International Cooperative Education Handbook

Office of Academic Affairs and Registration
Valaya Alongkorn Rajabhat University
under the Royal Patronage
Pathum Thani
International Cooperative Education Handbook

Signature:
Service-minded graduates support and encourage local development.

Identity:
Inspiring Sustainable Ways of Life through Green Economic Policy

Valaya Alongkorn Rajabhat University under the Royal Patronage
1 Moo 20 Km 48 Phahon Yothin Road, Khlong Nueng Subdistrict, Khlong Luang District, Pathum Thani Province, Thailand 13180
Preface

International Cooperative Education (ICooP) emphasizes producing graduates being able to work in the real sectors, to promote students to learn work experience and culture, and to create the opportunity for students to work in International Cooperative Education. Hence, the International Cooperation Education is a part of the development of students’ potential towards work market in ASEAN which will commence in 2558 B.E.. One of the important things is to prepare students to be able to use English fluently and also to be able to use the languages and understand the culture of the countries of their destination.

The handbook of International Cooperative Education is for instructors, students and private sectors to have mutual understanding in International Cooperative Education. The management of the roles and duties of students, instructors in International Cooperative Education, university administrators and private sectors will be succeeded through the cooperation of all partners, therefore this handbook is a guideline for the management of everybody concerned in order to reach the mutual objectives and to develop qualified graduates to be able to compete in the free market for the development of the country.

Office of Academic Affairs and Registration
August 23, 2556 B.E.
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Chapter 1
International Cooperative Education

1.1 Principles and Reasons

In 2558 B.E., ten countries, i.e. Cambodia, Thailand, Brunei Darussalam, the Philippines, Myanmar, Malaysia, Laos, Vietnam, Singapore and Indonesia, will become ASEAN Community (AC). This will result in free flows of goods, services, investment and skilled labor. In order to be prepared for the changes, Valaya Alongkorn Rajabhat University under the Royal Patronage, Pathum Thani Province, which is the institution which produces qualified graduates to serve the community, society and nation, has to promote the students’ potential in competing with others. Therefore, Valaya Alongkorn Rajabhat University under the Royal Patronage, Pathum Thani Province will open International Cooperative Education in the academic year of 2557 B.E.

1.2 Objectives

1.2.1 To upgrade International Cooperative Education to reach the international level by seeking cooperation with other institutions and workplaces in ASEAN.

1.2.2 To upgrade quality and develop students’ abilities in work experience to reach the ASEAN and international levels.

1.2.3 To encourage Thai institutions and workplaces to recruit ASEAN students to learn, to exchange culture, tradition, attitudes and organizational culture of each country.

1.3 Expected Outcomes

1.3.1 To promote cooperation between institutions and workplaces so as to develop international standard of education.

1.3.2 To give opportunity for students to have professional experience, develop and adapt themselves to the culture and tradition of each country.

1.3.3 To produce graduates with international quality.

1.4 International Cooperative Education at Valaya Alongkorn Rajabhat University under the Royal Patronage, Pathum Thani Province

The administration of the curriculum of International Cooperative Education at Valaya Alongkorn Rajabhat University under the Royal Patronage, Pathum Thani Province is characterized by dimester, i.e. one academic year consisting of 2 semesters (16 weeks per semester) as follows:
1.4.1 It provides subjects according to the students’ interest, the curriculum committee is responsible for selecting qualified students at the end of the third year of study.

1.4.2 International Cooperative Education is taught in the first and second semester of the fourth year of study. The students will have individual plan of work experience which can be changed according to the students’ readiness. The students can choose to have work experience in other semesters besides the stated above but it had to be approved by the committee members and the students can request for graduation upon finishing the work experience.

1.4.3 One semester of International Cooperative Education has 6 credits or 640 hours.

1.4.4 The students are provided with readiness preparation courses including English Language of at least 60 hours before attending work experience.

1.4.5 The students are required to have work experience at least 1 semester with continuous training of 16 weeks.

1.4.6 A supervisor has to supervise at least one time per student at his convenience.

1.4.7 A seminar after finishing work experience is administered by instructors, supervisors and students.

1.5 Organizations and Personnel Responsible

Valaya Alongkorn Rajabhat University under the Royal Patronage, Pathum Thani Province organizes a unit responsible for International Cooperative Education at each faculty, at the foreign affairs relation department of Valaya Alongkorn Rajabhat University under the Royal Patronage, Pathum Thani Province and at the office of academic affairs and registration. The working committee of International Cooperative Education has the duty to develop the suitable model of International Cooperative Education and cooperate among students, instructors and workplaces so as to prepare the readiness of the students for work experience in the workplaces.

1.5.1 International Cooperative Education Coordinator manages the cooperation with related organizations, plans the management, and is responsible for supervision of the administration of International Cooperative Education of each faculty.

1.5.2 International Cooperative Education Supervisors have the following duties:
1) To give academic advice and suggestions in work experience for students in International Cooperative Education.

2) To approve the quality of work of the workplaces.

3) To supervise and evaluate at least one time per student in each semester as suitable.

4) To give advice for workplaces in order to solve if problems occurred in work experience of students in International Cooperative Education.

5) To have meeting with personnel and administrators at the student workplaces in order to receive opinions and suggestions.

6) To create good human relationship among personnel and administrators at the student workplaces.

7) To participate in the orientation and the final seminar of International Cooperative Education students.

8) To evaluate the performances of International Cooperative Education students according to the due dates.

1.5.3 Cooperative Education Officers have the duty to cooperate and provide convenience for workplaces, instructors and International Cooperative Education students in all aspects.

1.6 Characteristics of Cooperative Education Officers

1.6.1 To be temporary personnel.

1.6.2 To have fixed and qualified duties.

1.6.3 To work as engineer assistants, instructor assistants and research assistants.

1.6.4 To work full-time.

1.6.5 To work full-time for the whole semester (16 weeks or 4 months).

1.6.6 To be paid suitably (as considered by the workplaces).

1.7 Administration Procedures

1.7.1 The information and invitation of prospective students of International Cooperative Education are posted and advertised.

1.7.2 The admission of International Cooperative Education students is announced.

1.7.3 Prospective students apply by sending application forms and permission of guardians to work in the workplaces abroad.
1.7.4 Prospective students are approved and admitted to learn in International Cooperative Education.

1.7.5 The International Cooperative Education students attend readiness preparation activities as follows:

1) Getting to know ASEAN community
2) English for the Workplaces
3) Fun English with Friends
4) International Cooperative Experience Sharing

1.7.6 The students send a survey of work experience form.

1.7.7 The students apply for International Cooperative Education study.

1.7.8 The International Cooperative Education faculty committee and the foreign affairs relation department cooperate workplaces abroad to find out suitable and qualified workplaces.

1.7.9 International Cooperative Education faculty committee announces suitable candidates for International Cooperative Education work abroad.

1.7.10 The students confirm the attending of work experience.

1.7.11 The students prepare required documents for going abroad and follow the procedures of travelling as required by each country.

1.7.12 The students meet their supervisors and the dean.

1.7.13 The student receive all documents required to hand to the workplaces.

1.7.14 The students travel and report to the workplaces.

1.7.15 Upon arrival at the workplaces, International Cooperative Education students perform similar procedure as ordinary International Cooperative Education students.
Chapter 2
International Cooperative Education Students

The International Cooperative Education committee and the curriculum committee issue the following principles for the International Cooperative Education students to follow when attending work experience.

2.1 Enrollment of International Cooperative Education students

The prospective students in International Cooperative Education have to apply VRU_ICo1 form to the curriculum committee/faculty committee they are studying, then the committee will select the students according to the following qualifications:

The students have to:

2.1.1 Be full-time four year students.
2.1.2 Study in the third or fourth year, and be willing to attend work experience at the ASEAN or other regions’ workplaces.
2.1.3 Have at least 2.50 G.P.A. at the end of the fourth or fifth semester and not below the criteria of the workplaces.
2.1.4 Pass the other criteria determined by foreign workplaces such as English Proficiency Test or an interview through VDO conference.
2.1.5 Participate readiness preparation activities and International Cooperative Education curriculum as determined by curriculum committee.
2.1.6 Pass all basic education courses determined in the study plan.
2.1.7 Have good behaviors and have not been on probation.

Application Documents
An A4 paper for each document with signature of the students for the following documents have to be submitted:

2.1.1 An application form, filled in completely, with 1” photograph of each student.
2.1.2 A study record (can be obtained from the present faculty of the student).

