

**Manual**  
**of**  
**Cooperative Education and Internship**  
**Academic Year 2017**



**มหาวิทยาลัยขอนแก่น**  
**KHON KAEN UNIVERSITY**

**for**

**Students, Course Advisors and Job Supervisors**  
**Khon Kaen University International College**

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# CHAPTER 1

## Cooperative Education / Internship

### 1. Background

Cooperative Education/Internship is an educational system that emphasizes on the appropriate practices in the workplace. This is achieved by having students study in the college combined with giving them the opportunity to be full time job-trainees with collaborating organizations and gain authentic experience. Students can gain many experiences from their work-training such as realization of professional strengths and weaknesses, integrating him/herself with society, adapting and working together with his/her colleagues and superiors, be able to fix case to case problems immediately, have creativity, contribute towards the advancements of communications and modern technology, and most importantly, understand and become familiar with working in the real world. It will also greatly help the students in acquiring the necessary skills for self improvement beyond the academe.

Khon Kaen University emphasizes on the importance in enhancing the working skills and experience of the students. The university also emphasizes on producing graduates in accordance to the needs of the labor market, hence the incorporation of the Cooperative Education/Internship in the undergraduate programs. The system is incorporated in order to comply with the Undergraduate Educational Policies of the Commission of Higher Education, as well as promoting the relationship between the collaborating organizations and the university. The university hopes that this program will equip students with the knowledge in improving themselves before successfully completing their education. The university also hopes that it will also benefit everyone involved, including the collaborating organizations, the students, as well as the university itself. It is believed that this system can help with the problem of newly graduates lacking experience in working in the real world with real organizations.

Lastly, the students who undergo the Cooperative Education Education/Internship system will represent the university and be indicative of the quality of their graduates. These students will be able to serve society appropriately, be quality graduates in accordance to the needs of the collaborating organizations, and be able to predict their career path as well as become essential citizen to their nation.

### 2. Purpose

2.1 To enhance the learning experience of the student which involves analytical thinking and problem solving skills in their professional lives

2.2 To open up opportunities for organizations from the public and private sectors to contribute towards the improvement of the graduates as well as using the experience and expertise of the staffs to supplement the learning experience of the students

2.3 To promote the relationship between the university and the collaborating organization

### 3. General Information

Khon Kaen University has provided the Cooperative Education Education/Internship course in order to include more knowledge and authentic experience for the student's target career. The Research Study of apprenticeship in the relevant field is to be conducted by the Cooperative Education Student and his/her workload must have a duration of at least 1 academic semester with no less than 16 consecutive weeks of work time, or with no less than 45 hours per specified credit. For IC internship course, 135 hours (for IA, GB, IM, MTA) and 400 hours (for TM) of work time are required.

There must be a minimum number of 6 credits and a maximum number of 9 for 3<sup>rd</sup> year students and above in the case of a 4-year course, 4<sup>th</sup> year students and above in the case of a 5-year course, 5<sup>th</sup> year students and above in the case of a 6-year course, in both major and elective courses in the undergraduate curriculum.

#### 3.1 Cooperative Education and Internship Requirements

Activity	Cooperative Education	Internship
Duration	16 weeks	Min 4 weeks (10 wks for TM)
Credits	9 credits	3 credits (6 for TM)
Time	First semester of 2017 academic year	Summer
Attending Preparation Workshop at KKUIC	√	√
Fulltime Work	√	√
Research Project at Workplace	√	-
Present and Submit Research to Company	√	-
Present and Submit Research to KKUIC	√	-
Present Work Experience to KKUIC	√	√
Score from Company : KKUIC	To be announced by each major	To be announced by each major

### 4. Administration and implementation of cooperative Education/Internship

4.1 The University appoints a committee called the Board of Cooperative Education, Khon Kaen University. Their responsibilities are as follows:

- 4.1.1 Manage and develop the Cooperative Education course of the university
- 4.1.2 Propose rules and regulations of Cooperative Education to the university
- 4.1.3 Supervision, support and monitor the implementation of the Cooperative Education of the faculty.

4.2 The Registrar (Office of Research and Development) has the responsibility to act as the secretary of the committee of 4.1. Their responsibilities are as follows:

4.2.1 Coordinate and support the implementation of the Cooperative Education of the faculty and the collaborating organization.

4.2.2 Monitor and evaluate the implementation of the Cooperative Education of the faculty as well as reporting to the Board and the university.

4.2.3 Other duties assigned by the Board

4.3 The faculty is tasked with the administration and operation costs of the Cooperative Education/Internship Course. Their responsibilities are as follows:

4.3.1 Recruitment and selection of students to participate in Cooperative Education/Internship in coordination with the collaborating organization.

4.3.2 Consider finding, contacting, and/or suggesting favorable organizations that has a line of work related to the target programs and will benefit the student participating in the program.

4.3.3 Organize orientation programs, preparation workshops, and monitoring the implementation of the Cooperative Education/Internship to meet the objectives.

4.3.4 Establish a supervising system and allocate a budget to support the implementation of Cooperative Education/Internship.

4.3.5 Approve the evaluation system.

4.3.6 Evaluation of the implementation of the Cooperative Education Course and provide a summary report to the Board of Cooperative Education.

## **5. Characteristics of the work in Cooperative Education/Internship.**

5.1 Similar to an employee.

5.2 Has definite duties and responsibilities.

5.3 Work full-time

5.4 The duration of working full-time must be at least 16 consecutive weeks for Cooperation Education or a total of not less than 45 hours per specified credit for Internship. For IC internship course, 135 hours (for IA, GB, IM, MTA) and 400 hours (for TM) of work time are required.

5.5 There is reasonable compensation to the trainee. If compensation is not given in accordance to the economic situation, then the student is considered willing to volunteer.

## **CHAPTER 2**

### **The Roles of Student and the Course Advisor**

## **2.1 The role and responsibilities of the faculty**

The responsibilities of the faculties of Khon Kaen University are to improve and develop the Cooperate Education System, coordinate between the students, course advisors, and the collaborating organizations, and organize activities to prepare the students for work. There are two parties in charge of the operations 1) Board Committee and 2) Advisors.

