

Co-operative Education Project Nakhon Ratchasima Rajabhat University
Co-operative Education Project Forms

For Employer/Workplace

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Co-operative Education Project of Nakhon Ratchasima Rajabhat University
Job description, Job position and Job supervisor

(Information provider : Organization's manager and/or job supervisor)

Instruction

To neatly and effectively coordinate co-operative education with an organization, we would like to ask for your kind assistance from organization's 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 according to this form. Please kindly return it to the student's faculty, Nakhon Ratchasima Rajabhat University.

Details about the job position, job description and job supervisor of the co-operative education student as follows:

1. Name, address of the organization

Please accurately provide the official name to be identified on the English certificate and the organization's address that corresponds to the location of the student's actual workplace so that supervision may be provided.

Organization's name (Thai)
(English).....
Address: No. Road. Alley..... Sub-District.....
District.....Province..... Post Code.....
Telephone No. Fax

2. Organization's manager and job supervisor

Organization manager's name
Position.....
Telephone No..... Fax. E-mail
Coordinating with the university (supervision of co-operative education student and etc.) are assigned to
() contact directly with the manager
() assign the following coordinator

Name – Surname
Position..... Department.....
Telephone No..... โทรสาร/Fax E-mail.....

3. Job Supervisor
Name – Surname
Position.....
Telephone No Fax..... E-mail.....

4. Student assignments
Student's Name.....
Job Position.....
Job Description.....
.....
.....
.....
.....

5. Welfare
Organization have welfare and/or compensation for student.....
.....
.....

Name.....(Information Provider)

Position.....

Date.....

Sample of co-operative student referral letter

(Company's name and address)

.....

Date.....

Subject Sending co-operative education students returning to the University after completing their work

Dear Co-operative education's committees

Enclosure 1. Utilization Certification for Co-operative Student's Work (FCn 9.1) 1 copy
 2. Co-operative Education Student Performance Evaluation Form (FCn 9.2) 1 copy
 3. Co-operative Education Research/Project Performance Appraisal
 (FCn 10.1 or 10.2) 1 copy
 4. Co-operative work performance's report 1 copy

According to the co-operative education project of Nakhon Ratchasima Rajabhat University has sent student to conduct a project/work at (Company's name)..... from.....toThe company would like to inform that the student, as follows, has successfully completed all assigned work and can return back to university;

Name surname.....Program/Curriculum.....

Project's name/cooperative education 's report.....

Kindly consider and proceed accordingly.

Yours sincerely

.....

(.....)

Position.....

(Company).....

Tel.....



Utilization Certification for Co-operative Student's Work Nakhon Ratchasima Rajabhat University

I am (Mr./Mrs./Miss).....Position.....
 Name of company.....Address No.....Road.....
 Sub district.....District.....Province.....
 Post code.....Phone no.....Fax no.....
 Mobile phone no.....E – mail address.....

I Certify that work from co-operative education project (name of work).....
of (Mr./Mrs./Miss).....
 Program/Curriculum.....Faculty.....
 Nakhon Ratchasima Rajabhat University, is beneficials for my organization/department/group as follows: (more than 1 option can be selected)

- ☐ Co-operative student's work helps full time employees to develop other related tasks that will benefit the company
- ☐ The co-operative student's work is useful and the company can apply in real work.
- ☐ The co-operative student's work can increase the efficacy of department/ division's performance.
- ☐ The co-operative student's work is acceptable and the company can apply it in real work.

Please specify the details of utilization of co-operative student's work (brief explanation)

.....

Signature.....
 (.....)

Position.....

Date...../...../.....

Affix the company's seal

Note The utilization certification of co-operative student's work should be issued by an agency/organization/community/community leader/person who applies the work.

- The utilization certification should affix seal and specify position



Co-operative Education Project, Nakhon Ratchasima Rajabhat University
Co-operative Education Student Performance Evaluation Form

Instructions:

1. Co-operative Education student performance evaluation form must be evaluated by their job supervisor, academic adviser or any designated individual.
2. This form is an individual evaluation for co-operative student performance
3. This form contains 17 items. Please fill out all the needed information to complete the evaluation.
4. Indicate the points in the box ☐. Each sub item has total point of 10.
5. Please provide additional comments (if any).
6. When the evaluation is finished, please put this document in an envelope with a "CONFIDENTIAL" seal and give it to the student to return it to the Co-operative education project, Nakhon Ratchasima Rajabhat University as soon as the student gets back to the university.

