



The 2nd supervision/workplace visit confirmation form for cooperative education

2nd semester, Academic year ____

Company's name.....

Location.....

Telephone..... fax.....

Topics to be discussed in the 2nd supervision

1. Students' project presentation at his/her workplace and an invitation for his/her job supervisor or anyone who got involved in the project, and providing suggestions to students during his/her presentation
2. A rough summary of students' cooperative education work performance and his/her project
3. Informing about the evaluation criteria for cooperative education students' work performance and his/her project
4. Listening to job supervisor's suggestions regarding cooperative education students' work performance

Lists of Cooperative Education Students, 2nd semester, Academic year ____

No.	Students' full name	Students' programme	Job position/job description

The Schedule of Cooperative Education Supervision

No.	Date	Time

List of Cooperative Education Advisors Visiting the Workplace from _____ programme, Department of _____ Faculty of Liberal Arts, Rajamangala University of Technology Srivijaya

No.	Full name	Position	Telephone number

The workplace has been informed of the date of the visit on the above-specified date and time and has thoroughly understood the aforementioned supervision procedures and would like to inform that:

The above specified schedule is a convenient time to welcome the visiting Cooperative education advisors.

We are inconvenient to welcome the Cooperation education advisors on the above-specified date and would like to change due date as follows.

No.	Date/month/year	Time

Please be informed accordingly,

Signature.....

(.....)

Position.....

Job mentor/ Job advisor