## **2.2 The role and responsibilities of the faculty in managing operation costs of the program. Their responsibilities are as follows:**

- Recruitment and selection of students to participate in Cooperative Education/Internship in coordination with the collaborating organization.
- Consider finding, contacting, and/or suggesting favorable organizations that has a line of work related to the target programs and will benefit the student participating in the program.
- Organize orientation programs, preparation workshops, and monitoring the implementation of the Cooperative Education/Internship to meet the objectives.
- Establish a supervising system and allocate a budget to support the implementation of Cooperative Education/Internship.
- Approve the evaluation system.
- Evaluation of the implementation of the Cooperative Education Course and provide a summary report to the Board of Cooperative Education.

## **2.3 The role and responsibilities of the Course Advisor.**

In addition to the course lecturer and Board Committee, it is also very necessary to have a Faculty Representative who can advise and guide the student as well as coordinate between the student and the collaborating organization. The student should have 1 course advisor and possibly 1 co-advisor as seen fit. The course advisors responsibilities are as follows:

- Be part in considering the selection of students who will participate in the program, as well as approve the student's resignation from the program.
- Provide counseling and advice in registering for the course and all of its related activities.
- Work together with the Board Committee in finding work-training for the students.
- Approve the quality of work that has been proposed by the collaborating organization.
- Coordinate in organizing activities with the Board Committee.
- Communicate between the collaborating organizations that the student is work-training with and with the Board Committee as well as with the Job Supervisor in evaluating the student.

## **2.4 The Role and responsibilities of the Cooperative Education Student.**

### **2.4.1 Qualifications of a Student.**

The Faculty will accept students to participate with an academic status of 3<sup>rd</sup> year and above in a 4-Year course, 4<sup>th</sup> year and above in a 5-year course, and 5<sup>th</sup> year and above in a 6-year course.

#### Eligibility Criteria

1. Must be at least a 3rd year student
2. Must have accumulated at least 99 of the total 132 program credits
3. Must not be subject to any formal disciplinary action by KKUIC
4. Must be deemed emotionally mature and socially well developed
5. Must have a GPA of not less than 2.00
6. Must complete all 30 credits of the foundation General Education courses
7. Must attend the KKUIC preparation training
8. Must be able to fully commit to the responsibilities of the course chosen
9. Must be in good health
10. Must be financially self-supporting for the full duration of the class
11. Must have written parent/guardian approval, in addition to life and accident insurance coverage before beginning class
12. Must possess discipline, professionalism, and the ability to successfully represent KKUIC and KCU

### **2.4.2 Practices of the Cooperative Education/Internship Student.**

The students are required to cover the addition costs in participating such as travel costs and accommodation, unless the college, faculty or university has a system in supporting the students in covering such costs.

The work of the students has the following rules and regulations:

- The students must participate in activities organized by the Faculty and University in relation to the Cooperative Education/Internship such as: Orientations, Preparation Training, and Report Presentation, with no less than 80% of participation in each activity.
- The students must report for duty at the assigned collaborating organization according to his/her designated date and time.
- The students must work and be treated like a regular employee.
- The students must strictly follow the rules and regulations of the assigned collaborating organization.
- The students must perform at least 80% of the duties assigned by the collaborating organization. Their duties are determined by the organization and supervisor in coordination with the Course Advisor do ensure that the participating students are given appropriate duties and workload that is in relation to their field of education, knowledge, and abilities.
- In taking leave from work, the students must follow the procedures and guidelines of their assigned organization as well as reporting to their Course Advisor every time.

- The students must prepare a work-experience report as described by the course and present them to their Job Supervisor and Course Advisor.

**Changing or canceling their participation:**

The students who have been selected to participate in Cooperative Education/Internship CAN NOT change or shorten or cancel their participation, unless absolutely necessary with the approval of the Dean.

**2.4.3 Benefits that the students will receive:**

- Have professional work experience in their field of study in addition to the classroom.
- Experience learning and self development with others. Become more responsible and gain confidence, which are important attributes in working with every organization.
- Improved academic performance due to the experience and expertise gained from working with the assigned collaborating organization.
- Improved communication skills.
- Receive compensation for work.
- Choose the right career path due to understanding their own strengths and talents more from working.
- Successfully finish their education and become a graduate with higher potential in the work force as well as have the opportunity to get a job offer before graduation.



## **CHAPTER 3**

### **The Roles of the Collaborating Organization**

Cooperative Education/Internship is the integration of classroom learning with practical workplace experience. Its development began in the UK and the US from 1903-1909. It was discovered that in the US, since 1960, such system had been greatly developed and has received significant support and funding from the government. Also, many organizations have joined and collaborated with the system, which according to policy requires the organization to work very closely with the institute, especially the employees who have to be dedicated in supervising the students while on the job training in the workplace.

Hence Khon Kaen University has prepared this handbook on Cooperative Education/Internship to provide the basic information necessary for involved personnel in order for them to support and encourage the students to work and achieve the best possible results. It is also for the Cooperative Education/Internship to be in line with the assigned perspectives and for the student's work to be beneficial towards the collaborating organization. Therefore we request the cooperation of the collaborating organizations to please clarify and assign personnel to supervise and support the work of the students as follows:

#### **3.1 Human Resource Management**

Generally, the personnel development or human resource management is tasked in coordinating with the students going through work-training at their organizations. They are the ones providing advice and explaining the concept of Cooperative Education/Internship to the management, staffs, and the student's supervisor of their organization. They are also responsible for advising students in the following sections:

##### **3.1.1 Discipline**

The Administration requires students to conduct themselves in accordance with administrative regulations of the organization and be treated as a part-time employee. Regulations may include scheduled and time frame of work, leave requests, dress code, etc..

##### **3.1.2 Orientations**

During the first day and first week of work the student may come from a different and far away location, leaving both family and friends behind, hence we would like to request the collaborating organization to please assist the student in finding safe and accessible accommodation as well as be provided with the information regarding the culture and regulation of organization. Lastly we would like to request the collaborating organization to please provide security for the student in the workplace, let him/her be aware of the organizational structure, and other relevant matters.

## **3.2 Job Supervisor**

Job Supervisor means a staff or officer of the workplace to be responsible in looking after and supervising the duties of the assigned student. Job Supervisors can be the manager or team leader of the assigned student all throughout the practice. Job Supervisors can be considered an extension or in comparison to the teacher of the student who guides and advises the student in his/her work duties as well as adapting to the given work duties. Therefore, the Job Supervisor plays the most important role in facilitating a successful Cooperative Education experience for the student. The Job Supervisor should please consider the following:

### **3.2.1 Job Description and Work Plan**

During the first week of the students' working duties, the University would like to ask the Job Supervisor to please assign the position of the student and explain the duties and responsibilities which they must follow. Their assigned duties and responsibilities must also be in line with their field of interest and expertise. The type of duties assigned maybe duties that need the help of the student such as projects and researches that will be of the fullest value towards the workplace. Also, the duties should be non-rotational, and not just for observation on a weekly basis for the whole period. All of this is for the student so that he/she would have a clear description on what to proceed on and when. The Work Plan should also specify the different stages of their duties and operations, which may include orientations and trainings as well as setting the period for presentation and evaluation.

