



Action Report Form

(Informant: student or job supervisor)

Directions

This report is a part of cooperative training which aims to practice student’s communication skills and provide useful information for the organisation. The student has to ask for some advice from his/her job supervisor to identify the appropriate report topic mainly based on the needs of the organisation. For instance, the examples of the report are research-results conducted, interesting academic report, the summary of data or statistics, and data analysis and evaluation. The report can be completed in group or individually.

In case the aforementioned report samples were unsatisfactory, the student has to consider another interesting topic to write with the guidance of his/her job supervisor. Certain topics to write reports on are interesting academic report, an assigned action reports, or plans to accomplish learning objectives. When the topic is determined, the student has to write a brief proposal report according to the Work term report outline form. With the received approval from the job supervisor, this form will be submitted to the office of Cooperative Education within the first three weeks during the training.

The proposal report will be presented to the student’s academic advisor. If there are some suggestions provided, the student is given two weeks to incorporate the suggestions. As soon as the topic is approved, the student should start writing the report.

Full name (Student).....Student code.....
 Program Faculty
 Name of organisation
 Address
Phone..... Fax

Details of cooperative education action report

<p>1. Report title (can be changed or revised later)</p> <p>(Thai)</p> <p>(English).....</p>

Please submit this form to the office of Cooperative Education, Faculty of Liberal Arts (RUTS) within the first three weeks during the cooperative training.