



RAJAMANGALA UNIVERSITY OF TECHNOLOGY SRIVIJAYA
THE COOPERATIVE EDUCATION HANDBOOK
(FOR STUDENT)

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How to Use the Cooperative Education Handbook

1. It is important that the students keep record of their work experiences every working day. Remember to write concisely in clear legible hand-writing.
2. Take detailed note of the actual daily tasks/jobs. Remember to write down any occurring mistakes or incautionsness.
3. Have the handbook signed by job supervisor(s) and academic advisor(s) after every inspection. When signed by job supervisor(s), it is important to have the handbook stamped with an official logo of the organization. When completing the cooperative training, the students are required to submit the completed handbook to the academic advisor(s).

Regulations for Cooperative Education

1. Pre-Cooperative Education

Prior to registering for Cooperative Education program, students are required to keep themselves updated about the university Cooperative Education news. Relevant news and available Cooperative Education job positions are usually advertised by the university Cooperative Education section.

1.1 Students apply (online) for Cooperative Education to the university and the faculty, respectively. The faculty will be directly responsible for considering on acceptance the students for the Cooperative Education program.

1.2 When accepted for the Cooperative Education, the students can register online for the Cooperative Education program (Dates will be specified by the university registrar office).

1.3 When completing the registration, the students attend the Cooperative Education Orientation organized by the home faculty in order to prepare the students in terms of personality, safety regulations at organizations, language(s) used in the organizations and relevant technical terms.

1.4 The students report to the accepting organization on the specified date.

2. Peri-Cooperative Education

2.1 The students are required to dress accordingly to the university regulations or the uniform that is specified by the organization.

2.2 Take a detailed note of daily assigned tasks/jobs.

2.3 Be punctual and well-disciplined, and act correspondingly to the organization regulations.

2.4 Be careful while working

2.5 Avoid showing inappropriate manners or uttering impolite words while working or getting involved with other staff.

2.6 When requesting for a day(s) off, the students should provide reasons, as well as officially submitting any relevant documents to the organization. It is important to receive an approval before actually taking day(s) leave.

2.7 When late for work, the students need to inform the causes of that to the relevant staff.

2.8 When having problem(s) with work, the students can seek advice from either job supervisor(s) or academic advisor(s).

2.9 While working under Cooperative Education, the students are required to make regular contact with the home university or faculty.

3. Post-Cooperative Education

3.1 The students should inform the completion date of Cooperative Training to the job supervisor(s) or relevant sections at least one week before the actual completion date.

3.2 The students submit the completed Cooperative Education handbook to the academic advisor(s) within 1 week after the completion of the Cooperative Training.

3.3 The result of the Cooperative Education Program can be sought from the registrar office, Rajamangala University of Technology Srivijaya Songkhla.

Criteria for Evaluation of Cooperative Education Program

Cooperative Education is a compulsory course in Bachelor's degree programs. Normally, this course is evaluated at the end of the semester, using the following criteria.

S (Satisfactory) means that the student's performance is satisfactory and they deserve to pass the course.

U (Unsatisfactory) means that the students' performance is unsatisfactory and they fail to pass the course.

The Cooperative Education outcome (S or U) cannot be counted as part of the students' GPA. The students who receive U (Unsatisfactory) need to re-enroll for Cooperative Education in the next semester(s).

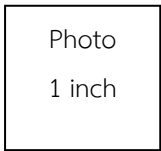
The criteria for evaluation of the Cooperative Education are as follows.

1. The students need to successfully complete the assigned tasks/jobs.
2. The students are expected to complete the agreed working time under the Cooperative Education program. Normally, the students are required to work about 16 weeks.
3. The students are not allowed to be absent from work with no valid reasons. They are permitted to do so if it is a really necessary case. However, the students are not allowed to exceed 10% absence of the required working time (16 weeks).
4. The students should not be late for work.

5. The students need to submit the completed Cooperative Education handbook to the academic advisor(s) within 1 week after the completion of working with the organization. The late submission can result in failing to pass the Cooperative Education course.