2.2 Student Preparation Procedures
The International Cooperative Education administrators at the University and Faculty levels have to train the students in advance at least 1 semester before
work experience in order to prepare students fully before attending work experience at the workplaces. The topics of training include as follows:

2.2.1 Selecting jobs and workplaces within the country and abroad.
2.2.2 Filling application forms, writing biodata and preparing an interview in English.
2.2.3 Getting to know ASEAN Community in terms of technology, culture, society and economics.
2.2.4 Providing preparation activities in using English.
1) English for the Workplaces
2) Fun English with Friends
3) International Cooperative Experience Sharing
2.2.5 Developing personality and life skills in the different societies and culture.
2.2.6 Studying law, form of government regime, passport of the countries of the workplaces.
2.2.7 Studying safety rules of the workplaces, knowledge about 5-Methods, quality control, social welfare and health insurance.

The International Cooperative Education students have to attend the readiness preparation activities held by the faculty or curriculum committee, in case that they cannot manage it, they have to ask for permission. If the students do not reach 80% requirement, they will not be permitted to attend work experience.

2.3 Enrollment

The prospective students in International Cooperative Education have to register the International Cooperative Education subjects in their own faculty before the end of the semester or enroll in advance before attending work experience after the announcement of the list of names accepted in the International Cooperative Education curriculum.

2.4 Selection of Workplace

The students are able to select the workplaces from the announcement of workplaces posted at their faculties. The students have to follow the procedures as the actual procedures as follows:

2.4.1 The students can apply for workplaces twice by choosing the workplaces posted and advertised at International Cooperative Education unit/faculty one workplace each time.
2.4.2 Each workplace will select students by considering application forms or interview.

2.4.3 International Cooperative Education committee will assign students to the workplaces with approval from the curriculum committee according to the information from items 2.4.1 and 2.4.2.

The students should apply for a job by selecting the workplaces of their interest and readiness for expenses.

2.5 Workplace Selection of Students

The workplaces will select students for work experience by considering either application forms or interview. Thus after submitting application forms, students should check the announcement of interview from time to time. Finally the workplaces will send the result of selection to the International Cooperative Education by stating priority.

2.6 Matching

The International Cooperative Education officers in the department of job seeking and student preparation will match the workplace selection and student needs so as to suit each other’s objectives, then ask for the approval from the curriculum committee before announcement. In case that the names of the students are not shown on the announcement, the students have to contact International Cooperative Education faculty immediately in order to get new workplaces. The International Cooperative Education faculty will announce the result of selection according to the due date in the International Cooperative Education calendar. After announcement, all students have to attend the work experience, no cancellations are allowed.

2.7 Expense

In attending work experience, the students have to be prepared for all expenses because each workplace may provide low payment or low allowance or no payment at all. Therefore, the students have to pay the travel expense. In case that the workplaces provide accommodation, that will be extra fringe benefit.
2.8 Student Work Experience

The students have to arrive at their workplaces according to the due date announced by the International Cooperative Education officers in advance. In case that the students cannot travel as planned, they have to report 15 days in advance.

At the workplaces, there will be officers taking care of students, thus, the students have to obey, pay respect to and work according to their suggestions for the sake of good relationship in work.

2.9 Work Experience Activities

For the cooperation between the students and advisers of International Cooperative Education, the students have to submit necessary documents to International Cooperative Education through e-mail within the following due dates:

2.9.1 Upon the first week of work experience, the students have to submit details of accommodation form (VRU–ICo8), work detail, position and advisor form (VRU – ICo9), location of workplace and job advisors, duties, telephone numbers, fax numbers of the students and of job advisors.

2.9.2 Upon the second week, the students have to submit International Cooperative Education work experience plan form (VRU–ICo10) in order to inform the work plan to the International Cooperative Education faculty.

2.9.3 Upon the second week, the students have to submit the draft work plan form (VRU–Ico11) so that the International Cooperative Education instructors will examine and give advice. The students may start writing the report, if they are not informed to change the topic or draft report as the instructors may give further advice along the way. If the officers do not have time to fill in the information in the forms, the students may solve the problems by asking the information and fill in the information by themselves, then have the advisors sign in the form. If any problems occur resulting not being able to submit the documents on the due date, the students have to inform the advisors or International Cooperative Education officers by fax or e-mail immediately. During International Cooperative Education work experience, the supervisors have to supervise students at workplaces at least 2 times.

2.9.4 The students have to submit a complete report to the officers at least 2 weeks before the end of work experience, and have to correct the detail as advised. During work experience, the students have to follow the rules of the personnel administration of the workplaces seriously such as dressing, going to work and leaving work, taking holidays, and taking leave of absence.
2.10 Post-Work Experience Activities

2.10.1 The International Cooperative Education supervisors interview the students after finishing work experience in order to ask for any problems, give advice, suggestions and ideas for student self-development. The students have to submit complete reports to the supervisors within the due date.

2.11 Work Experience Postponement

In case that the students have submitted the application for work experience but decide to postpone it, they have to submit the postponement to the dean of the faculty they are studying before the announcement of work experience in that semester.

2.12 Quitting Work Experience

2.12.1 After being accepted in the work experience program of International Cooperative Education, the students, having necessary problems to quit the program, have to submit the request to the dean of the faculty they are studying before the announcement of work experience.

2.12.2 After the announcement, all students have to perform work experience, no postponement or quitting is allowed.

2.12.3 After working at workplaces, all students cannot quit or postpone work experience, except emergency.

2.13 Various Forms

All forms are effective on the date that the forms are accepted by the International Cooperative Education faculty, not the date students write the form.

2.14 Suggestions

The students have the following duties:

2.14.1 Follow information of workplaces and cooperate with International Cooperative Education officers.

2.14.2 Study in their field continuously before going for work expensive

2.14.3 Be willing to work as assigned with all abilities.

2.14.4 Behave according to the workplaces’ rules and regulations and not violate them.

2.14.5 Avoid any arguments in the workplaces.
2.14.6 Submit all documents on due date and give information of work experience to supervisors at the faculty or International Cooperative Education officers throughout the time of work experience.

2.14.7 Report any problems occurred during work experience to supervisors or International Cooperative Education office immediately.

2.15 Submitting Graduation Request in the Semester

The students can submit graduation request during the semester they are working on work experience by following the rules and regulation of the Office of Academe Affairs and Registration. The day of graduation of International Cooperative Education students is the day that complete reports are submitted on the condition that the students finished all required International Cooperative Education activities within the due dates.

2.16 Student Benefits from International Cooperative Education Work Experience

The students have the following benefits from International Cooperative Education work experience:

2.16.1 Receive experiences in knowledge, culture and tradition of the countries of workplaces.

2.16.2 Learn and develop themselves to be able to work with others, to be responsible and to have self-confidence.

2.16.3 Have communication skills and language skills.

2.16.4 Select appropriate jobs through realizing their own abilities.

2.16.5 Be qualified graduates for better jobs within the country and abroad.
Chapter 3
Roles of Workplaces and International Cooperative Education

Valaya Alongkorn Rajabhat University under the Royal Patronage, Pathum Thani Province has offered “Cooperative Education” since 2546 B.E., however Valaya Alongkorn Rajabhat University under the Royal Patronage, Pathum Thani Province will start “International Cooperative Education” in the academic year 2557 B.E.. Therefore the workplaces for student work experience will be both within the country and abroad. The development of the module of International Cooperative Education will be effective when all sectors have to cooperate, especially human resource development officers and job advisors who will supervise students on work experience. Valaya Alongkorn Rajabhat University under the Royal Patronage, Pathum Thani Province provides this International Cooperative Education manual to give basic information to personnel concerned to realize their roles in supporting and promoting student work experience to reach the objectives and to the benefits of the workplaces. Valaya Alongkorn Rajabhat University under the Royal Patronage, Pathum Thani Province would like to ask for cooperation from the workplaces to advise and assign personnel concerned in order to support student work experience in the following aspects:

3.1 Personnel or Human Resource

In general, the department of personnel or human resource or foreign affairs relation cooperate the process of accepting students, giving advice and explaining concepts of International Cooperative Education to the administrators, personnel and job advisors at the workplaces in the following aspects:

3.1.1 Rules and Regulations: The personnel officers assign students to behave according to the rules and regulations of the workplaces as if they were temporary workers such as office hours, dress code, leave taking and holiday taking.