### **3.2.2 Preparing the Cooperative Education Report (Research Report)**

In accordance to the Cooperative Education Report, the students may practice their communication skills by preparing a report document and presenting it to the workplace. This report should have contents that will fully benefit the workplace. The characteristics of the report should have to the following:

3.2.2.1 A Cooperation Education student will conduct a research project, the report of the student must be on the topic of that project

3.2.2.2 Students are required to publish the report to be sent to their Job Supervisor for review and evaluation. It must be sent at least two weeks before the end of their duties in the workplace.

3.2.2.3 A copy of the research report must be submitted to the Course Advisor for grade evaluation.

### **3.2.3 Workplace and Supervision**

While the students are still conducting their duties in the workplace, the Board Committee will coordinate and set an appointment for the Course Advisor of the Program to visit and supervise the assigned student at their workplace. While visiting and supervising, the advisor will be discussing with the Job Supervisor the following topics:

- Format and Philosophy of the program

- The types of duties and responsibilities assigned to the student
- Work plan of the student throughout their entire duration in the workplace
- Topic of the student's Cooperative Education report and its progress
- Self improvement of the student
- The performance and professional behaviour of the student
- Problems that the workplace has encountered with the student in relation to their duties and responsibilities

### **3.2.4 Student Evaluation**

The student evaluation includes the evaluation of his/her report, presentation and the evaluation of his/her performance in the workplace.

For the report evaluation, the Job Supervisor should check and help make corrections with the student, and then evaluate the content and writing of the report within the last week of their duties.

For the performance evaluation, the Job Supervisor will evaluate the students. In accordance to the University's Policy, the evaluation should be completed, at most, within the last week of the student's duties at the workplace. The Job Supervisor can choose to give the evaluation results to the student, and the student can later give it to his/her institute, or the Job Supervisor can send it directly to the University.

### **3.3 Benefits that the workplace will receive**

3.4.1 Create academic cooperation and build a good relationship with the academic institute.

3.4.2 Create a good image for the organization in promoting the education and development of national graduates.

3.4.3 Students are motivated and ready to use their academic knowledge to help the organization.

3.4.4 Regular staffs will have more time in doing more important work and responsibilities.

3.4.5 Can be a way of choosing potential staffs in the future without going through probation.

## **CHAPTER 4**

### **Processes and Procedures of Cooperative Education/Internship**

#### **4.1 Student recruitment**

To ensure that the operations of a Cooperative Education/Internship student goes as orderly as possible and that the students is ready to go to work in the establishment/organization, the Board Committee has set the following regulations for recruitment:

##### **4.1.1 Admission to the Cooperative Education**

Students who are 3<sup>rd</sup> year or higher from the certain faculty may submit their application for Cooperative Education/Internship during the given period. The selection of applied students will be the responsibility of KKUIC in accordance to criteria established by KKU and KKUIC.

#### **4.2 Student Orientation**

##### **4.2.1 Preparation Workshop**

Prior to the students' application process, the preparation workshops aim to make the students more prepared before heading on to conduct their work at their desired organization. There will be training on various topics such as training seminars on:

- 1) The selection of establishment/organization.
- 2) Writing a job application, Résumé. Preparing for an interview.
- 3) Development of attitude and implementing them in the workplace.
- 4) The proposed project and contributions.
- 5) Security in the factory or establishment.
- 6) Five MPs and ISO quality control.
- 7) or other

Students who miss the training with no reasonable excuse will not be considered for the application. Two weeks before the students' practice begins, the students must meet with the Board Committee as well as with their Course Advisors to clear out any questions and concerns. After which the students will be considered ready both in attitude and in discipline to conduct their Cooperative Education/Internship.

#### **4.3 Choosing a workplace to apply**

Students can choose the job that had been offered by the establishments and organization according to the course announcement. The students will be treated like a real employee with the establishment and the procedure is as follows:

4.3.1 Students may choose and apply for work announced by the program.

4.3.2 The establishment or organization may recruit students based on the application, interview or an interview given to the Board Committee.

4.3.3 Course Advisor and the Board Committee will ensure that the students are placed at a workplace that is appropriate in accordance to the needs of the students and the organization.

#### **4.4 Selection of students by the establishment**

The organization will recruit the students for work depending on their application form, resume, or interview. The organization may also let the Course Committee interview the students instead. The student must keep track of this information from their own faculty or from the Course Advisor and the Board Committee.

#### **4.5 Selecting the qualities of the students**

The Board Committee will receive the recruitment results from the establishments and match them to make sure that both students and establishment meet their objectives. After which the students will be informed through announcements. In the case that a student's name is not present in recruitment results, the concerned student must contact the Course Committee immediately, so that they may find a new workplace for the concerned student as soon as possible. The recruitment results will be announced once it is finalized. After the announcement, the students must be ready to work immediately.

#### **4.6 Compensation and benefits from the establishment**

Normally the establishment will provide allowances to students according to the prescribed rate. However, some Government sectors and establishment may provide low compensation; hence the coordinators may or may not be able to accommodate the students with the following conditions:

- 1) Accepted by the students and is expected to adjust to the economic downturn
- 2) Meet the needs of students, establishment located near the residence of the student or the student is interested in the work that the establishment offers

In the case of the establishment or organization arranges the student's accommodation then it is considered additional privileges. If the student is not comfortable or does not find the accommodations convenient then he/she can be free to find their own accommodations. However, this cannot be used as an excuse for being unable to conduct their work or change work locations.

In the case of the establishment not providing accommodations, the students should contact the Board Committee so that they may ask the establishment for help in finding a safe and convenient location for the student to rest.