6. The students' achievement (S or U) is decided upon the job supervisor(s)'s evaluation, the completed Cooperative Education handbook, and the students' full cooperative education report.

Profile of Co-operative Education Student



Student's Information

1. Personal Information:

Name-Last name: _____

Student Code: _____ Year: _____

Program in: _____ Department: _____

Nationality: _____ Race: _____ Religion: _____

Date of Birth: _____ Weight: _____ Height: _____

Blood Group: _____ congenital disease: _____ Drug Allergy: _____

2. Current Address:

House No.: _____ Village No.: _____ Lane/Soi: _____ Road: _____

Sub-district: _____ District: _____

Province: _____ Postal Code: _____ Tel.: _____

E-mail: _____

3. Family:

Father's Name-Last Name: _____ Occupation: _____

Mother's Name-Last Name: _____ Occupation: _____

House No.: _____ Village No.: _____ Lane/Soi: _____ Road: _____

Sub-district: _____ District: _____

Province: _____ Postal Code: _____ Tel.: _____

E-mail: _____

4. Close Friend:

Name-Last Name: _____ Occupation: _____

House No.: _____ Village No.: _____ Lane/Soi: _____ Road: _____

Sub-district: _____ District: _____

Province: _____ Postal Code: _____ Tel.: _____

E-mail: _____

5. Educational Information

Vocational Certificate Level

School: _____ Sub-district: _____

District: _____ Province: _____

Senior High School Level

School: _____ Sub-district: _____

District: _____ Province: _____

Favourite Subject in order

(1) _____ (2) _____

6. Working Experience

Yes

No.

Workplace _____

Type of Work _____

Duration _____

Place for Professional Experience _____

Duration for Professional Experience: Starts on _____

Ends on _____

Information about Studying Program

1. Responsible and Coordinating Teacher

Head of Department

Full Name: _____ Tel. _____

E-mail: _____

Academic Advisor:

Full Name: _____ Tel. _____

E-mail: _____

Advisor:

