



Cooperative Education Handbook

Students and Cooperative Advisors



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Preface

Cooperative Education is one of the innovations that Suranaree University of Technology has incorporated as part of undergraduate curriculum. It is an educational system which systematically integrates classroom learning with practical experience in the real workplace. Students must work as full time employees for at least 16 weeks continuously. The heart of the cooperative Education is to develop the quality of the graduates according to academic and professional standards, as well as to meet the need of the labour market. It is also the preparation for the graduates to be ready to choose their careers and join in the working system right after their graduation.

This Cooperative Education Handbook for the workplace aims to be the guidelines in managing Cooperative Education. Necessary or relevant information and samples of co-op students' work are presented to be considered when undertaking project works or improving students' performances. Also some contents have been reviewed to benefit the administration of Cooperative Education.

The Center for Cooperative Education and Career Development, Suranaree University of Technology is very thankful for the workplaces, lecturers, Cooperative Advisors from Academic Schools and the Institutes, Cooperative students, and every SUT graduate in providing valuable information for this Cooperative Handbook for the workplace. However, if in some way, you find a flaw in the given information, the CCECD apologizes. Your comments and suggestions for future revision will be

The Center for Cooperative Education
and Career Development
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Unit 1

What is cooperative education?





The competition in the labor market nowadays is quite high. Workplaces want quality and creative graduates with skills in management, planning, problem solving, communication, and team work. Realizing the importance of improving the quality of graduates, Suranaree University of Technology (SUT) has initiated the Cooperative Education as Thailand's first since 1993 and the first batch of students went for cooperative education in the workplaces in the Academic Year 1995. SUT has developed a system in cooperative education to meet the needs of the labor market in the country. Nowadays, the said system has become the model of cooperative education in Thailand.

1.1 Rationale

Cooperative Education is one of the innovations that SUT has incorporated as part of the undergraduate curriculum. It is an educational system which systematically integrates classroom learning with practical experience in the real workplace. Students must work as full time employees for at least 16 weeks continuously in their field of study concentrating on work- based learning. SUT strongly recommends students to do projects that are beneficial to the workplace such as modifying or enhancing the efficiency development or solutions to the work process. Cooperative Education serves as a mechanism to promote the continuous academic cooperation between workplaces and the

university by focusing on cooperation from all parties involved to achieve maximum mutual benefits.

Cooperative Education students will work as temporary employees in the workplace. The real actions in the workplace are experiences that students cannot learn in the classroom. Co-op students develop their own thoughts, observations, decision analysis and evaluation of the system to prepare and present technical reports based on their experience that reflects a combination of theory and practice including a clear discovery of their future careers.

With education that perfectly combines both theory and practice, it results in a high demand of these qualified graduates. Cooperative Education is a process to coordinate closely with the workplace. This leads to curriculum development or improvement to meet the need of the labor market. In the same way the workplace can give the students a job throughout the year. Maximum benefits will be achieved by all parties concerned.

1.2 Objectives

1.1.1 To enhance the students' professional experience and self-development in a more effective approach than general practicum.

1.1.2 To provide both public and private companies an opportunity to participate in developing the quality of graduates.

1.1.3 To encourage the curriculum development in updating the teaching and learning process.

1.2.4 To promote and establish the relationship between the University and workplaces via the process of Cooperative Education.

1.3 SUT Cooperative Education Curriculum

To enhance the implementation of Cooperative Education, SUT uses the Trimester System for its educational management. One academic year consists of three trimesters. Each trimester consists of 13

weeks. One Cooperative Education term lasts 16 weeks - one regular trimester and 3 weeks before and after the end of that particular trimester.

The main features of Cooperative Education curriculum are the following:

1.3.1 Cooperative Education is a mandatory course for all students from every academic school except School of Medicine and School of Nursing. To be eligible for the co-op program, students must meet the qualifications according to the Regulations for Cooperation Education, Suranaree University of Technology, B.E. 2554 (2011).

1.3.2 The management of Cooperative Education Practicum. The co-op work term is scheduled in Trimesters 1 and 2 of the 4th year in which each Academic School has already specified in the study plan.

1.3.3 Number of Cooperative Education work terms. Students must work in the workplace for at least one trimester, but not more than three.

1.3.4 Duration of Co-op work term. Students must work full time in the workplace for at least 16 continuous weeks.

1.3.5 Student preparation for the workplace. In the trimester prior to the co-op work term, a pre-co-op training is organized on varieties of topics in order to prepare students before working in the workplace.