#### 4.7 Activities during the work operation

##### Cooperative Education and Internship Activities

Activity	Cooperative Education	Internship
Duration	16 weeks	Min 4 weeks (10 wks for TM)
Time	First semester of 2017 Academic year	Summer
Attending Preparation Workshop at KKUIC	√	√
Fulltime Work	√	√
Research Project at Workplace	√	-
Present and Submit Research to Company	√	-
Present and Submit Research to KKUIC	√	-
Present Work Experience to KKUIC	√	√
Score from Company : KKUIC	To be announced by each major	To be announced by each major

#### 4.8 Workplace supervision

The faculty must arrange a workplace visit and supervision for the assigned advisor. The advisor may visit the students' workplace at least one time during their work period. The purpose of the workplace visit is as follows:

- To build the morale of the students who are working alone at an establishment in which students will be far away from their own family, friends, and teachers.
- To monitor and track the performance of students and ensure that the objectives of the course are being met.
- To help students solve problems that may occur during their work, both in academics and adjustment to the real working environment.
- To get to know and exchange ideas regarding the performance of students as well as exchange academic progresses from both parties.
- To assess performance and gather information that is useful to the university.

#### 4.9 Activities after completion of the work at the establishment

4.9.1 During the last week the work, the Job Supervisor will evaluate the student and provide an academic report, which the student must submit to the Board Committee of the immediately after returning to the university.

4.9.2 The Course Advisor will interview the student right after they have returned from work in order to provide guidance on how the student may still improve in the future.

The student must also send their report to the advisor and make correction and finalization in accordance to the time frame given by the advisor.

4.9.3 Conduct a seminar presentation of their report during their work under the supervision of their Course Advisor.

#### **4.10 Assessment**

The scoring criteria are between A-F. The processes used in the evaluation depend on the faculty and the following:

4.10.1 Students have completely attended orientations, seminars and other required activities such as interview after returning from the establishment, attend seminar discussions and exchanging ideas, and lastly considered suitable to work at the establishment.

4.10.2 Students are evaluated for their ability to perform and report on the research project with a grade of A-F from the Job Supervisor.

4.10.3 Received an evaluation grade from the Board Committee.

4.10.4 Participated in every required activity after work, which are: Attending seminars, conferences, interviews, and student questionnaires to students who participated in all four processes. Pass the faculty evaluation and receive a grade of A-F. In the case of students receiving a grade of I, they must redo their practice, or seek an equivalent course to ensure that they graduate on schedule.

## **Chapter 5**

### **Report Writing for Cooperative Education Research**

#### **(Only for Students in Cooperative Education Program)**

Writing a Cooperative Education Report is a requirement for the Cooperative Education Course. The purpose is to improve the student's communication skills and to provide useful information for the establishment. Students must also obtain the advice of the Job Supervisor in order to find the appropriate title for their report and taking into account the needs of establishment or organization. Examples of Cooperative Education report includes research findings whilst conducting work, technical reports on topics of interest, summarizing some data or statistics, quantitative data analysis, and so on.

#### **5.1 Cooperative Education Report Format**

The Cooperative Education Report is an academic report which the students must write while working in their chosen establishment and under the supervision of the supervising staff. The Cooperative Education Report must be accurate, clear, complete, and contains real information with topics defined as a system, including the following:

##### **5.1.1 Preface**

Preface is a component of the report that makes it convenient to access to the contents of the report. This includes:

- Outer Cover
- Inner Cover
- Table of content
- Acknowledgement
- Abstract
- Content (Introduction, Literature review, Objectives, Methodology, Results, Discussion and Conclusion)
- Reference
- Appendix

##### **5.1.2 Content**

The content is the most important part of the report, which contains:

- Introduction
- Review of related documents
- Purpose for choosing cooperative education and work task in an establishment
- Assigned workload or project
- Conclusion of academics or cooperative education

##### **5.1.3 End part of the report**



The end part of the report is extra information that is needed to complete the report.

- References or bibliography
- Appendixes (If any)

However, the substance of the report of Cooperative Education may vary depending on the performance and preference of each student and each establishment. In order to give the student's Cooperative Education Report a sense of format and order, the following requirements must be followed:

- Printed on A4 paper size, 80 grams, clean white, and may be printed one sided or double sided, depending on the student
- Font Times new roman size 12
- Mainly vertical. If there are documents that require being horizontal, such as graphs and tables, the students may add them orderly if necessary.
- The designated margins are:
  - Top 1.4 inches
  - Bottom 1.0 inch
  - Left 1.2 inches
  - Right 1.0 inch

## **5.2 Contents of the Cooperative Education Report**

The characteristics of the content are the following:

### **5.2.1 Introduction**

Introduction contains information about the establishment and the work assigned to the student, such as:

- Name and address of the establishment or organization
- Nature of the products / produce or services of the establishment or organization
- The format of administration of the establishment or organization
- Position and responsibilities that the student has been assigned to
- Name and position of the student's workplace supervisor
- Duration of Work

### **5.2.2 Purpose**

Purpose explains the reason why the student chose Cooperative Education and the project that he/she has been assigned to. This includes:

- Purpose and aim of the student and Job Supervisor which must be achieved in the time period provided. The student may write most important purpose first and the rest in order of priority.
- Expectations from joining the Cooperative Education and research project that has been assigned to the student. Expectations from both student and establishment/organization.

### **5.2.3 Perform tasks or projects as assigned**

This includes:

- Details regarding the work task given to the student. The student must write them by steps or if the student is working on a project, then by procedures.
- Display charts and tables with adequate explanations.
- Show calculations with the correct mathematical symbols as well as clear and understandable explanations.
- If this is done in the laboratory then the student should clearly describe the equipments used while working.

### **5.2.4 Conclusion or summary of experience**

This includes:

- Collect and display information necessary for analysis.
- Analyze and present the data needed for analysis.
- Analysis and review of data, with suggestions and ways to fix the problem or errors occurred, emphasizing on utilizing them in the future.
- Compare the results obtained with the objectives or purposes of the work or the project as described in Section 5.2.2.

## **Appendix A**

Contact information

Report for Duty Form C01 / I01

Operational Framework Report Form C02

Advisor's Visiting Report Form C03 / I03

Evaluating the performance of Students by the Company C04 / I04

Project and Report Evaluation by the Company C05

## **Contact information**

1. Dean of the International College, Khon Kaen University  
Prof. Dr. La-orsri Sanoamuang  
Email: la\_orsri@kku.ac.th
2. Associate Dean for Student Development (Program Coordinator)  
Asst. Prof. Dr. Kwankate Kanistanon  
Email: kwankate@kku.ac.th
3. Assistant Dean for Academic Affairs and Quality Assurance  
Mr. Chavis Ketkaew  
Email: chaket@kku.ac.th
4. Ms. Patcharin Srisulert (Program Coordinator)  
Email: patcsr@kku.ac.th

## **Mailing Address**

Khon Kaen University International College

Information Center Building 8<sup>th</sup> – 9<sup>th</sup> Floor

123 Mitrphap Rd., Muang,

Khon Kaen. Thailand 40002

Tel: 043 202 424

Fax: 043 202 173

**Report for Duty Form (C01 / I01)**

Person concerned: Human Resource or Staff Advisor

Name of establishment/organization

.....