Full Name: _____ Tel. _____

E-mail: _____

2. Current Address:

House No.: _____ Village No.: _____ Lane/Soi: _____ Road: _____

Sub-district: _____ District: _____

Province: _____ Postal Code: _____ Tel.: _____

E-mail: _____

3. Family:

Father's Name-Last Name: _____ Occupation: _____

Mother's Name-Last Name: _____ Occupation: _____

House No.: _____ Village No.: _____ Lane/Soi: _____ Road: _____

Sub-district: _____ District: _____

Province: _____ Postal Code: _____ Tel.: _____

E-mail: _____

4. Close Friend:

Name-Last Name: _____ Occupation: _____

House No.: _____ Village No.: _____ Lane/Soi: _____ Road: _____

Sub-district: _____ District: _____

Province: _____ Postal Code: _____ Tel.: _____

E-mail: _____

5. Organisational Information

Name of Organisation : _____

Address No.: _____ Village No.: _____ Lane/Soi: _____ Road: _____

Sub-district: _____ District: _____

Province: _____ Postal Code: _____

Tel.: _____ Fax: _____

Name of Head of Organisation

Name-Last Name _____

Position: _____

Tel. _____ E-mail: _____

6. Job Supervisor

Name-Last Name _____

Position: _____

Tel. _____ E-mail: _____

7. Business Descriptions of Organisation

7.1 Information of Organisation

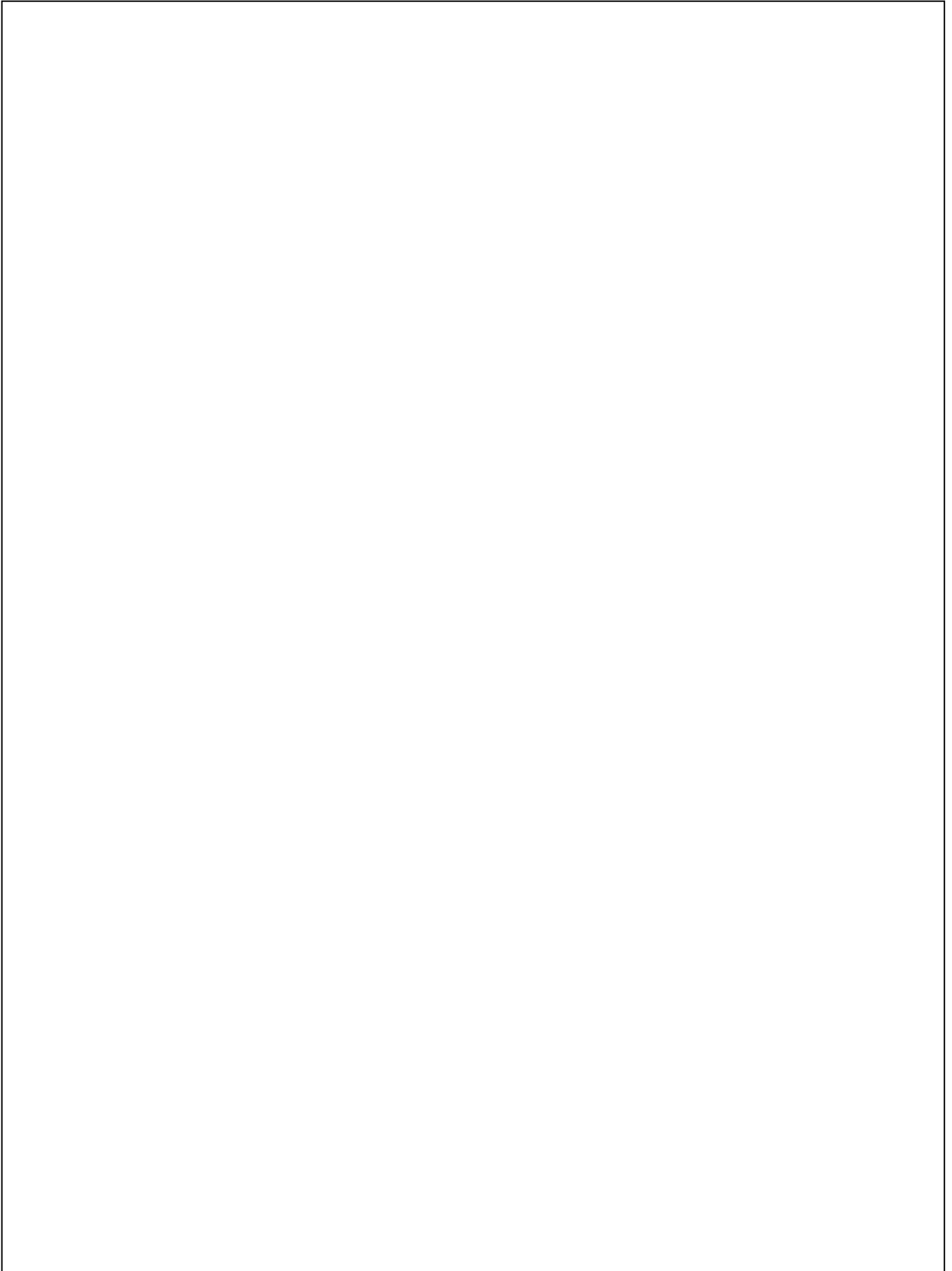
Establishment Date: _____

Number of Employees: _____

Divion/Department _____

7.2 Business Description

Map Illustrating Routs and Location of Organisation



Action Plan for Co-operative Education

Semester _____ Academic Year _____

Week No.	Task/Activity	Duration
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		

Note:

Comment of Advisor

Comment of Advisor :First Visit

Advisor 1	
	(.....)
Advisor 2	
	(.....)
Advisor 3	
	(.....)

Date:.....