3.1.2 Orientation: Upon arrival, the students may have anxieties getting acquainted with new places, thus, Valaya Alongkorn Rajabhat University under the Royal Patronage, Pathum Thani Province would like to ask for your suggestions to the students in term of accommodations, travelling, getting to and leaving work, work safety, rules and regulations, law, tradition and culture of workplaces in the countries of destination, including knowledge about workplaces and related subjects.
3.2 Job Advisor

The job advisors are personnel at student workplaces assigned to supervise the students. They may be the boss or superintendent at the workplaces. They will advise and give suggestions to the students about work and behaviors, thus, they play the most important role in the success of International Cooperative Education. International Cooperative Education at Valaya Alongkorn Rajabhat University under the Royal Patronage, Pathum Thani Province would like to ask for cooperation from the job advisors in the following aspects:

3.2.1 Job Description and Cooperative work plan

During the first week of work experience, the job advisors assign job positions and duties to the students. The job should match the field of study of students, and it can be routine work, or project, or research which emphasize the work experience benefitting the workplaces. It should not be a rotating work assigned to various departments without fixed responsibility. Hence, the work plan should be fixed by each week for the whole 4 months to indicate the type of work and duration. The work plan should include each step of performance such as training, practicing and working, including fixed time for reporting and evaluation.

3.2.2 International Cooperative Education Report

International Cooperative Education curriculum requires students to practice communication skills by writing an International Cooperative Education report presenting to the workplaces. The content of the report has to contain the knowledge and ideas that benefit the workplaces. The International Cooperative Education report may be written in English when being in the foreign countries. The report has the following characteristics:

1) When the students are assigned to conduct a project or a research, they have to report the stated project or research.

2) When the students are assigned to do routine work such as production, maintenance, quality control, the report should be as follows:

2.1) Report the methods or procedures of the routine work thoroughly or partially.

2.2) Report the special assignment or projects of interest of the workplaces, or report case study that the students do research work and criticize. The reports may be gathered into a book and it may not be related to the routine work.

2.3) Write a manual or statistical data such as gathering data and analyzing the results or gathering manuals.
When the job advisors assign the report topics, students have to make report outline (according to the form) by consulting the job advisors, then submit it to the International Cooperative Education supervisors to approve. After receiving approval, the students can go on working, adding extra information as necessary. The report has to be typed and submitted to the job advisors 2 weeks before the end of work experience.

3.2.3 Student Visiting

During student work experience, the cooperative coordinators set the dates for cooperative supervisors to supervise students at the workplaces. The topics for consulting the job advisors are as follows:

1) Models, principles and administration of International Cooperative Education.
2) Characteristics of student work experience.
3) Work plan for the whole time of work experience.
4) Topic of report and progress.
5) Student self-development.
6) Results of students’ work and behaviors.
7) Problems occurred in the workplaces concerning student work experience.

3.2.4 Student Evaluation

The evaluation of student report: the report should be corrected and evaluated; also the reports (as VRU-ICo14) should be complete within the final week.

The evaluation of student work experience: The job advisors evaluate the student work experience according to the form designated by Valaya Alongkorn Rajabhat University under the Royal Patronage, Pathum Thani Province within the final week of student work experience. The result of the evaluation may be informed to the students and then submitted to Valaya Alongkorn Rajabhat University under the Royal Patronage, Pathum Thani Province directly.
Chapter 4

International Cooperative Education Supervisor

Concerning the effectiveness of International Cooperative Education administration, it is necessary to assign representatives from the curriculum the students are studying to supervise and give advice to the students, and also cooperate among the students, International Cooperative Education officers and workplaces.

4.1 International Cooperative Education Supervision

International Cooperative Education arranges supervision by assigning supervisors of International Cooperative Education curriculum that the students are studying to supervise the students at least one time. Supervision can be conducted through VDO conference, the supervisors have to have at least one semester of supervision before.

The objectives of supervision are as follows:

4.1.1 To give morale and courage to the students at the workplaces while they are away from home.

4.1.2 To take care and follow-up student work experience to comply with the International Cooperative Education objectives.

4.1.3 To help students in solving any problems occurred during work experience, both academic and personal problems.

4.1.4 To learn and exchange ideas about International Cooperative Education student work experience, including exchange knowledge in academic progress.

4.1.5 To evaluate the administration and gather the information useful to Valaya Alongkorn Rajabhat University under the Royal Patronage, Pathum Thani Province.

4.2 Roles and Duties of International Cooperative Education Supervisor

The roles and duties of International Cooperative Education supervisors are as follows:

4.2.1 Select the prospective International Cooperative Education students and allow them to quit the program.

4.2.2 Give advice to students for enrollment in International Cooperative Education subjects and other International Cooperative Education activities.
4.2.3 Cooperate with International Cooperative Education officers to find job for students.
4.2.4 Accredit jobs proposed by workplaces.
4.2.5 Supervise students on work experience.
4.2.6 Evaluate the International Cooperative Education supervision form (VRU–ICO 12) and submit it to the International Cooperative Education faculty unit.
4.2.7 Cooperate with the curriculum committee to evaluate students in International Cooperative Education subjects.
4.2.8 Cooperate with the curriculum committee to arrange International Cooperative Education activities.

4.3 Evaluation

4.3.1 The criteria of evaluation are as follows:

1) Attending orientation and readiness preparation activities not less than 80% of the time 10%
2) Student evaluation by workplaces 20%
3) Project/Report evaluation by workplaces 20%
4) Final seminar: presenting work through power point, posters, etc. 20%
5) Supervisor evaluation 20%
6) Report evaluation 10%

Remark: The criteria can be adjusted to suit the appropriateness.

4.3.2 Evaluation Grades

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<tr>
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<tr>
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<td>50-54</td>
<td>D</td>
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<tr>
<td>0-49</td>
<td>F</td>
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The International Cooperative Education students have to get at least “D” or the grade determined by the curriculum. When the International Cooperative Education students get “F”, they have to register again.
Chapter 5
International Cooperative Education
Standard and Quality Assurance

5.1 International Cooperative Education Standard of the Institution

5.1.1 Curriculum

1) At least 6 credits per one course in International Cooperative Education subjects.

2) Readiness Preparation courses or training at least 60 hours for students before attending International Cooperative Education.

5.1.2 Teaching and Learning

The institution has to follow the following procedures:

1) Hold orientation for International Cooperative Education students to give information and knowledge about International Cooperative Education to the students.

2) Prepare students’ readiness at least 60 hours before attending International Cooperative Education.

3) Determine characteristics and criteria of International Cooperative Education students.

4) For 16 weeks of International Cooperative Education study, students have to attend full-time study and cannot register any other subjects.

5) Provide projects or routine work related to the students’ field of study.

6) Provide opportunity for workplaces to select students.

7) Provide opportunity for students to select workplaces.

8) Make an agreement with the workplaces to give suitable payment and welfare to students.

9) Provide orientation for supervisors and hold a seminar for exchanging ideas among students, supervisors and curriculum instructors.

10) Assign International Cooperative Education evaluation as a part of total evaluation.

11) Improve information data of workplaces.

5.1.3 Supervision

The supervisors have to follow the following procedures:
1) Have at least one semester of teaching experience and are trained in supervision course accredited by Higher Education Commission Office.
2) Be full-time instructors in the curriculum the students are studying.
3) Receive supervisory documents (characteristics of work, students’ biography) at least 7 days before supervision.
4) Prepare a supervisory plan.
5) Supervise each student at least one time at his workplace, and two times through telephone or VDO conference or as suitable.
6) Arrange meetings between supervisors and students, supervisors and job advisors, or supervisors, job advisors and students.
7) Follow-up the students’ program and give advice to students as necessary.
8) Attend the meeting when students reporting their work to the job advisors and workplace administrators during the last week of International Cooperative Education, and evaluate students’ work along with giving suggestions.

5.1.4 Students
1) The International Cooperative Education students have to:
   1.1) Pass all criteria determined by the curriculum committee.
   1.2) Have the characteristics of finishing education.
   1.3) Participate readiness preparation activities before attending International Cooperative Education.
2) Work Experience Activities
   International Cooperative Education students have the following activities:
   2.1) Record all routine work daily or weekly.
   2.2) Submit reports of progress to supervisors at least on the 10th week of work experience.
   2.3) Submit complete draft reports to supervisors and job advisors before the end of work experience and correct them according to the suggestions of the supervisors and job advisors.
   2.4) Submit complete reports approved for publication from workplaces to supervisors and job advisors.
3) Students have to do reports similar to ordinary academic reports.
4) Students have to present the report of International Cooperative Education work experience in the seminar which includes supervisors, International
Cooperative Education students and students in other curricula after finishing work experience.