Work Term Information

Full name of student _____ Student ID. No. _____

Program/Curriculum _____ Faculty _____

Name of organization _____

Full name of evaluator _____

Position _____ Department _____

Work Achievement

Items		
1. Quantity of Work		
1.1 Student completed all the assigned work (at the practicable level) and compared favorably with other students.	10 points	☐
1.2 Assigned work are completed within the given time limit.	10 points	☐
2. Quality of Work		
2.1 Student completed all assigned work	10 points	☐
2.2 Assigned work has completed with neatly and carefully with good attention and caused no problem later.	10 points	☐

Knowledge and Ability

Items		
3. Academic Ability		
3.1 Student has sufficient academic knowledge to perform the work assigned (at the practicable level).	10 points	
4. Ability to Learn and Apply Knowledge		
4.1 Student can learn quickly as well as apply knowledge to practical applications.	10 points	
5. Practical Ability		
5.1 Student has expertise in both field work and in the laboratory.	10 points	
6. Judgement and Decision Making		
6.1 Student has good, accurate, and quick decisions, as well as being responsible for analyzing information and solving various problems.	10 points	
7. Organization and Planning		
7.1 Student can manage and plan for assigned work.	10 points	
8. Communication Skills		
8.1 Student has ability to communicate in speaking, writing, and presenting, can communicate in clear, concise, accurate, easy to understand, have a good sequence without confusion. Knows when to ask for inquiries and how to explain work results and obstacle clearly.	10 points	
8.2 Student has ability to communicate in speaking, writing, and presenting in English	10 points	
9. Suitability for Job Position		
9.1 Student can develop themselves to appropriately perform assigned work according to job position and description.	10 points	

Responsibility

Items		
10. Responsibility and Dependability		
10.1 Student can complete work achievably with emphasis on goals and success of work, and accept work outcomes reasonably. Student can be trusted to perform assigned routine and others work.	10 points	
11. Interest in Work		
11.1 Student is enthusiasm, diligence, industrious, and interested in, willingness to complete work without giving up on obstacles.	10 points	

Items		
12. Initiative or Self Starter		
12.1 Student can start working by him/herself without waiting for assignment (in case of regular work) and offer to help for getting a new job, without wasting time.	10 points	
13. Response to Supervision		
13.1 Student is willing to receive assignment, suggestion, comments and criticism without showing discomfort or annoyance. Student shows adaptability and flexibility according to the comments and criticisms.	10 points	

Personality

Items		
14. Personality and planning		
14.1 Student has personality and behave appropriately, such as attitude, maturity, humbleness, dressing, manners, punctuality and etc.	10 points	
15. Interpersonal Skills		
15.1 Student can work as a team, building strong interpersonal relations, and get along with co-workers , and helps creating coordination.	10 points	
16. Discipline and Adaptability to Formal Organization		
16.1 Student is keen to learn the rules and regulations of the organization and follow them willingly, including procedures set by the Human Resources Department (such as work attendance, taking leave), as well as following general regulations of safety and quality control and etc.	10 points	
17. Ethics and Morality		
17.1 Student is trustworthy, honest, helpful, sacrificial, not selfish, generosity and hospitable.	10 points	

Please give comments on the student

Strengths	Improvement needed

Once this student graduates, will you be interested to offer him/her a job?
☐ Yes ☐ No ☐ Other, please specify.....

Other comments

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slightly textured appearance and is set against a dark background.

Evaluator's Signature.....

(.....)

Position.....

Date.....

For Co-op staff only

Total score for item 1-2 =÷1 = points

Total score for item 3-9 =÷4 = points

Total score for item 10-13 =÷2 = points

Total score for item 14-17 = $\div$ 2 = points

Total = _____ points

100

Note: If the project does not receive this evaluation form within a specified period of time. Students will not pass the evaluation.



Co-operative Education Project Nakhon Ratchasima Rajabhat University

Co-operative Education Project Performance Appraisal (For Research Project)

Instructions

1. The person giving information in this assessment must be their **job supervisor / or any designated individual** in the company.
2. Assessment form for co-operative education students individually or by group according to project topics.
3. There are 14 sections in this evaluation form. Please provide information for every section in order to complete the form.
4. Please indicate the point in each designated box ☐. Each topic has different full marks.
5. Please provide additional comments (if any)
6. When the evaluation is completed, please seal it with a "Confidential" sign. The student must submit the envelope to Nakhon Ratchasima Rajabhat University as soon as he/she has returned to the university.

