



Operational Framework Report Form (C02)

(Only for Students in Cooperative Education Program)

This report is part of the Cooperative Education program. Its purpose is to improve the students' communication skills and organize useful information for the establishment. The student must consult with his or her job supervisor to ensure that appropriate report concepts are chosen while considering the needs of the establishment. Consequently, this process would lead to the outcomes of the students' cooperative education research with interesting academic reports, synthesizing and summarizing information, and gathering/analyzing statistical data.

If the organization does not require the aforementioned reports, the student should, with the assistance of the job supervisor, select a project of interest that would make a contribution to the organization. Consequently, the student must write a report on the project or workload they have been assigned and how the project has contributed to the establishment/organization. The student must submit this form within the first four weeks of his or her Cooperative Education program with the supervisor's approval.

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 begin his/her report as soon as possible.

To the Head of the Cooperative Education

I, Mr/Miss.....

Student ID.....Enrolled in the program.....

Conducting Cooperative Education at.....

Address:.....

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

Would like to inform the details of framework for my Cooperative Education

Research/Project as follows:

1. Research/Project Title (May be changed in the future)

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2. Research/Project Background

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3. Research/Project Objective(s)

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Sign.....(Student)

(.....)

Date.....

Sign.....(Supervisor)

(.....)

Date.....