5.1.5 Evaluation and Measurement

1) Students have to be trained for readiness preparation at least 80% of the time scheduled before attending International Cooperative Education.

2) Evaluation of students’ work by the workplaces is explained to students in detail, including criteria.

3) Workplace evaluation of students is equal to at least 50% of the total evaluation.

5.2 International Cooperative Education Standard of Workplace

5.2.1 Policy and Administration

The workplaces have to:

1) Have policy supporting International Cooperative Education administration.

2) Realize the importance of International Cooperative Education administration.

3) Explain to all concerned personnel to realize and understand principles, concepts and benefits that workplaces will receive from International Cooperative Education.

5.2.2 Personnel Administration

The workplaces have to:

1) Assign concerned personnel to be responsible for and cooperate with International Cooperative Education.

2) Assign personnel having qualified experience and education in the field of study of students.

5.2.3 Budget and Resource Management

The workplaces have to:

1) Provide payment and welfare suitable and necessary according to the type of work.

2) Provide equipment and tools suitable for student work experience.

3) Provide safety measure in work experience.

5.2.4 Students’ Readiness Preparation

The workplaces have to hold orientation, teach students how to work, inform the whole system of work, including rules and regulations.
5.2.5 On Work Experience
1) The students are treated as full-time temporary workers of the workplaces.
2) The students are informed all work load or topics of project related to their study or experience.

5.2.6 Job advisors at Workplaces
The job advisors have to:
1) Have experiences in the field of study similar to that of students.
2) Give advice, follow-up and give suggestions to International Cooperative Education students and cooperate other departments at the workplaces to reach the objectives.
3) Examine the students’ report and give suggestions.
4) Evaluate students’ work experience and gather all data to submit to the institution and to their own workplaces.

5.2.7 Evaluation and Measurement
The workplaces have to:
1) Fix the process of examining the type of work and quality of work in congruence with students’ field of study and benefits of workplaces.
2) Provide the process of supervision of student work experience.
3) Provide the process of giving suggestions in terms of academic and professional knowledge and giving advice in self-adjustment to work.
4) Have process of evaluation and measurement of student work experience.
5) Provide process of exchanging knowledge.

5.3 Quality Assurance in International Cooperative Education
The indicators of International Cooperative Education administration mean descriptions concerning characteristics of quality desired in International Cooperative Education administration in higher education institutions to be used as a guideline for quality assurance, inspection and development of the standard of International Cooperative Education quality in 5 components by spreading the weight of each component as follows:
<table>
<thead>
<tr>
<th>Component</th>
<th>Weight</th>
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<tr>
<td>1. International Cooperative Education Curriculum</td>
<td></td>
</tr>
<tr>
<td>1.1 System and device for International Cooperative Education development and administration</td>
<td>10</td>
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<tr>
<td>2. Teaching and Learning</td>
<td></td>
</tr>
<tr>
<td>2.1 System and device for promoting International Cooperation teaching and learning</td>
<td>20</td>
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<tr>
<td>3. Supervisor of Work Experience</td>
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<td>3.1 Level of achievement of supervision of work experience.</td>
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<tr>
<td>4. Result of Work Experience</td>
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</tr>
<tr>
<td>4.1 Percentage of project/work experience that workplaces benefit.</td>
<td>20</td>
</tr>
<tr>
<td>4.2 Percentage of students offered job at work places in case of vacancy.</td>
<td>10</td>
</tr>
<tr>
<td>5. Satisfaction of personnel concerned with International Cooperative Education</td>
<td></td>
</tr>
<tr>
<td>5.1 Level of satisfaction of International Cooperative Education students, job advisors and supervisors</td>
<td>20</td>
</tr>
<tr>
<td>A Total of 5 Components</td>
<td>100</td>
</tr>
</tbody>
</table>

**Component 1: International Cooperative Education Curriculum**

**Indicator 1.1 System and Device for International Cooperative Education Development Administration**

**Standard Criteria: Level**

1. The curriculum is congruence with Higher Education Commission Office’s Criteria and workplaces under the control of Professional Organization.
2. Each International Cooperative Education subject has at least 6 credits in diameter system.
3. The International Cooperative Education courses last at least 16 weeks.
4. The readiness preparation courses or other readiness preparation activities last at least 30 hours.
5. The senior student’ final meeting after finishing International Cooperative Education work experience has to be held.

**Criteria**

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<td>Fulfil 1&lt;sup&gt;st&lt;/sup&gt; - 2&lt;sup&gt;nd&lt;/sup&gt; items</td>
<td>Fulfil 1&lt;sup&gt;st&lt;/sup&gt; - 3&lt;sup&gt;rd&lt;/sup&gt; items</td>
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<td>Fulfil all 5 items</td>
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</tbody>
</table>
Component 2: Teaching and Learning.

Indicate 2.1: System and Device for Promoting International Cooperative Education Teaching and Learning.

Standard Criteria: Level

1. The International Cooperative Education orientation is held.
2. The basic characteristics and academic criteria of the International Cooperative Education students are determined.
3. The type of work accords with students’ field of study.
4. The type of work is the project or routine work emphasizing work experience.
5. The payment and welfare are provided as suitable and necessary according to the type of work.
6. The students are well prepared for International Cooperative Education work experience and future career.
7. The seminar for exchanging opinions among students, supervisors and curriculum instructors is provided.
8. The seminar for exchanging opinions among students, supervisors and job advisors is provided.
9. The information of the type of work is given to students to choose workplaces.
10. A meeting among students, workplaces and supervisors before International Cooperative Education work experience is held.

Criteria

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<th>4 marks</th>
<th>5 marks</th>
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<td>Fulfil the 1st – 8th items</td>
<td>Fulfil 9 or 10 items</td>
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Component 3: Supervision of Work Experience.

Indicator 3.1: Level of Achievement of Supervision of Work Experience.

Criteria: Level

1. There is supervision plan and cooperation according to the controlled standard.
2. There is at least 1 time of supervision at workplaces.
3. The workplace advisors are qualified in accordance with the controlled standard.
4. The supervision of supervisors meets the quality needed and necessary to the students and workplaces.

5. The supervisors examine the model of presenting reports and give advice to students.

6. During the last week of work experience, supervisors attend the seminar of students’ work along with job advisors and workplace administrators and evaluate students’ work together with giving suggestions.

7. During semi-work experience, supervisors attend meeting when students report the programs of work or projects together with job advisors and give suggestions.

Criteria

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<td>Fulfil the 1\textsuperscript{st} - 6\textsuperscript{th} items</td>
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Component 4: Result of Work Experience.

Indicator 4.1: Percentage of Projects/Work Experience that Workplaces Benefit.

Criteria

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<td>1 - 49%</td>
<td>50 - 59%</td>
<td>60 - 69%</td>
<td>70 - 79%</td>
<td>Be equal to or more than 80%</td>
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Indicator 4.2: Percentage of Students Offered Job at Workplaces in Case of Vacancy

Criteria

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<td>1 - 49%</td>
<td>50 - 59%</td>
<td>60 - 69%</td>
<td>70 - 79%</td>
<td>Be equal to or more than 80%</td>
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</table>
Component 5: Satisfaction of Personnel Concerned with International Cooperative Education.

Indicator 5.1: Level of Satisfaction of International Cooperative Education Students, Advisors and Supervisors.

There are 5 aspects of satisfaction as follows:

1. Satisfaction of International Cooperative Education curriculum.
2. Satisfaction of International Cooperative Education procedure.
4. Satisfaction of the development of professional skills and readiness for real work experience.
5. Satisfaction of creating opportunity to continue the cooperation between the institution and workplaces. In case that there are several times of evaluation in a year, the average score of satisfaction of each time will be used.

Criteria

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Chapter 6
Writing International Cooperative Education Report

Writing a report is a requirement in International Cooperative Education curriculum, aiming at practicing communication skills of the students and gathering information useful to the benefits of the workplaces. The students have to ask for advice from job advisors in order to determine suitable topics for the needs of workplaces. The examples of International Cooperative Education report are such as: interesting topics in the academic field, conclusions of information or statistical data, analysis and evaluation of statistical data.