Work Term Information

Full Name of Student _____ Student ID No. _____

Curriculum _____ Faculty _____

Name of Employer/Organization _____

Report Title

Thai _____

English _____

หัวข้อประเมิน/Items		
1. Acknowledgement	5 points	
2. Abstract	5 points	
3. Table of Contents/list of diagrams, and list of tables	5 points	
4. Objectives	5 points	
5. Working method/project procedure	5 points	
6. Working Result	20 points	
7. Data Analysis	10 points	

หัวข้อประเมิน/Items		
8. Conclusion	10 points	
9. Comment	5 points	
10. Language use and communication	10 points	
11. Correct Spelling	5 points	
12. Pattern	5 points	
13. References	5 points	
14. Appendix	5 points	

Other Comments

.....

.....

.....

.....

.....

Evaluator's Signature

(.....)

Position Job supervisor / or any designated individual in the company.

Date.....

Co-op staff only

Total score for items 1- 14 = points

Total = points

100

Note: If the project does not receive this evaluation form within the time limit. Students will not pass the evaluation.



Co-operative Education Project Nakhon Ratchasima Rajabhat University

Co-operative Education Project Performance Appraisal (For Operational Project)

Instructions

1. The person giving information in this assessment must be their **job supervisor / or any designated individual** in the company.
2. Assessment form for co-operative education students individually or by group according to project topics.
3. There are 14 sections in this evaluation form. Please provide information for every section in order to complete the form.
4. Please fill in the points ☐ in each designated box. **Each topic has different full marks.**
5. Please provide additional comments (if any)
6. When the evaluation is completed, please seal it with a “Confidential” sign. The student must submit the envelope to Nakhon Ratchasima Rajabhat University as soon as he/she has returned to the university.

Work Term Information

Full Name of Student _____ Student ID No. _____

Curriculum _____ Faculty _____

Name of Employer/Organization _____

Report Title

Thai _____

English _____

Items		
1. Acknowledgement	5 points	☐
2. Abstract	5 points	☐
3. Table of Contents/list of diagrams, and list of tables	5 points	☐
4. Objectives	5 points	☐
5. Working method/project procedure	10 points	☐
6. Working Result	20 points	☐
7. Conclusion	10 points	☐

หัวข้อประเมิน/Items		
8. Comment and Suggestions	10 points	
9. Language use and communication	10 points	
10. Correct Spelling	5 points	
11. Pattern	5 points	
12. References	5 points	
13. Appendix	5 points	

Other comments

.....

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.....

.....

.....

Evaluator's Signature.....

(.....)

Position Job supervisor / or any designated individual in the company.

Date.....

Co-op staff only

Total score for items 1-13 = points

Total = points
100

*Note: If the project/report does not receive this evaluation form within the time limit.
Students will not pass the evaluation.*



Co-operative education project Nakhon Ratchasima Rajabhat University
Co-operative Education Project Questionnaire

Instructions

Please fill out in 5, 4, 3, 2, 1 or 0 according to you opinion as follows:

- 5 for Strongly Agree or Most Appropriate or Most Satisfactory
- 4 for Mostly Agree or More Appropriate or More Satisfactory
- 3 for Agree or Appropriate or Satisfactory
- 2 for Less Agree or Less Appropriate or Less Satisfactory
- 1 for Least Agree or Least Appropriate or Least Satisfactory
- 0 for No points given, No Comments, No information, No evaluation needed and etc.

Items	Level of Satisfaction	Remarks
1. Preparation for student		
1.1 The readiness of the student in terms of English skill.		
1.2 The readiness of the student in terms of computer skill.		
1.3 The readiness of the student in terms of a good personality.		
1.4 The readiness of the student in terms of project/report writing		
1.5 The readiness of the student in terms of internal quality management.		
2. Coordination		
2.1 Cooperating in taking care co-op education student between Human Resource and workplace.		
2.2 Providing advice on taking care of students during their work		
3. Task assignment and monitoring of academic advisor.		
3.1 Knowledge and experience of academic advisor.		
3.2 Time of the institute in support to co-op education student.		
4. Overall Quality Conclusions		

Evaluator's Signature

(.....)

Position

Date.....