Comment of Advisor

Comment of Advisor :First Visit

Advisor 1	
	(.....)
Advisor 2	
	(.....)
Advisor 3	
	(.....)

Date:.....

Job Instruction Sheet for Cooperative Education Student

Comment of Advisor :First Visit

Full Name: _____ ID Code _____

Program: _____ Year: _____

Name of Business Organization: _____

Address: _____

Tel. _____ Fax: _____ e-mail: _____

Date (dd/mm/yy)	Signature	Time In	Signature	Time Out	Signature of Job Supervisor

Note: Please stamp organizational seal on the signature.

(Signed) Job Supervisor

(.....)

Position:.....

Summary of Performance Duration for Cooperative Education
(Completed by the Student)

Present: _____ Days

Late: _____ Day(s)

Absent: _____ Day(s)

Personal Leave: _____ Day(s)

Sick Leave _____ Day(s)

(Signed)Student

(.....)

Date:.....

Time Allocation: Above 80 %

Below 80%

(Signed)Job supervisor/Head of Organization

(.....)

Date:.....

Record of Cooperative Education Performance

Day of: _____ Date: _____

1. Task Performed and Knowledge Acquired	List	Note
	Morning Shift:	
	Evening Shift:	
2. Problem/Obstacle		
3. Recommendations by Task Assignment Person		

(Signed)Task Assignment Person
 (.....)
 Position:.....

Writing Cooperative Education Report

Writing reports is a compulsory activity of cooperative education. The purposes are to cultivate students' communication skills and to provide useful information for the enterprise. Students must seek advice from their job supervisor to determine the appropriate report topic that caters to the enterprise's need.

Sample topics for writing a report are as follows: interesting academic topic report, routine work report, or a plan or procedure that accomplishes the learning objectives. When the topic has been set, a student needs to prepare a brief content outline according to the report layout. It must be approved by a job supervisor before submitting to a cooperative education advisor.

The report can be completed by a group of cooperative education student depending on the policy of each department.

1. Writing Cooperative Education Report Format

Cooperative Education Report is an academic report. Students must write during the operation at the enterprise under the supervision of a job advisor. Writing a good cooperative education report has to have accurate, clear and complete content. Format and topic should be systematically arranged as follows:

1.1 Preface: It is the part that will lead readers to the content. The components of the preface include:

- Front cover
- Title page
- Letter for submitting a report
- Acknowledgements
- Abstract in Thai or English
(In case of a research project, or a special plan)

- Preface

(In case of a routine assignment)

- Table of contents
- List of tables
- List of figures

1.2 Content: It is the most important part of the report. It includes:

- Introduction
- Literature review / Document review (If any)
- Objectives of cooperative education / internship or other assigned projects
- Assignments or other assigned projects
- Conclusion of cooperative education/ internship

1.3 Auxiliary materials: It is an additional part to complete the report. It comprises:

- Bibliography / References
- Appendix (If any)

However, the content of cooperative education report may vary according to the job description and enterprises.

Here are writing cooperative education report formats:

Front Page

- Print on standard A4 paper with 80 gsm, one-sided printing. Front cover color is based on the faculty's requirement.

- The paper margin is organized as follows: 1.5 inches for upper margin, 1.0 inches for bottom margin, 1.5 inches for left margin (for reporting bindings), and 1.0 inches for right margin.

Title Page

- Print on standard A4 paper with 80 gsm (white color), one-sided printing.

- The paper margin is as follows: 1.5 inches for upper margin, 1.0 inches for bottom margin, 1.5 inches for left margin (for reporting bindings), and 1.0 inches for right margin.

Content / Information / Detail

- Print on standard A4 paper with 80 gsm (white color), one-sided or two-sided printing.

- Print with the font of TH SarabunPSK size 16

- Vertical printing, (horizontal printing in case of pictures or tables is acceptable.)