In the situation that a report is not required by workplaces, the students have to consider topics of their interests and use them for reports, through consulting their job advisors. The examples of topics of students’ interest are such as: academic report, report of work experience or work plan, methods of work experience achieving students’ learning objectives, and students’ research. When the topics are set, students have to conduct draft reports according to the draft report form and have them approved by job advisors, and then submit to International Cooperative Education supervisors within the first two weeks of work experience.

6.1 International Cooperative Education Report Format

International Cooperative Education report is an academic report including report of work experience and research. The students have to write during work experience under the supervision of job advisors. International Cooperative Education report is written in good English with correct and complete content. International Cooperative Education report has systematic format including report of work experience and research. The report has the following contents:

6.1.1 Preface

A preface is the first part of the report content leading to the contents consisting of the following parts:

1) Outside Cover
2) Inside Cover
3) Letter
4) Acknowledgements
5) Abstracts in Thai and in English
6) Table of Contents
7) List of Tables
8) List of Figures
6.1.2 **Content:** Content is the most important part of the report including the following parts:

1) Introduction
2) Literature Review
3) Objectives
4) Results of Assignments or Projects
5) Conclusion of Work Experience or Projects

6.1.3 **End:** This part is the additional part to complete the report including the following parts:

1) References
2) Appendices

The content of International Cooperative Education reports may differ according to the type of work experience in each workplace. In order that all International Cooperative Education reports conform to the model and standard, the report format has to:

1) Be printed on 80 gram, A4, one side.
2) Be printed in TH SarabunPSK 16
3) Be printed vertically, however, pictures and tables may be printed horizontally.
4) The space of the margin of the paper is set as follows:
   - Upper margin 1.5” (3.81 centimeters)
   - Lower margin 1.0” (2.54 centimeters)
   - Left-hand margin 1.5” (3.81 centimeters)
   - Right-hand margin 1.0” (2.54 centimeters)

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6.2 **International Cooperative Education Report Content**

The International Cooperative Education project assigns the report content in terms of work experience as follows:

6.2.1 **Introduction:** Introduction includes detail about workplaces and work experience as follows:

1) Name and location of workplaces.
2) Characteristics of products or services of workplaces.
3) Models and administration of workplaces.
4) Positions and characteristics of work assigned.
5) Job advisors and their positions.
6) Duration of work experience.
6.2.2 Objectives: Objectives of International Cooperative Education work experience or projects are as follows:

1) Objectives or aims that students or job advisors agree upon on the due date by setting them according to priority.
2) Expected outcomes from work experience or projects benefitting students and workplaces.

6.2.3 Work experience or projects assigned includes the following items:

1) Detail of work experience through the steps of work or steps of projects.
2) Pictures, diagrams, tables along with explanation.
3) Instruments or tools if they are used in laboratory by students.

6.2.4 Conclusion of study or work experience

1) Necessary information/data for analysis.
2) Analysis and criticism of information/data, suggestions and solutions to the problems for future use.
3) Comparison of results and objectives or aims of work experience or projects stated in item 6.2.2 Concerning research, the research report includes as follows:

6.2.5 Preface

1. Outside Cover
2. Inside Cover
3. Acknowledgements
4. Abstracts in Thai and in English
5. Table of Contents
6. List of Tables
7. List of Figures

6.2.6 Chapter 1

1. Introduction
2. Objectives
3. Scope
4. Expected Outcomes

6.2.7 Chapter 2

1. Literature Review
2. Theory

6.2.8 Chapter 3 Methodology

6.2.9 Chapter 4 Results
6.2.10 Chapter 5 Conclusion and Discussion
6.2.11 References
6.2.12 Appendices

6.3 Format of writing International Cooperative Education report and research

In order that writing International Cooperative Education report is well arranged, International Cooperative Education sets a format of writing International Cooperative Education report as a guideline for writing International Cooperative Education report in the future.
APPENDICES
APPENDIX A

Forms of Writing Report in International Cooperative Education
A PROJECT SUBMITTED IN PARTIAL FULFILLMENT OF PERFORMANCE FOR INTERNATIONAL COOPERATIVE EDUCATION IN [NAME OF FIELD STUDY]
FACULTY OF [NAME OF FACULTY]
VALAYA ALONGKORN RAJABHAT UNIVERSITY
UNDER THE ROYAL PATRONAGE
[YEAR]
ACKNOWLEDGEMENTS

[Click and type here Enter]

[First Name Last Name]
ABSTRACT

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# CONTENTS

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INTRODUCTION

OBJECTIVES
1.
2.
3.
CHAPTER 2
LITERATURE REVIEW

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CHAPTER 3
METHODOLOGY

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CHAPTER 4

RESULTS

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CHAPTER 5
CONCLUSION AND DISCUSSION

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REFERENCES

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APPENDICES

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APPENDIX B

International Cooperative Education Form
# International Cooperative Education Form

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<td>International Cooperative Education Proposal Form</td>
<td>Workplace</td>
<td>At least 1 semester before work experience</td>
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<td>Supervisor</td>
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<td>Supervisor and Workplace</td>
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<td>Work Experience Job Description Form</td>
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<td>Finishing work experience (Confidential)</td>
</tr>
</tbody>
</table>
International Cooperative Education Application Form
International Cooperative Education, Valaya Alongkorn Rajabhat University
under the Royal Patronage, Pathum Thani Province

Name of Employer..................................................................................................................

Position Sought.................................................................Job number...........................................

Period of Work From...........................................................Until......................................................

Student Personal Data

Name & Surname (Mr./Miss) English...........................................................................................

Student Identification No..........................................................................................................

Curriculum.................................................................................Faculty..............................................

Year in Department..............................Name of Academic Advisor..........................................

GPA for most Recently Completed Semester Year .........................................................

GPAX for all Courses Completed to Date .......................................................

Identification Card No. □□□□□□□□□□□□□□□□□□□□□□

Authority........................................ Date of issue.......................... Date of expiry.................................

Race........................................Nationality................................Religion..............................................

Date of Birth.................................Place of Birth....................................................................

Age.................................. Sex.............................. Height..............................cm. Weight..............................kg.

Chronic Disease: Specify........................................................................................................

Address......................................................................................................................................
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Telephone No. ........................................ Mobile Phone No. .......................................................

Fax No. .............................................................E-mail.......................................................................
Permanent Address......................................................................................................................
..................................................................................................................................................
Telephone No. ................................Mobile Phone No. ..............................................................
Fax No. .................................................................

Emergency Case Contact to
Name & Surname..................................................Relationship..................................................
Occupation........................................... Place of Work..............................................................
Address........................................................................................................................................
Telephone No..............................Mobile Phone No..............................................................
Fax No. .................................................................

Family Details
Father’s Name............................................................................... Age.............................
Occupation..........................................................................................................................
Mother’s Name............................................................................... Age.............................
Occupation..........................................................................................................................
Address........................................................................................................................................
..................................................................................................................................................
..................................................................................................................................................
Telephone No..............................Mobile Phone No..............................................................
Fax No. .................................................................
No. of Relatives........................................ You are the..................................................... as follows:
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<tr>
<th>No.</th>
<th>Name &amp; Surname</th>
<th>Age</th>
<th>Occupation</th>
<th>Position</th>
<th>Address</th>
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**Educational Background**

<table>
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<tr>
<th>Level</th>
<th>(School / College / University)</th>
<th>(Year Attended)</th>
<th>(Year Graduated)</th>
<th>(Certificate)</th>
<th>(Major)</th>
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<td>(University)</td>
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</table>

**Previous Training**

Additional Pages are Attached

<table>
<thead>
<tr>
<th>Training Period</th>
<th>Organization / Address</th>
<th>Position / Topics / Job Title / Job Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>From</td>
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</table>
Career Objectives

Indicate your Career Objectives, Files of Interest and Job Preference

1. ......................................................................................................................................................
2. ......................................................................................................................................................
3. ......................................................................................................................................................
4. ......................................................................................................................................................