House Number ..... Moo .....

Road.....Soi .....

Tambon / Kwang .....Amphoe .....

Province/ City .....Postal Code .....

Telephone Number ..... Fax .....

E-mail .....

**To the Head of the Cooperative Education/Internship Program**

I would like to inform you that the following Cooperative Education/Internship Students:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Have arrived and report to work for a Cooperative Education/Internship successfully on

Date..... Month ..... Year ..... For your information

Respectfully yours

Sign .....

(.....)

Job Supervisor

## Operational Framework Report Form (C02)

### (Only for Students in Cooperative Education Program)

This report is part of the Cooperative Education. Its purpose is to improve the student's communication skills and organize useful information for the establishment. The student must seek the advice of his/her Job Supervisor to ensure the appropriate report topics are made with consideration to the needs of the establishment. An example of a report could be the results of the students' Cooperative Education Research, Interesting Academic Reports, Synthesizing and Summarizing Information, and Collecting/Analyzing Statistical Data. The report may also be conducted by more than one Cooperative Education/Internship Student.

In the case that the establishment does not need reports aforementioned, the student must consider an interesting topic to report about, with the advice of the Job Supervisor. Some examples of a report topic could be an Academic Report that interest's the student, report on the workload assigned to the student, or learning objectives set by the students. When a topic is chosen, the student should prepare a brief outline of the content in the report form. The student must seek advice from his/her supervisor before sending the form back to the Cooperative Education/Internship Program. The student must send this form within the first 3 weeks/week of his/her Cooperative Education.

The Cooperative Education program will send the form to the Course Advisor for consideration. If the advisor has any additional recommendations, the student will be notified within 2 weeks. Nevertheless, the student must already begin his/her report as soon as possible.

#### To the Head of the Cooperative Education

I, Mr/Miss .....

Personal ID Number ..... Enrolled in the program .....

Currently conducting my Cooperative Education/Internship at

.....

Building Number ..... Moo .....

Road..... Soi .....

Tambon / Kwang ..... Amphoe .....

Province/ City ..... Postal Code .....

Telephone Number ..... Fax .....

Email .....

**Would like to inform you about the details of my report frame work for Cooperative Education Research as follows:**

1. Report Title (May be changed in the future)

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2. Details of the report (May be changed in the future)

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Sign ..... (Student)      Sign ..... (Job Supervisor)  
    (.....)                      (.....)  
Date .....                      Date .....

### Advisor's Visiting Report Form (C03 / I03)

(To be completed by KKUIC advisors who visit the students)

Please record the numbers 5, 4, 3, 2, 1 or according to your own individual assessment. The criteria for evaluations are the following:

5 means agree with the most or believe it is the most appropriate.

4 means agree with a lot or believe it is appropriate.

3 means agree with or considerably appropriate.

2 means less agreed with message or less appropriate.

1 means least agreed with or least appropriate.

- Means not applicable due to: No opinion, no information to evaluate, or no need to evaluate

Name of establishment:

.....

Address of establishment:

Building Number ..... Moo .....

Road.....Soi .....

Tambon / Kwang .....Amphoe .....

Province/ City ..... Postal Code .....

Telephone Number ..... Fax .....

Email .....

**List of students who received supervision in this establishment:**

1. ....

2. ....

3. ....

**List of faculty members involved in the supervision:**

1. ....

2. ....

3. ....



**Section 1: Evaluation of the quality of the establishment.**

Evaluation title	Evaluation Score 1-5	Remarks
<b>1. Understand the philosophy of Cooperative education/Internship.</b>		
1.1 Managers and HR.		
1.2 Job Supervisor		
<b>2. Management and support</b>		
2.1 Coordination of management and care of the students within the establishment between HR and Job Supervisor		
2.2 Advice and care of the student from Management (Orientation and advice on the rules and regulations and compensations)		
2.3 Personnel in the workplace provide their attention and support towards the student		
<b>3. Quantity of workload received by the student</b>		
<b>4. Quality of workload of the student</b>		
4.1 Job description		
4.2 The workload received is appropriate and in accordance to the student's field		
4.3 The workload given to the student is in accordance to what the establishment had offered		
4.4 The given workload is within the interest of the student		
4.5 Appropriateness of the report topic that the student received		
<b>5. Assigning workload and supervision of the Supervisor</b>		
5.1 There is a Supervisor present to take care of the student since his/her first day at work		
5.2 Knowledge and experience of the Supervisor		
5.3 Time given from the supervisor to the student to conduct their assigned workload		
5.4 Time given from the supervisor to the student to write his/her report		

5.5 Effort and interest of the Supervisor in mentoring and assigning workload		
5.6 Giving importance towards the performance evaluation and report writing of the supervisor		
5.7 Preparation and readiness of the equipments for the students to conduct their Cooperative Education/Internship		
5.8 Making of workplans all throughout the duration of the operation		
<b>6. The overall quality of this establishment.</b>		

## Section 2: Evaluation of the student

<b>Evaluation Title</b>	<b>Evaluation Score 1-5</b>	<b>Remarks</b>
<b>1. Self Improvement</b>		
1.1 Attitude		
1.2 Maturity		
1.3 Adjustment (Versatility)		
1.4 Learning		
1.5 Expressing his/her own opinion		
1.6 Interpersonal Relationship		
<b>2. Participating activity in the organization</b>		
<b>3. Ethical and appropriate conduct in accordance to the rules of the organization (Such as taking leave or dressing properly for work)</b>		
<b>4. Fundamental knowledge needed to perform and accomplish assigned tasks</b>		
<b>5. Progress of the work report</b>		
<b>6. Student satisfaction</b>		
6.1 Towards the organization and workload given		

6.2 Towards the appropriateness and safety of the accommodation		
6.3 Towards the safety of travelling back and forth from the accommodation to the work place		
6.4 Compensation provided		
<b>7. Overall conclusion of the students</b>		

Additional Comments

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Sign .....

(.....)

