**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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| 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**

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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)**