Student Activities

<table>
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<tr>
<th>Years</th>
<th>Position / Responsibility</th>
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<td>8.</td>
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</table>

Language Ability

<table>
<thead>
<tr>
<th>Language</th>
<th>Listening (Good) (Fair) (Poor)</th>
<th>Speaking (Good) (Fair) (Poor)</th>
<th>Writing (Good) (Fair) (Poor)</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
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<td>Japanese</td>
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<td>Chinese</td>
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<tr>
<td>Other</td>
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</tbody>
</table>

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

Date..............................................................................
Dear Dean,

The workplace / organization is interested in accepting International Cooperative Education for on-the-job training and propose the details needed for work experience as follows:

1. The information of workplace / organization

<table>
<thead>
<tr>
<th>Name of Workplace / Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name...............................................................Surname...............................................................</td>
</tr>
<tr>
<td>Address.................................................................Road.................................................................Soi.................................................................</td>
</tr>
<tr>
<td>Subdistrict............................................................District.................................................................</td>
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<tr>
<td>Province.................................................................Post Code.................................................................</td>
</tr>
<tr>
<td>Telephone Number....................................................Fax Number.................................................................</td>
</tr>
<tr>
<td>E-mail.............................................................................</td>
</tr>
<tr>
<td>Product / Characteristics of work................................Number of Employee.................................................................</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of Administrator of Workplace / Manager of the Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name...............................................................Surname...............................................................</td>
</tr>
<tr>
<td>Position........................................................................Department.................................................................</td>
</tr>
<tr>
<td>Personnel in charge of cooperation with VRU</td>
</tr>
<tr>
<td>[    ] Contact directly with manager / head of department</td>
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<td>[    ] Contact the person in charge.................................................................</td>
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<tr>
<td>Name...............................................................Surname...............................................................</td>
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<td>Position........................................................................Department.................................................................</td>
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<tr>
<td>Telephone.................................................................Fax Number.................................................................</td>
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<tr>
<td>Student Field of Study</td>
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<td><strong>Job Position</strong></td>
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<td><strong>Student Academic Ability or Skill</strong></td>
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<td><strong>Student Field of Study</strong></td>
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<td><strong>Student Academic Ability or Skill</strong></td>
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Student Field of Study..........................................................Number of job for students...........
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List of International Cooperative Education Students
International Cooperative Education, Valaya Alongkorn Rajabhat University
under the Royal Patronage, Pathum Thani Province

Dear Sir, ..........................................................

According to your International Cooperative Education Proposal Form that you offered jobs for student work experience in the position of ........................................................., International Cooperative Education office has processed the application and selection of students.

The students who will participate the work experience at your workplace are as follows:

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<th></th>
<th>Name</th>
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</tbody>
</table>

Student ID Number ...........................................
Curriculum ..................................................

Yours sincerely,

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

(Position) ..................................................

(Date) ......................................................
Dear Dean,

According to the Curriculum................................. Faculty of................................. has sent.............................International Cooperative Education students for work Experience, the International Cooperative Education office lists the name of student supervisors as follows:

1. .............................................................................................
2. .............................................................................................
3. .............................................................................................
4. .............................................................................................
5. .............................................................................................
6. .............................................................................................
7. .............................................................................................
8. .............................................................................................
9. .............................................................................................
10. .............................................................................................

Yours sincerely,

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

(.............................................)

Position........................................................................

Date........................................................................

List of Instructors
International Cooperative Education, Valaya Alongkorn Rajabhat University
under the Royal Patronage, Pathum Thani Province

VRU-ICo4
Work Experience Confirmation Form

International Cooperative Education, Valaya Alongkorn Rajabhat University
under the Royal Patronage, Pathum Thani Province

**Recommendation:** Please fill in the form to confirm the acceptance of International Cooperative Education students selected by International Cooperative Education office, Valaya Alongkorn Rajabhat University under the Royal Patronage, Pathum Thani Province

Name of Work place: ........................................................................................................

Name of Coordinator: ........................................................................................................

Position............................................................................................................................

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

**List of Students**

<table>
<thead>
<tr>
<th>Number</th>
<th>Name - Surname</th>
<th>Major</th>
<th>Remark</th>
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</thead>
<tbody>
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</tbody>
</table>

Please mark in the box in front of the item you need:

- [ ] Accept all International Cooperative Education students in the list proposed by Valaya Alongkorn Rajabhat University under the Royal Patronage, Pathum Thani Province
- [ ] Need any additional information (Please notify)..................................................
- [ ] Want International Cooperative Education office reply by telephone number..................................................

Please return VRU-ICo5 to International Cooperative Education Office

Fax number........................................within 1 week.

(Thank you for your cooperation.)
Student Confirmation Form
International Cooperative Education, Valaya Alongkorn Rajabhat University
under the Royal Patronage, Pathum Thani Province

Address.................................................................
Date............Month...............Year...........

I am (Mr/Miss,..........................................................date of birth is..............................,
age..........years old. At present I am a student majoring.................................................,
in the Faculty of.........................................................., Student I.D Number....................
agree to.........................................................in order to fulfill the work experience
at this workplace in the following conditions:

1. I am willing to follow all rules, regulations, terms and conditions of the
workplace that are assigned to all workers or officers of this workplace and to me as
a student on the work experience.

2. During work experience, if I have an accident or am sick according to the
work term in this workplace, I promise not to ask for any compensation and not to
file a lawsuit against..........................................................and/or the officers concerned in this
workplace in both civil case or criminal case, including using other law which can be
related for compensation.

I have read and understood the content stated above completely; therefore
this document and a copy of this document are signed by myself and each copy is
kept by the workplace and International Cooperative Education Office.

Signature.................................................. (Student)
Signature.................................................. (Authorized Officer)
Signature.................................................. (Witness)
Signature.................................................. (Witness)
Supervision of Work Term Form
International Cooperative Education, Valaya Alongkorn Rajabhat University
under the Royal Patronage, Pathum Thani Province

Name of Workplace........................................................................................................................................

Topics for supervision
1. Student duties and work plan during work experience
2. Student self-development
3. Topic of report, draft report
4. Opinions from workplace towards models and principles of International Cooperative Education
5. Problems during work term

Steps of supervision
1. Meeting each individual student on (date)................................. (time)................
2. Meeting individual job supervisor on (date)................................. (time)................
3. Visiting the workplace (at convenience).

The International Cooperative Education committee of Valaya Alongkorn Rajabhat University consists of:
1. Name........................................position.................................................
2. Name........................................position.................................................
3. Name........................................position.................................................

The workplace acknowledges the schedule of International Cooperative Education supervision on (date)...........................(time)................as stated above and would like to inform as follows:
( ) No objection, accept to meet the committee on the stated schedule.
( ) Not available on the stated schedule, the convenient schedule should be
   Date........................................................Time................................hours or
   Date........................................................Time................................hours

Your sincerely,

(Signature)........................................................................
........................................................................
Position........................................................................
Date........................................................................
Workplace Information Form
International Cooperative Education, Valaya Alongkorn Rajabhat University
under the Royal Patronage, Pathum Thani Province

(Informant: student)

Dear Sir, (ICooP Officer, Faculty......................................................Valaya Alongkorn Rajabhat University under the Royal Patronage, Pathum Thani Province

I am (Mr./Miss),............................................................student ID number..................

major........................................................................in the faculty of..............................................................

workplace’s name is,...........................................................................................................

I would like to inform the details of the workplace that cooperates with International Cooperative Education as follows:

Address.....................................................................Road.......................................................Soi..........................................

Subdistrict...............................................................District.........................................................

Province..........................................................................................Post Code..........................

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

The Map of the Location of workplace
(For the sake of mutual understanding please state the name of the roads and landmark nearby that are easy to understand.)

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

International Cooperative Education Student
Date.................................................................
Job Description, Job Position, Job Advisor Form

International Cooperative Education, Valaya Alongkorn Rajabhat University

under the Royal Patronage, Pathum Thani Province

(Informant: personnel manager or advisor)

Recommendation:

For the effectiveness and efficiency of the cooperation between International Cooperative Education and workplace, please ask for the cooperation from the personnel manager and job supervisor to give information for the job description, job position and job advisor form.

After that, please return this form to International Cooperative Education, Valaya Alongkorn Rajabhat University under the Royal Patronage, Pathum Thani Province.

Dear Dean of the Faculty

The details of job description, job position and job advisor are as follows:

<table>
<thead>
<tr>
<th>Name of workplace</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Please state the official name to be printed in the student’s transcript)</td>
</tr>
<tr>
<td>Address (To give to students)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Workplace Name</th>
<th>Road</th>
<th>Soi</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number</td>
<td>Subdistrict</td>
<td>District</td>
</tr>
<tr>
<td>Province</td>
<td>Post Code</td>
<td></td>
</tr>
<tr>
<td>Telephone Number</td>
<td>Fax Number</td>
<td></td>
</tr>
</tbody>
</table>

General Manager/Shop Manager/Cooperated Person

<table>
<thead>
<tr>
<th>Name of Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position</td>
</tr>
<tr>
<td>Telephone Number</td>
</tr>
</tbody>
</table>

In contacting with VRU, the workplace assigns the following way of communication:

( ) Direct contact with the manager.