2. Report Contents

2.1 Introduction: It comprises of enterprise's details and assigned works.

- Name and location of an enterprise
- Characteristics of an enterprise, product, output, and main service of an enterprise
- Organization Structure and organization management
- Job descriptions of a student
- Job advisor and the position
- Period of cooperative education

2.2 The Purposes of Cooperative Education or Assigned Project.

- The purposes or goals of a student or job advisor that have been set, need to be completed within the specified period.
- Expected results from the performance or assigned project both from a student and an enterprise

2.3 Routine Work / Research / or Assigned Project

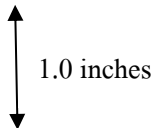
- Details of student's works by describing procedures during doing the execution of routine work and project
- Show a chart or table necessary for any descriptions
- Display a clear calculation formula and comprehensible mathematical symbol
- An operating tool must be described clearly in case of working in a laboratory room.

2.4 Conclusions or Results

- Collect and display the necessary information for analysis
- Analyze and criticize information that has been suggested including seeking for solutions for mistakes/problems for future usability.
- Compare the results with the objectives or the goals of cooperative education and project

3. Examples of Writing a Report

To serve as guidance for writing a report, the previous examples are showed as follows:



1.0 inches

Date _____

(Font: Thai SarabunPSK Size 18 Bold)

Subject:

To:

As I (Name-Last name) _____

At present _____

Kindly take this issue into consideration.

Sincerely yours,

(.....)



(Font: Thai SarabunPSK Size 16 Normal)

Acknowledgement

(Font: Thai SarabunPSK Size 18 Bold)

As I have performed my Cooperative Education at _____

_____The report of
the Cooperative Education Subject has been completely done with the kind cooperation and support of from
the following:

1. _____
2. _____
3. _____
4. _____
5. _____

Also, I would like to thank those whose names are not mentioned here for the useful recommendations and assistance.

Last but not least I would like to express my deepest gratitude to all individuals who have provided me with necessary information and supervision for the completion of the report as well as for their warmth and cordiality, and for the valuable life experience.

.....

Co-operative Student

.....



(Font: Thai SarabunPSK Size 16 Normal)

Abstract

(Font: Thai SarabunPSK Size 18 Bold)



(Font: Thai SarabunPSK Size 16 Normal)

Content  (Font: Thai SarabunPSK Size 18 Bold)

page

A Cover Letter

Acknowledgement

Abstract

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List of Figures

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1.1 The Purpose of the Report

1.2 Details of the Company _____

Unit 2 Descriptions of the Performance

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2.2 _____

2.3 _____

Unit 3 Summary of the Performance

Unit 4 Problems and Suggestions

Bibliography

Appendix



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List of Tables  (Font: Thai SarabunPSK Size 18 Bold)

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Table 2 _____

Table 3 _____

Table 4 _____



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List of Figures

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Page

Figure 1 _____

Figure 2 _____

Figure 3 _____

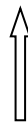
Figure 4 _____

Figure 5 _____

Figure 6 _____

Figure 7 _____

Figure 8 _____



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Unit 1
Introduction

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1. Rational and Background

1.1 The Purpose of the Report

1.2 Details of the Company _____

1.2.1 Location of the Company

1.2.2 History of the Company

1.2.3 Aims of the Company

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Unit 2 Description of the Performance

2. Policy of the Company

2.1 Administrative System

2.2 Benefits

2.3 Ideology of the Company

3 Operational Plan

Unit 2
Details of Performance } (Font: Thai Sarabun Size 18 **Bold**)

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Unit 3
Summary of Performance } (Font: Thai Sarabun Size 18 **Bold**)

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Benefits:

The completion of the performance resulted in several benefits as the followings:

1. Social Benefit
2. Theoretical Benefit
3. Practical Benefit

Unit 4
Problems and Suggestions



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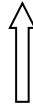
Based on my performance at _____ I have gained several kinds of knowledge as a useful experience in the future. To achieve a satisfactory outcome I have needed to apply what I have studied in the university including concerning document studies. However, I have found some problems and obstacles as mentioned below.



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Bibliography ←

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