Visiting Advisor

Date of supervision .....

**Evaluating the Performance of Students by the Company (C04 / I04)**

(To be completed by Job Supervisor)

**Note:**

1. The person who is authorized to fill up this evaluation form is the Job Supervisor of the Establishment/Organization or the personnel who has been given the responsibility to do so.
2. There are 18 sections in this evaluation form. Please provide information for every section in order for the form to be through and complete.
3. Please provide a score in the space given in every section. If a section is not applicable for evaluation and scoring please simply write a dash (-) and add additional remarks (If any).
4. When the evaluation is complete, insert the form in an envelope and seal it with a “Confidential” sign. The student must submit the envelope to the faculty as soon as he/she has returned to the university.

To the Head of the Cooperative Education/Internship Program

I would like to inform you the Evaluation Results of the Cooperative Education/Internship student as follows:

General information:

Student’s Name..... I.D.NO. ....

Program.....

Name of establishment .....

<b><i>Work Achievement</i></b>	
<b>1. Quantity of work</b>	
Amount of workload that the students can complete in a timely manner	
Out of 20	Score =
<b>2. Quality of work</b>	
Work tasks are completed correctly orderly, neat, and with care	
Follow-up work is not a problem and unresolved works are completed on time or early	
Out of 20	Score =
<b><i>Knowledge and Ability</i></b>	
<b>3. Academic Ability</b>	
Student has sufficient technical and academic knowledge to successfully complete assigned tasks within capacity of the student	
Out of 10	Score =
<b>4. Ability to learn and apply knowledge</b>	
Quick learner and be able to apply acquired knowledge	
Out of 10	Score =
<b>5. Practical ability</b>	
Performing in the field/office/laboratory	
Out of 10	Score =

<b>6. Judgment and decision making</b>	
Decisive, makes good and quick decisions. Analyzes information and other problems carefully before making decisions. Able to take care of immediate problems and is reliable in making decisions on his/her own	
Out of 10	Score =
<b>7. Organization and planning</b>	
Be able to prioritize the work, categorize and manage the work process	
Out of 10	Score =
<b>8. Communication skills</b>	
The ability to communicate, speak, write and conduct presentations effectively.	
Easily understood, appropriate, clear, correct, and concise. Knows how to inquire and can clarify.	
Does not create confusion in the workplace	
Out of 10	Score =
<b>9. Foreign language and cultural development</b>	
Such as English communication or working with foreigners	
Out of 10	Score =
<b>10. Suitability for job position</b>	
Can improve him/herself in order to fit the job position as well as the job description	
Out of 10	Score =
<b>Responsibility</b>	
<b>11. Responsibility and dependability</b>	
Accept the outcome of his/her work action with reason.	
Successfully complete the operation with the goal in mind.	
Can work without too much supervision.	
Out of 10	Score =

<b>12. Interest in work</b>	
Show interest and enthusiasm at work. Shows perseverance and effort.	
Shows concentration in order to successfully complete tasks. Do not allow discouragement by obstacles and problems	
Out of 10	Score =
<b>13. Initiative of self-starter</b>	
Upon receiving guidance the student can begin working on his/her own right away without awaiting orders (In the case of regularly given assignments). Constantly volunteering to help in every kind of work. Always asking for new tasks to be given and not wasting any time when in the work place	
Out of 10	Score =
<b>14. Response to supervision</b>	
Happily accepts suggestions and criticism. Willing to be mentored at all times. Does not show signs of frustration when being warned or criticized	
Out of 10	Score =
<i>Personality</i>	
<b>15. Personality</b>	
Shows appropriate attitude and maturity. Polite and kind, and wears proper attire for work. Keep punctuality, using appropriate language and manner, etc.	
Out of 10	Score =
<b>16. Interpersonal skills</b>	
Can work with others and as a team. Creates good relationships with others and is favored among colleagues. Contributes to coordination and cooperation in the workplace	
Out of 10	Score =
<b>17. Discipline and adaptability to formal organization</b>	
Shows interest in understanding the rules and regulations of the organization as well as following them accordingly.	
Understand the management and HR regulations such as coming to work on time, and taking leave with permission. Understands and follows the safety regulations of the factories at all times.	
Out of 10	Score =
<b>18. Ethics and morality</b>	

Being honest and unselfish. Knows how to sacrifice in order to help others	
Out of 10	Score =

Please provide additional comment on the students	
Strengths	Improvements

**Once this student graduates, will you be interested to offer him/her a job?**

Yes       Not Sure       No



**Other Comment**

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**For faculty members**

**Combined score of section 1-2 = ...../1= .....points**

**Combined score of section 3-10 =..... /4= .....points**

**Combined score of section 11-14 = ...../2= .....points**

**Combined score of section 15-18 = ...../2= .....points**

**Total = ..... points out of 100 total**

Evaluator's Signature.....

(.....)

Position.....

Date.....

**Important Note: If KKUIC does not receive this evaluation form within the given date, the student will not pass the evaluation**

## **Project and Report Evaluation by the Company (C05)**

(Only for Students in Co-Op Program, To be completed by Job Supervisor)

Note:

1. The person who is authorized to fill up this evaluation form is the Job Supervisor of the Cooperative Education/Internship student or the personnel who has been given the responsibility to do so.
2. There are 14 sections in this evaluation form. Please provide information for every section in order for the form to be complete.
3. Please provide a score out of 10 in the space given in every section. If a section is not applicable for evaluation and scoring please simply write a dash (-) and add additional remarks (If any).
4. When the evaluation is completed, insert the form in an envelope and seal it with a “Confidential” sign. The student must submit the envelope to the faculty as soon as he/she has returned to the university.

### **To the Head of the Cooperative Education/Internship Program**

I would like to inform you the Evaluation Results of the Cooperative Education/Internship student as follows:

General information:

Student's Name.....

I.D.NO. ....Program.....

Name of establishment .....

Name of evaluator .....

Position ..... Department .....

Research Project Title:

.....

### Items to be evaluated in the research project report

Items	Score out of 10
1. Title page	
2. Table of contents	
3. Abstract	
4. Literature Review and Research Objectives	
5. Materials and Methods	
6. Results	
7. Discussion	
8. Conclusion	
9. Acknowledgement	
10. References	
11. Abbreviation (if any)	
12. Appendix	

### Other Comment

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**For faculty members**

1. Combined score of section 1-12 = .....points

2. Total applicable points = .....points

Percentage of the score =  $\text{Score in 1} * 100 / \text{Score in 2} = \dots\dots\dots\%$

Evaluator's Signature.....