( ) Contact with the authorized personnel:

Name - Surname

Position

Department

Telephone Number | Fax Number | E-mail
International Cooperative Education Work Plan

International Cooperative Education, Valaya Alongkorn Rajabhat University
under the Royal Patronage, Pathum Thani Province

(Informant: student and advisor)

Name of student..........................................................student ID number...........................................

Major..............................................................in the faculty of..........................................................

Work place....................................................................................................................................................

Information of Work Plan

<table>
<thead>
<tr>
<th>Topic of work</th>
<th>1st Month</th>
<th>2nd Month</th>
<th>3rd Month</th>
<th>4th Month</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

Signature.............................................(Student)  Signature ............................................(Advisor)

.............................................  .............................................

Date.............................................  Date.............................................

Please return this form to the International Cooperative Education supervisor within the second week of work experience.

Thank you for your cooperation.
Work experience Draft Report Form
International Cooperative Education, Valaya Alongkorn Rajabhat University
under the Royal Patronage, Pathum Thani Province

(Informant: student and job advisor)

Recommendation:

This report is a part of International Cooperative Education work experience. The objectives of this report are for students to practice communication skills and gather useful information for the workplace. The student has to ask for advice from the job advisor in order to determine a suitable topic for the need of the workplace. Examples of report are: a research, an academic report, a summary of data or statistical data with analysis and evaluation. The report can be conducted by one or more International Cooperative Education students.

In case that the report is not required by the workplace, the student has to choose a topic of one’s interest, and consult with the job advisor. Examples of report are: an academic report, a report of assignment or work plan, and a method of work procedure that reaches learning objectives. After the topic is determined, the student should do the work term report. Outline and consult it with the job advisor. after that the student has to submit this form to International Cooperative Education within the second week of work term.

International Cooperative Education Office, then, submits this form to ask for approval from the supervisor. The student will be informed within 2 weeks. After that the student should continue writing the report.

Name-Surname (Student)...................................................Student ID Number.................................
Major.................................................................Faculty of......................................................
Workplace........................................................................................................................................
Number.........................................................Road.........................................................Soi..........................
Subdistrict.........................................................District................................................................
Province..........................................................................................................................Post Code........................
Telephone Number..........................Fax Number...........................................................
The information of Work Experience

<table>
<thead>
<tr>
<th>1. Report Title <em>(can be adjusted later)</em></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>1. Detail of Report Content <em>(can be adjusted later)</em></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

Signature ........................................ (Student)  
(...............................)
Date.................................................

Signature ........................................ (Advisor)  
(...............................)
Position.............................................
Date.................................................
International Cooperative Education Supervision Report

International Cooperative Education, Valaya Alongkorn Rajabhat University

under the Royal Patronage, Pathum Thani Province

Name of Workplace

Number...........................................District...........................................Province......................................................

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

Name of Students in this Workplace
1. .......................................................... JOB NO........................... Major......................................................
2. .......................................................... JOB NO........................... Major......................................................
3. .......................................................... JOB NO........................... Major......................................................
4. .......................................................... JOB NO........................... Major......................................................
5. .......................................................... JOB NO........................... Major......................................................
6. .......................................................... JOB NO........................... Major......................................................

...........................................................................................................

(......................................................)

International Cooperative Education Supervisor

Date......................................................

Name of Co-supervisors
1. ........................................................................
2. ........................................................................
3. ........................................................................

Remark: Please indicate 5, 4, 3, 2, 1 according to your opinion.

The five-point rating scale:
5 refers to the highest level
4 refers to the high level
3 refers to the medium level
2 refers to the low level
1 refers to the lowest level
### Part 1: Workplace Evaluation

<table>
<thead>
<tr>
<th>Evaluation Topic</th>
<th>Level (1-5 or -)</th>
<th>Remark</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Understanding of the International Cooperative Education principles</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.1 Administrator and Personnel Manager</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.2 Job Advisor</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>2. Management and Support</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.1 Cooperation for student supervision within the workplace between personnel manager and job advisor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.2 Suggestion to students from personnel officers (orientation, suggestion about rules and regulations, leave taking and payment)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.3 Staff involvement in supporting student work experience</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>3. Quantity of student work experience</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.1 Quantity of student work experience</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>4. Quality of student work experience</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.1 Job description</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.2 Congruence of work with student’s field of study</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.3 Congruence of work with the workplace’s proposal</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.4 Congruence of work with the student’s interest</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.5 Suitability of the report topic for the student</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>5. Assignment and Supervision</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.1 Job advisor assigned to take care of the student</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.2 Knowledge and experience of job advisor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.3 Job advisor’s time given to student work experience</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.4 Job advisor’s time given to student report writing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.5 Job advisor’s interest in teaching and assigning work</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.6 Job advisor’s value in evaluating student work and job advisor’s report</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.7 Readiness of equipment that the student uses (when the student has temporary work)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.8 Management of work plan throughout work experience</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>6. Conclusion of the overall quality of the workplace for International Cooperative Education</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Past2: Student Evaluation (1 form for 1 student)

Student Name .................................................. Major .................................................................

Checklist: All documents that student have to submit to International Cooperative Education are:

☐ Details of accommodation during International Cooperative Education work experience

☐ Details of work, work position and advisor

☐ International Cooperative Education work plan

☐ Draft report of work experience

<table>
<thead>
<tr>
<th>Items</th>
<th>Level (1-5 or -)</th>
<th>Remark</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Self-development</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.1 Personality</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.2 Maturity</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.3 Adjustment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.4 Learning</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.5 Self-expression</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.6 Human relationship</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.7 Attitude</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Participation in work with workplace</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Behavior, ethics, moral and following rules and regulations of workplace such as leave taking, dressing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Basic knowledge necessary for the achievement of work</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Progress of work term report</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Student’s satisfaction towards:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.1 Work and workplace</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.2 Security of accommodation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.3 Safety of travelling to and from workplace</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.4 Suitability of payment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Conclusion of Student</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Recommendation:

........................................................................................................................................................................
........................................................................................................................................................................
........................................................................................................................................................................
International Cooperative Education Student Evaluation Form
International Cooperative Education, Valaya Alongkorn Rajabhat University
under the Royal Patronage, Pathum Thani Province

Recommendation:

1. The informant has to be the job advisor of International Cooperative Education student or other authorized personnel.
2. Please fill in all 18 items of evaluation for the sake of completeness of the evaluation.
3. Please mark in the box □ for each item, if there is no information, please mark (-). When necessary, please give comment on the student.
4. After finishing the evaluation, please put this document in an envelop, seal the envelop and stamp the word “Confidential”, then have the student submit it to International Cooperative Education Office as soon as the student reports to International Cooperative Education Office.

Work Term Information
Student Name………………………………………………….student ID …………………………………………..
Major……………………………………………………….Faculty………………………………………………………..
Work place……………………………………………………………………………………………………………………
Name of Job Advisor……………………………………………………………………………………………………
Position………………………………………………..Department……………………………………………………

Work Achievement

<table>
<thead>
<tr>
<th>Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Quantity of Work</td>
</tr>
<tr>
<td>The quantity of work achieved by the student within the given time as compared to other students.</td>
</tr>
<tr>
<td>2. Quality of Work</td>
</tr>
<tr>
<td>Completeness of work on the given time or before the given time, without any problems.</td>
</tr>
</tbody>
</table>
### Knowledge and Ability

