Email

In case you would like to cooperate with the organization, please contact

Manager The following authorized person

Name-Surname Position
 Department Tel
 Facsimile Email

3. Job Supervisor

Name-Surname

PositionDepartment

Tel Facsimile Email

4. Job assignments to Co-op student

Name-Surname (Student)

Job position

Job description

.....

.....

.....

.....

Signature Detail Provider
(.....)

Position

Date

Co-op Working Plan Form

Naresuan University

(Detail Provider: Co-op student together with Job Supervisor)

Name-SurnameStudent ID.....

MajorFaculty.....

Name of place of internship

Details of working plan are as follows:

Working Plan

Detail	1 st Month	2 nd Month	3 rd Month	4 th Month

Signature
 (.....)

Signature
 (.....)

Position: Co-op Student

Position: Job Supervisor

Date

Date

An Outline of Co-op Report
Naresuan University

(Detail provider: Co-op student and job supervisor)

Directions:

An outline of the Co-op report must be submitted by the Co-op student in cooperation with his/her job supervisor to ensure that the topic is clear and comprehensive before the student files the report. Please fill out this form and return it to the Cooperative Education Project no later than three weeks into training.

Name-SurnameStudent ID.....

Major Faculty

Perform a Co-op internship at this organization

NumberRoadDistrict

City..... Postal Code

TelephoneFacsimile

Email

Report Outline:

1. Report Title (may be amended where practical)

Thai:

.....

English:

.....

Co-op Student Evaluation Form
To Be Filled Out by the Supervisor

Directions:

1. Only a job advisor or another authorized person can make an evaluation for a student.
2. There are 20 items in this evaluation form. Please indicate each of the items clearly.
3. In each item, please specify scores in the rectangular box on your right and indicate “-” if you have no information related to that item.
4. When you finish completing this evaluation form, please put it in the sealed envelope with “confidential” marked, before you give it to a student.

Work Term Information

Name-SurnameStudent ID.
 MajorFaculty
 Name of Organization
 Name-Surname (evaluator)
 Position Department

Ethics and Morals Front

Items			
1. Being committed to assigned responsibilities and is able to work independently beyond the given assignments with less/least supervision.	<table border="1" style="margin: auto;"> <tr><td style="padding: 2px;">Score 10</td></tr> <tr><td style="height: 20px;"> </td></tr> </table>	Score 10	
Score 10			
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Score 10			
3. Behaves appropriately such as having good attitude, being mature, courteous, and punctual, and dress politely.	<table border="1" style="margin: auto;"> <tr><td style="padding: 2px;">Score 10</td></tr> <tr><td style="height: 20px;"> </td></tr> </table>	Score 10	
Score 10			
4. Being self-disciplined and adapts oneself into different culture of the organization, rules and regulations.	<table border="1" style="margin: auto;"> <tr><td style="padding: 2px;">Score 10</td></tr> <tr><td style="height: 20px;"> </td></tr> </table>	Score 10	
Score 10			

Items			
5. Demonstrates ethics, honesty, generosity and contribution to the place of internship.	<table border="1"> <tr><td>Score 10</td></tr> <tr><td> </td></tr> </table>	Score 10	
Score 10			
6. Being ethical in his/her currently assigned duties	<table border="1"> <tr><td>Score 10</td></tr> <tr><td> </td></tr> </table>	Score 10	
Score 10			

Knowledge Front

Items			
7. Being potential to deal with working assignments.	<table border="1"> <tr><td>Score 10</td></tr> <tr><td> </td></tr> </table>	Score 10	
Score 10			
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Score 10			
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Score 10			

Cognitive Skills Front

Items			
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Score 10			
12. Makes decisions based on situationally-based approach critically.	<table border="1"> <tr><td>Score 10</td></tr> <tr><td> </td></tr> </table>	Score 10	
Score 10			
13. Thinks positively.	<table border="1"> <tr><td>Score 10</td></tr> <tr><td> </td></tr> </table>	Score 10	
Score 10			
14. Self-adjusts to multifacetedly suit assigned job position/description/assignment.	<table border="1"> <tr><td>Score 10</td></tr> <tr><td> </td></tr> </table>	Score 10	
Score 10			

Interpersonal Skills and Responsibility Front

Items			
15. Commands good interpersonal skills and is able to work as a team and trusted by colleagues.	<table border="1"> <tr><td>Score 10</td></tr> <tr><td> </td></tr> </table>	Score 10	
Score 10			
16. Being public-minded.	<table border="1"> <tr><td>Score 10</td></tr> <tr><td> </td></tr> </table>	Score 10	
Score 10			
17. Being well-developed into the team.	<table border="1"> <tr><td>Score 10</td></tr> <tr><td> </td></tr> </table>	Score 10	
Score 10			
18. Knows oneself and understands others.	<table border="1"> <tr><td>Score 10</td></tr> <tr><td> </td></tr> </table>	Score 10	
Score 10			