(.....)

Position.....

Date.....

**Important Note: If KKUIC does not receive this evaluation form within the given date, the student will not pass the evaluation**

## **Acknowledgement**

Thanks to Ajarn Suthai Katima, Ajarn Thomas Vulsma, Ajarn Anutida Intamon and Assoc. Prof. Dr. Kamoltip Brown, lecturers at International College, Khon Kaen University, for the translation.

## **Reference**

Manual of Cooperative Education (in Thai). 2013. Khon Kaen University.

## Summary: KKUIC Internship and Cooperative Education Program

All final-year students at KKUIC have a choice between taking the Internship Track or the Cooperative Education Track. There are important differences, so before you decide which track you want to take you need to understand these differences.

### The Internship Track

To complete the Internship Track, you need to:

- **1. Complete the required workload:** Successfully complete minimum four-week (135 hours), ten-week (400 hours) for TM, full-time work experience assignment attached to a company or organization relevant to your KKUIC major. You are not required to conduct a research project at the company but you have to enroll in the Special Topic or Study Project according to your curriculum in one semester.
- **2. Present your work to KKUIC:** You will need to present your work experience at a presentation at KKUIC following your internship.
- **3. Submission of the forms:** I01, and I04 to KKUIC by the deadline
- **4. Complete additional tasks that can be assigned by your major department**

### The Cooperative Education Track

To complete the Cooperative Education Track you need to:

- **1. Complete the required workload:** Successfully complete minimum four-month, full-time work experience assignment attached to a company or organization relevant to your KKUIC major.
- **2. Conduct a research project at the company:** You are required to complete a research project in consultation with your supervisor at the company/organization and your co-op advisor at KKUIC.
- **3. Write a report of the research project:** You will write a comprehensive research report and give it to your job supervisor at the company/organization. A copy of the report must be submitted to your co-op advisor at KKUIC within the given deadline for grading.
- **4. Present the research to the company:** You will need to present your research to the job supervisor at the company/organization before the end of your practice.
- **5. Present the research to KKUIC:** You will need to present your research and work experience at a presentation at KKUIC following your co-op practice.
- **6. Submission of the forms:** C01, C02, C04, and C05 to KKUIC by the deadline
- **7. Complete additional tasks that can be assigned by your major department**

## **Assessment of Internships**

### Assessment

- Student's final grade will be partially determined by the student's supervisor at the selected organization or company, based on the Performance evaluation form.
- The remaining of each student's final grade will be determined by KKUIC based on his/her presentation on work experience and on his/her performance at the KKUIC during the preparation of the training.

The performance at the KKUIC during the preparation of the training is evaluated from:

- Attendance of the KKUIC workshops prior to the training
- Keeping agreement made with the selected organization on the training
- Submission of all the documents to KKUIC by the deadline

Note: Working days less than 80% of the total training days at the selected organization or company will result in F or I grade

## **Assessment of Cooperative Education Assignments**

### Assessment

- Student's final grade will be partially determined by the student's supervisor at the selected organization or company, based on the Performance evaluation form.
- The remaining of each student's final grade will be determined by KKUIC based on his/her presentation on work experience and on his/her performance at the KKUIC during the preparation of the training.

The performance at the KKUIC during the preparation of the training is evaluated from:

- Keeping agreement made with the selected organization on the training
- Attendance of the KKUIC workshops prior to the training
- Submission of all the documents to KKUIC by the deadline

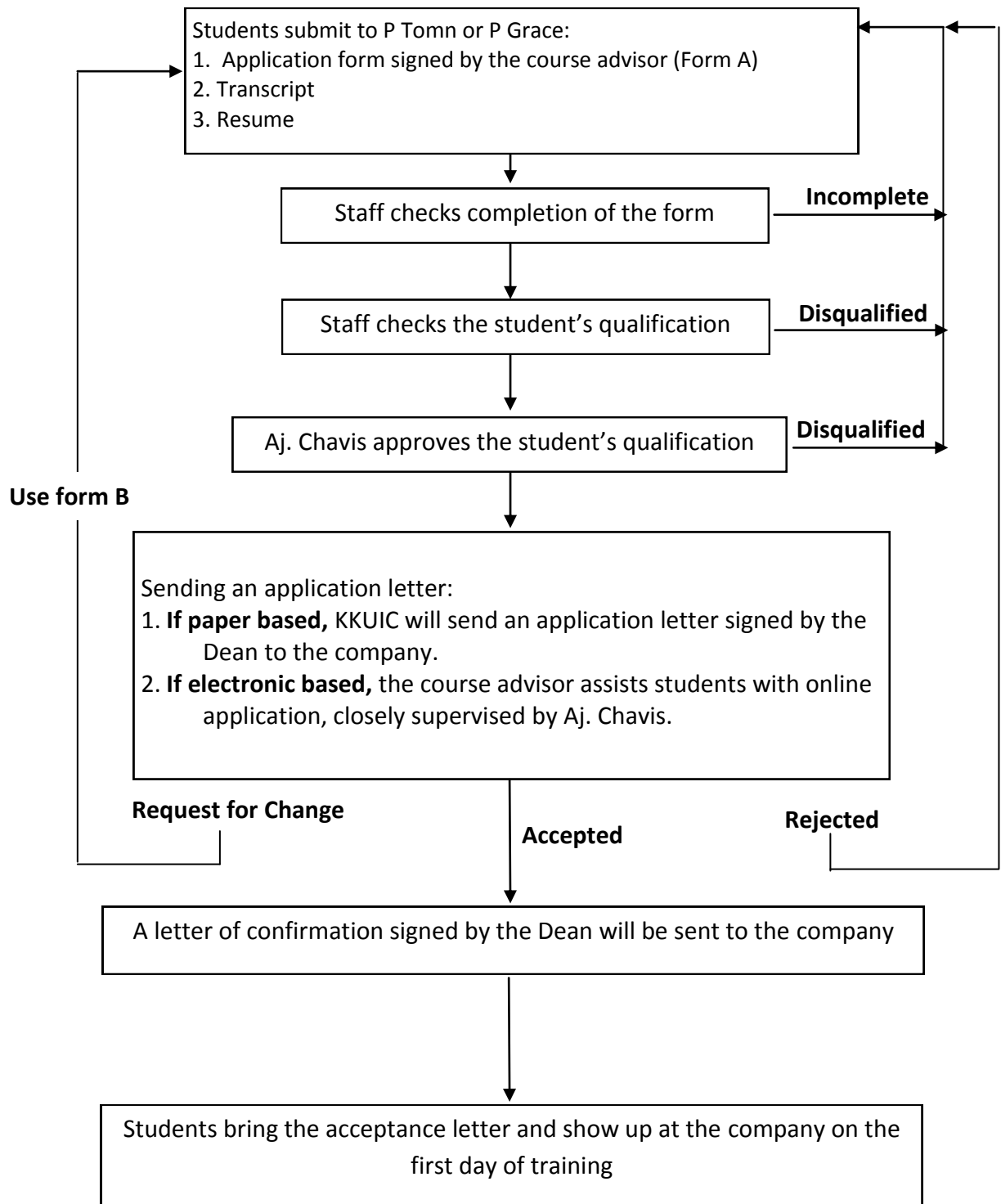
Note: Working days less than 80% of the total training days at the selected organization or company will result in F or I grade

