**CO.W-02**

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| images | **Rajamangala University of Technology Srivijaya****Cooperative Education and Internship** |

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**Job Description Job Position and Job Supervisor**

(Informant: Human Resources Manager and / or Job Adisor

**Clarification**:

To effectively coordinate cooperative education with an organization , we would like to ask for your kind assistance from human resources manager or a person responsible for supervising student’s assignments to cooperate with a job advisor in order to provide job information: job position, job description and job supervisor. Please fill in this form and return to the cooperative education program.

##### ***To Head of Cooperative Education and Internship, Rajamangala University of Technology Srivijaya***

**Details about the job position, job description and job advisor are as follows:**

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| **1. Name, Address of Organization** **Please provide accurate/correct information to be written in the English certificate of a student.****Address (For traveling to supervise a student)** |
|   **Name of Organization :**  …………………………………………………………………………...................…………………………. ………………………………………………………....................………………………………………….. **Address:** No. ……………... Road ……….........………………… Alley ……………………… Sub-district ………………....………... District/Area …………………………………. Province ……………………...……… Postcode………………................…………. Tel. ……………………………………………………………… Fax. ………...................………………………………………………... |

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| **Rajamangala University of Technology Srivijaya****Cooperative Education and Internship**  |



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| 2. **General Manager / Factory Manager and Coordinator** |
| Name of Manager Organization ……………………………………………………………………………………………...............................Position ………………………………………………………………………………………………………………….………………...............................Tel. ……………………………… Fax. ………………………….......…. E-mail ……………………………………….........................Coordinating with the University (student supervision and others, I hereby give…)[ ] contact directly with the manager [ ] assign the following coordinator.Name ……………………………………………………………………………………………………………………………………..............................Position ………………………………………………………………………………………………………………………….........................................Tel ……………………………… Fax. ………………………….......…. E-mail ………………………………………......................... |
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|  **3.** **Job supervisor** |
| Name ………………………………………………………………………………………………………........................................................…………………..Position …………………………………………........................………… Department ……………………............................………………………….Tel. ……………………………… Fax. …………………………..............….E-mail …………………………………….………........................... |

 **Rajamangala University of Technology Srivijaya**

 **Cooperative Education and Internship**

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|  **4.** **Student Assignemnt** |
| Student’s Name…………………………………………………………................………………………………………………………...................................Job position …………………………………………………………………………………………….…………………………………………................................Job description ………………………………………………………………………………….......................................................................................………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………...............….. |

 …………………………………...................(Informant)

 (…………………………...……………………..)

 Job Position…………………….………………......

 Date……………/………….……/……………..…....

**Please return the reply form to cooperative education, faculty/college or cooperative education of Rajamangala University of Technology Srivijaya, No. 1 Ratchadamnoen Nok, Bo Yang, Muang, Songkhla 90000. Tel. 074-317100 ext. 1170 Fax 074-317410 (within the first week of cooperative education)**