Numerical, Communication and Information Technology Skills Front

Items			
19. Potentially analyzes, synthesizes, and grasps key ideas meant to be delivered in both Thai and English presentation.	<table border="1"> <tr><td>Score 10</td></tr> <tr><td> </td></tr> </table>	Score 10	
Score 10			
20. Well commands the use of information technology to achieve an effective presentation. Knowledge in statistics and mathematics is usefully implemented.	<table border="1"> <tr><td>Score 10</td></tr> <tr><td> </td></tr> </table>	Score 10	
Score 10			

Please give comments on the student

Strengths	Improvement Needed
<p>Once this student graduates, will you be interested in offering him/her a job?</p> <p style="text-align: center;"> <input type="checkbox"/> Yes <input type="checkbox"/> Not sure <input type="checkbox"/> No </p>	

Comments and recommendations

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Evaluator's Signature

(.....)

Position

Date

**Evaluation Form of Co-op Student's Report
To Be Filled Out by the Supervisor**

Directions:

1. Only a job advisor or another authorized person can make an evaluation for a student.
2. There are 13 items in this evaluation form. Please indicate each of the items clearly.
3. In each item, please specify scores in the rectangular box on your right and indicate “-” if you have no information related to that item.
4. When you finished completing this evaluation form, please put it in the sealed envelope with “confidential” marked, before you give it to a student.

Work Term Information

Name-SurnameStudent ID.
 MajorFaculty
 Name of Organization
 Name-Surname (evaluator)
 Position Department

Report Title

Thai:

English:

Items			
1. Acknowledgement	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Score 5</td> <td style="width: 50%;"></td> </tr> </table>	Score 5	
Score 5			
2. Abstract	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Score 5</td> <td style="width: 50%;"></td> </tr> </table>	Score 5	
Score 5			
3. Table of contents	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Score 5</td> <td style="width: 50%;"></td> </tr> </table>	Score 5	
Score 5			
4. Objectives	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Score 5</td> <td style="width: 50%;"></td> </tr> </table>	Score 5	
Score 5			
5. Method of education	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Score 5</td> <td style="width: 50%;"></td> </tr> </table>	Score 5	
Score 5			

Items	
6. Result & Analysis	Score 30 <input type="text"/>
7. Conclusion	Score 10 <input type="text"/>
8. Future Comment Project	Score 5 <input type="text"/>
9. Idiom and meaning	Score 10 <input type="text"/>
10. Spelling	Score 5 <input type="text"/>
11. Pattern	Score 5 <input type="text"/>
12. References	Score 5 <input type="text"/>
13. Appendix	Score 5 <input type="text"/>

Comments and recommendations

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Evaluator's Signature

(.....)

Position

Date

**Evaluation Form of Co-op Student’s Report
To Be Filled Out by The Supervisory Staff**

Directions:

1. Only a supervisory staff or another authorized person can make an evaluation for a student.
2. There are 13 items in this evaluation form. Please indicate each of the items clearly.
3. In each item, please specify scores in the rectangular box on your right and indicate “-” if you have no information related to that item.
4. When you finished completing this evaluation form, please put it in the sealed envelope with “confidential” marked, before you give it to a student.

Work Term Information

Name-SurnameStudent ID.
 MajorFaculty
 Name of Organization
 Name-Surname (evaluator)
 Position Department

Report Title

Thai:
English:

Items			
5. Acknowledgement	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">Score 5</td> <td style="width: 20px; height: 20px;"></td> </tr> </table>	Score 5	
Score 5			
6. Abstract	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">Score 5</td> <td style="width: 20px; height: 20px;"></td> </tr> </table>	Score 5	
Score 5			
7. Table of contents	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">Score 5</td> <td style="width: 20px; height: 20px;"></td> </tr> </table>	Score 5	
Score 5			
8. Objectives	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">Score 5</td> <td style="width: 20px; height: 20px;"></td> </tr> </table>	Score 5	
Score 5			
9. Method of education	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">Score 5</td> <td style="width: 20px; height: 20px;"></td> </tr> </table>	Score 5	
Score 5			

Items	
10. Result & Analysis	Score 30 <input type="text"/>
11. Conclusion	Score 10 <input type="text"/>
12. Future Comment Project	Score 5 <input type="text"/>
13. Idiom and meaning	Score 10 <input type="text"/>
14. Spelling	Score 5 <input type="text"/>
15. Pattern	Score 5 <input type="text"/>
16. References	Score 5 <input type="text"/>
17. Appendix	Score 5 <input type="text"/>

Comments and recommendations

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Evaluator's Signature

(.....)

Position

Date

<p>Confirmation Form of Work Term Report</p> <p>Naresuan University</p>

(Detail provider: a student)

Directions:

A student is required to fill out this form in order to confirm the submission of the Work Term Report before being interviewed.