## **How to start your application for Internship/Cooperative Education**

1. Find an organization/company of your interest. You can ask lecturers in your major for comment if you are not sure if the company is right for your study major
2. Find official name and address of the company
3. Define your training time period
4. Consult lecturers in your major field to find an intern/co-op advisor
5. Fill in application form (Form A). The advisor has to approve and sign this form before submission
6. An official copy of transcript and resume are also needed for the submission
7. Submit the application form to Division of Student Development (P Tomn and Grace)
8. Wait for 3 weeks at least before you can start to call the company for your application result
9. If the company has not made a decision on your application within 4 weeks after the submission, you may want to find another company and start the application process from number 1 again
10. Any change of time period or company must be approved from KKUIC by filling the change form (Form B)
11. If the company send the acceptance letter to you directly, please give Tomn or Grace a copy of this acceptance letter
12. For students who wish to apply for KKU grant for AEC Cooperative Education, Please see P Pui for detail. However, you still have to submit the application form to Tomn like other students



## Intern/Coop Application Procedure



### Cooperative Education and Internship Application Form

Name Mr/Miss \_\_\_\_\_ Student ID \_\_\_\_\_

Program \_\_\_\_\_ GPA \_\_\_\_\_ Selected Course  Internship  Cooperative Ed.

Selected application method: 1.  Paper based--Request letter in  Thai  English  
 2.  Electronic based

**Organization/Company**

Name Mr/Mrs/Miss \_\_\_\_\_

Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Contact person (Whom to send the application letter to; e.g. Director, Manager, Person, etc.)  
 \_\_\_\_\_

Duration of training: Starting date \_\_\_\_\_ Completion date \_\_\_\_\_

Total .....weeks

Student signature .....

Date .....

Phone no. ....

**Note for Internship :**

1. Minimum 4 weeks (10 weeks for TM)
2. Finished before the start of the first semester unless approved by Course Advisor and Vice Dean for Academic Affairs

**Note for Cooperative Education :**

1. Minimum 16 weeks
2. Finished before the end of first semester unless approved by Course Advisor and Vice Dean for Academic Affairs

The Organization is relevant to student's program:  Approved  Not approved

Training duration:  Approved  Not approved

Intern/Coop Advisor's signature ..... Date .....

Intern/Coop Advisor's name .....

The student is  Qualified  Not qualified: due to \_\_\_\_\_

Academic officer's comment \_\_\_\_\_  
 \_\_\_\_\_

Academic Officer's signature ..... Date .....

Approved  Not approved: Comment \_\_\_\_\_

Vice Dean for Academic Affairs's signature ..... Date .....

Note: A copy of transcript and CV are needed for the application

**Request for Change of Date or Company/Organization**

Name \_\_\_\_\_ Student ID \_\_\_\_\_ Program \_\_\_\_\_

I would like to change the following:

Date     Company/organization     Switching Co-Op and Internship:

The previous duration of training is from \_\_\_\_\_ to \_\_\_\_\_

The new duration of training is from \_\_\_\_\_ to \_\_\_\_\_

Total .....weeks

The previous company/organization is \_\_\_\_\_

The new company/organization is \_\_\_\_\_

Address of the new company \_\_\_\_\_

\_\_\_\_\_

The reason for the change is: \_\_\_\_\_

Student's signature .....Tel .....

For Intern/Coop Advisor

The change is  Approved     Not approved: due to \_\_\_\_\_

Intern/Coop Advisor comment \_\_\_\_\_

\_\_\_\_\_

Intern/Coop Advisor's signature.....Date.....

Advisor's name .....

For Academic Officer

The change is  Approved     Not approved: due to \_\_\_\_\_

Academic officer's comment \_\_\_\_\_

\_\_\_\_\_

Academic Officer's signature.....Date.....

For Vice Dean for Academic Affairs

Approved     Not approved: Comment \_\_\_\_\_

\_\_\_\_\_

Vice Dean's signature.....Date.....

### Cooperative Education and Internship Summary

<b>Activity</b>	<b>Cooperative Education</b>	<b>Internship</b>
Duration	16 weeks	Min 4 weeks (8 wks for TM)
Time	First semester of Academic year 2017	Summer
Attending Preparation Workshop at KKUIC	√	√
Fulltime Work	√	√
Research Project at Workplace	√	-
Present and Submit Research to Company	√	-
Present and Submit Research to KKUIC	√	-
Present Work Experience to KKUIC	√	√
Score from Company : KKUIC	To be announced by each major	To be announced by each major
Forms to be completed by the Company	C01, C02, C04, C05	I01, I04

### Checklist for Cooperative Education / Internship Students

√	Items for Checklist	Deadline
	Report for duty Form (C01/I01)	- Obtain the signature on the first day at work - Send the signed form (scanned) via email to Kate or Pui
	Operational Framework Report Form (C02) Co-Op only:	Second or Third week and send the form (scanned) via email to Kate or Pui
	Student Performance Evaluation (C04/I04)	Last week of the practice (Ask the supervisor to <u>seal the envelope with a confidential sign</u> ). Then return the envelope to Pui within the first week following the end of training
	Project and Report Evaluation (C05) Co-Op only:	Last week of the practice (Ask the supervisor to <u>seal the envelope with a confidential sign</u> ). Then return the envelope to Pui within the first week following the end of training
	Present the project report at the organization Co-Op only:	As arranged with the organization
	Present the Project Report / Work experience at KKUIC	As arranged with your department