<table>
<thead>
<tr>
<th>Items</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>3. Academic Ability</strong></td>
<td>10</td>
</tr>
<tr>
<td>Student has sufficient academic ability to achieve assignment (at the student’s level of ability).</td>
<td></td>
</tr>
<tr>
<td><strong>4. Ability to Learn and Apply Knowledge</strong></td>
<td>10</td>
</tr>
<tr>
<td>Student learns, understands the information, and learns how to work, including apply knowledge in work at speed.</td>
<td></td>
</tr>
<tr>
<td><strong>5. Practical Ability</strong></td>
<td>10</td>
</tr>
<tr>
<td>Student is able to work practically.</td>
<td></td>
</tr>
<tr>
<td><strong>6. Judgment and Decision Making</strong></td>
<td>10</td>
</tr>
<tr>
<td>Student makes good, correct and quick judgment in analyzing information or problems before making decision.</td>
<td></td>
</tr>
<tr>
<td><strong>7. Organization and Planning</strong></td>
<td>10</td>
</tr>
<tr>
<td><strong>8. Communication Skills</strong></td>
<td>10</td>
</tr>
<tr>
<td>- Student has ability in speaking, writing and presenting through good communication skills.</td>
<td></td>
</tr>
<tr>
<td>- Student can perform the presentation in sequence, ask questions, explain the work and problems.</td>
<td></td>
</tr>
<tr>
<td><strong>9. Foreign Language and Cultural Development</strong></td>
<td>10</td>
</tr>
<tr>
<td>Student has good ability in using foreign languages and learn to work with foreigners.</td>
<td></td>
</tr>
<tr>
<td><strong>10. Suitability for Job Position</strong></td>
<td>10</td>
</tr>
<tr>
<td>Student can develop oneself to perform according to job position and job description that the student is assigned. Also, the suitability of work for the student is evaluated.</td>
<td></td>
</tr>
</tbody>
</table>
Responsibility

<table>
<thead>
<tr>
<th>Items</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>11. Responsibility and Dependability</strong></td>
<td>10</td>
</tr>
<tr>
<td>Student achieves one’s work in accordance with the objectives and success of work. Student accepts the results of one’s work reasonably. As for routine work, student can do one’s work successfully, responsibly and with dependability.</td>
<td></td>
</tr>
<tr>
<td><strong>12. Interest in Work</strong></td>
<td>10</td>
</tr>
<tr>
<td>Student is interested and enthusiastic in working diligently without discouragement.</td>
<td></td>
</tr>
<tr>
<td><strong>13. Initiative of Self Starter</strong></td>
<td>10</td>
</tr>
<tr>
<td>When student is suggested how to work, one can start working immediately without waiting for order (routine work). In idle moments, student has to ask for a new task.</td>
<td></td>
</tr>
<tr>
<td><strong>14. Response to Supervision</strong></td>
<td>10</td>
</tr>
<tr>
<td>Student is willing to receive orders, suggestions and criticism without any objections. Student has to perform according to the orders quickly and adapt oneself to the suggestions, recommendation and criticism.</td>
<td></td>
</tr>
</tbody>
</table>

Personality

<table>
<thead>
<tr>
<th>Items</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>15. Personality</strong></td>
<td>10</td>
</tr>
<tr>
<td>Student has to have suitable behaviors, such as attitude, maturity, state of being humble, dressing, manner, punctuality and others.</td>
<td></td>
</tr>
<tr>
<td><strong>16. Interpersonal Skills</strong></td>
<td>10</td>
</tr>
<tr>
<td>Student has to be able to work with others, to work in the team work, to create good human relationship, to be nice to other officers and workers, and to cooperate with others.</td>
<td></td>
</tr>
</tbody>
</table>
**Items**

**17. Discipline and Adaptability to Formal Organization**
Student is interested in learning rules, regulations, and policy, in performing according to the rules and regulation willingly (attending and leaving work), and in following the safety rules of the workplace and quality control.  

**18. Ethics and Morality**
Student is honest, fair-minded, not selfish, generous and helpful.

<table>
<thead>
<tr>
<th>Strength</th>
<th>Improvement</th>
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</table>

**Please give comments on the student**

**Once this student graduates, will you be interested in offering him/her a job?**
( ) Yes ( ) Not sure ( ) No

**Other comments**

………………………………………………………………………………………………………………………………………………………
………………………………………………………………………………………………………………………………………………………
………………………………………………………………………………………………………………………………………………………

**Evaluator’s Signature**
(…………………………..……………….……..)
**Position**
………………………..……………….
**Date**
…………………………..………………….

**For Cooperative staff only**
Total marks of items 1-2=…….+1 =……..marks
Total marks of items 3-10 =…….+4 =……..marks
Total marks of items 11-14 =…….+2 =……..marks
Total marks of items 15-18 =…….+2 =……..marks
Total= ………….marks

**Remark:** This evaluation form has to be submitted within the due date, if this cannot be done, the student will not pass work experience.
International Cooperative Education Student Report

International Cooperative Education, Valaya Alongkorn Rajabhat University

under the Royal Patronage, Pathum Thani Province

Recommendation:

1. The informant has to be the job advisor of International Cooperative Education student or other authorized personnel.

2. Please fill in all 14 items of evaluation for the sake of completeness of the evaluation.

3. Please mark in the box ☐ for each item, if then is no information, please mark ( ). When necessary, please give comments on the student.

4. After finishing the evaluation, please put this document in an envelop, seal the envelop and stamp the word “Confidential”, then have the student submit it to International Cooperative Education as soon as the student reports to International Cooperative Education Office.

Work Term Information

Student Name........................................Student ID...........................................

Major........................................Faculty...........................................

Workplace........................................

Name of Job Advisor..................................................

Position........................................Department........................................
<table>
<thead>
<tr>
<th>หัวข้อประเมิน / Items</th>
<th>คะแนน</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Method of Education</td>
<td>10</td>
</tr>
<tr>
<td>2. Acknowledgement</td>
<td>5</td>
</tr>
<tr>
<td>3. Abstract</td>
<td>10</td>
</tr>
<tr>
<td>4. Table of Contents</td>
<td>5</td>
</tr>
<tr>
<td>5. Objectives</td>
<td>5</td>
</tr>
<tr>
<td>6. Result</td>
<td>10</td>
</tr>
<tr>
<td>7. Analysis</td>
<td>10</td>
</tr>
<tr>
<td>8. Conclusion</td>
<td>10</td>
</tr>
<tr>
<td>9. Comment</td>
<td>5</td>
</tr>
</tbody>
</table>
### Items

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>10.</td>
<td>Style of Writing and Expression of Meaning</td>
<td>10</td>
</tr>
<tr>
<td>11.</td>
<td>Spelling</td>
<td>5</td>
</tr>
<tr>
<td>12.</td>
<td>Format</td>
<td>5</td>
</tr>
<tr>
<td>13.</td>
<td>References</td>
<td>5</td>
</tr>
<tr>
<td>14.</td>
<td>Appendices</td>
<td>5</td>
</tr>
</tbody>
</table>

**Other comments**

…………………………………………………………………………………………………………………………………………………………

…………………………………………………………………………………………………………………………………………………………

Evaluator’s Signature……………………………………..

(........................................)  
Position........................................
Date........................................

For Cooperative staff only
From items 1-14 =.................marks  
Total=...............marks  
100

**Remark:** This evaluation form has to be submitted within the due date, if this cannot be done, the student will not pass work experience.
Informant: Student

Recommendation:

Student has to fill in Work Experience Report Confirmation Form before being interviewed, and submit it to International Cooperative Education supervisor to sign during the interview to confirm that the student has submitted this form. After finishing the interview, this form has to be submitted to International Cooperative Education faculty committee.

Dear Dean,

I 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Work Experience Job Description Form

International Cooperative Education, Valaya Alongkorn Rajabhat University
under the Royal Patronage, Pathum Thani Province

Informant: Student after finishing work experience

Recommendation:
International Cooperative Education Office needs information about work experience job description in order to make a book that summarizes student work term in each academic year. Please fill in the form neatly and submit it to International Cooperative Education office as soon as student reports to Valaya Alongkorn Rajabhat University.

Dear Dean,

I am .......................................................................................................................... (Student Name),
Student ID number ..........................................................................................
majoring ...................................................................................................................
in the faculty of ................................................................. . My workplace is ...............................................................
.................................................................................................................................

My position is ........................................................................................................ I would like to inform the details of work term job description as follows:

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<th>Job Description (Student has to ask for advice from International Cooperative Education supervisor before writing for academic correctness or to look for examples.)</th>
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Student’s Signature .................................................................
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International Cooperative Education Student
Date .................................................................................................................................

For International Cooperative Education staff only

.................................................................................................................................
Date .................................................................................................................................
คู่มือสหกิจศึกษา นานาชาติ

อัตลักษณ์
บันทัศน์จิตอาสา พระมหาแก่งศิลป์

เอกลักษณ์
เป็นสถาบันที่น้อมนำแนวทางการดำเนินธิวิดท์ตามหลักปรัชญาเศรษฐกิจพอเพียง
คู่มือสะท้อนถึงศึกษา
นานาชาติ

สำนักส่งเสริมวิชาการและงานทะเบียน
มหาวิทยาลัยราชภัฏยะลา

จังหวัดปุตราธานี