Dear President, Co-op Project of Naresuan University

Name-SurnameStudent ID.

MajorFaculty

Name and address of place of internship

.....

.....

I would like to inform you that the Work Term Report entitled

“.....”

has been successfully submitted to my Co-op Advisor.

Signature

(.....)

Position Co-op Student

Date

Certified

Signature

(.....)

Position

Date

<p>Co-op staff only</p> <p>_____</p> <p>Date _____</p>
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Details of Working Form
Naresuan University

(Detail provider: a student who completes working in a Co-op Project)

Directions:

The Cooperative Education Project requires as much information related to a student's work as possible in order to issue a "Manual of Operation Performance" in each fiscal year. Please fill out this form and return it to the Office of Cooperative Education as soon as you have completed the training.

Dear President, Cooperative Education Project, Naresuan University

Name-Surname..... Students I.D.....

Major Faculty

Perform a Co-op working at the organization

.....

Position held

A full detail of this Co-op Project, Naresuan University

Job Description: It is suggested that a student should consult a Co-op Advisor before writing anything.

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Report Topic

Thai:

English:

Signature

(.....)

Position Co-op Student

Co-op staff only

Acknowledgement signature

.....

Date

Date

**Co-op Student Evaluation Form
To Be Filled Out by the Student**

Directions:

1. Information is obtained from the student.
2. There are 20 items in this evaluation form. Please indicate each of the items clearly.
3. In each item, please specify scores in the rectangular box on your right and indicate “-” if you have no information related to that item.

Work Term Information

Name-SurnameStudent ID.
 MajorFaculty
 Name of Organization

Ethics and Morals Front

Items			
1. Being committed to assigned responsibilities and is able to work independently beyond the given assignments with less/least supervision.	<table border="1" style="margin: auto;"> <tr><td style="padding: 2px;">Score 10</td></tr> <tr><td style="height: 20px;"> </td></tr> </table>	Score 10	
Score 10			
2. Exhibits interest, enthusiasm and persistence in achieving the goal no matter how serious a situation/issue is.	<table border="1" style="margin: auto;"> <tr><td style="padding: 2px;">Score 10</td></tr> <tr><td style="height: 20px;"> </td></tr> </table>	Score 10	
Score 10			
3. Behaves appropriately such as having good attitude, being mature, courteous, and punctual, and dress politely.	<table border="1" style="margin: auto;"> <tr><td style="padding: 2px;">Score 10</td></tr> <tr><td style="height: 20px;"> </td></tr> </table>	Score 10	
Score 10			
4. Being self-disciplined and adapts oneself into different culture of the organization, rules and regulations.	<table border="1" style="margin: auto;"> <tr><td style="padding: 2px;">Score 10</td></tr> <tr><td style="height: 20px;"> </td></tr> </table>	Score 10	
Score 10			
5. Demonstrates ethics, honesty, generosity and contribution to the place of internship.	<table border="1" style="margin: auto;"> <tr><td style="padding: 2px;">Score 10</td></tr> <tr><td style="height: 20px;"> </td></tr> </table>	Score 10	
Score 10			
6. Being ethical in his/her currently assigned duties	<table border="1" style="margin: auto;"> <tr><td style="padding: 2px;">Score 10</td></tr> <tr><td style="height: 20px;"> </td></tr> </table>	Score 10	
Score 10			

Knowledge Front

Items			
7. Being potential to deal with working assignments.	<table border="1"> <tr> <td>Score 10</td> </tr> <tr> <td> </td> </tr> </table>	Score 10	
Score 10			
8. Being professionally skilled in both field work and laboratory placement.	<table border="1"> <tr> <td>Score 10</td> </tr> <tr> <td> </td> </tr> </table>	Score 10	
Score 10			
9. Effectively applies knowledge to work in an innovative way.	<table border="1"> <tr> <td>Score 10</td> </tr> <tr> <td> </td> </tr> </table>	Score 10	
Score 10			
10. Showcases problem-solving skills from the individual extent to the societal one.	<table border="1"> <tr> <td>Score 10</td> </tr> <tr> <td> </td> </tr> </table>	Score 10	
Score 10			

Cognitive Skills Front

Items			
11. Being highly creative and eager to learn.	<table border="1"> <tr> <td>Score 10</td> </tr> <tr> <td> </td> </tr> </table>	Score 10	
Score 10			
12. Makes decisions based on situationally-based approach critically.	<table border="1"> <tr> <td>Score 10</td> </tr> <tr> <td> </td> </tr> </table>	Score 10	
Score 10			
13. Thinks positively.	<table border="1"> <tr> <td>Score 10</td> </tr> <tr> <td> </td> </tr> </table>	Score 10	
Score 10			
14. Self-adjusts to multifacetedly suit assigned job position/description/assignment.	<table border="1"> <tr> <td>Score 10</td> </tr> <tr> <td> </td> </tr> </table>	Score 10	
Score 10			