1.3.6 Number of credits for Cooperative Education. For students with identification code not over 53, the Pre-co-op course is 1 credit and the Cooperative Education course is 5 credits. For those with ID code 54 up, the Pre-co-op course is 1 credit and the Cooperative Education course is 8 credits.

1.4 Students' Benefits from the Workplace

1.4.1 Gain practical experience in the students' field of studies in addition to classroom learning.

1.4.2 Increase the relevance of learning, self- development, interpersonal skills, responsibility, and self-confidence which are desirable dispositions that meet workplace expectations.

1.4.3 Become better learners and earn good grades after the co-op practicum due to a better understanding of the contents resulted from authentic experience in the workplace.

1.4.4 Acquire communication skills

1.4.5 Earn an income

1.4.6 Make right choices about future career as one's own capability is more realized

1.4.7 Become graduates with higher potential and a better chance of being offered a job before graduation.

1.5 Responsible Departments and Personnel

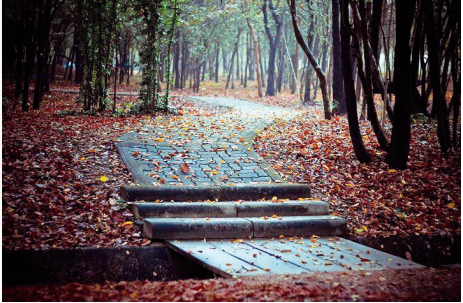
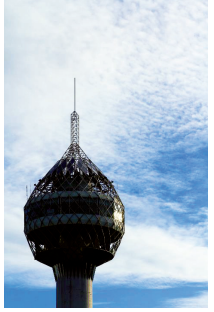
The Center for Cooperative Education and Career Development (CCECD) is responsible for preparing students, doing job search and job placements, coordinating among students, cooperative advisors and the workplaces participating the Cooperative Education Program. Supportive activities are also created to enhance career development. Suggestions or advice on job application, how to choose the workplace, and other matters related to Cooperative Education are contributed.

The Cooperative Education is managed by the following personnel.

1.5.1 Cooperative Advisors. They are lecturers of the Academic Schools that have co-op students.

1.5.2 Chief Cooperative Advisor. He/she is either a Cooperative Advisor or Chair of an Academic School. However, it could be anyone in the Academic School appointed by the Rector of SUT.

1.5.3 Cooperative Coordinators. They are co-op officials responsible for coordinating and assisting the workplaces, lecturers, and students closely concerning Cooperative Education.



Cooperative Education Handbook

Students and Cooperative Advisors



Roles and Duties of Co-op Students and Cooperative Advisors



2.1 Roles and Duties of Co-op Students

2.1.1 Must attend the orientation and pass pre-co-op courses as specified by CCECD.

2.1.2 Be attentive to news and information on job search and always keep in contact with co-op officials.

2.1.3 Practice and keep improving the academic knowledge including computer and language skills before joining the co-op work term.

2.1.4 Perform the tasks assigned by job supervisors attentively and with commitment.

2.1.5 Observe the rules and regulations of the workplace strictly. Do not take unnecessary leave of absence.

2.1.6 Avoid having quarrels at the workplace in all circumstances.

2.1.7 Send the specific documents, news and information regarding co-op practicum throughout the work term.

2.1.8 If problems concerning co-op practicum occur, contact the Cooperative Advisors or the Cooperative Officer immediately.



2.2 Roles and Duties of Cooperative Advisors

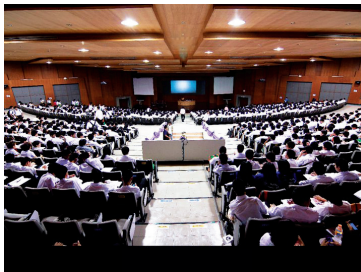
2.2.1 Cooperative Advisors

Cooperative Advisors advise students on Cooperative Education courses, check the students' performance progress, supervise them at the workplace for at least 1 visit, participate in the activities the Center organizes and also evaluate the cooperative courses.

2.2.2 Chief Cooperative Advisors

The Chief Cooperative Advisors' duties are as follows:

- 1) Provide advice and suggestions in searching for qualified jobs
- 2) Approve the quality of jobs proposed by the workplaces
- 3) Advise students on the registration of cooperative education courses and the co-op activities.



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Students and Cooperative Advisors



Unit 3

The Application Process for Co-op Practicum



3.1 How to apply for Co-op practicum

Students can process the application online through the CCECD website by providing the necessary information: the trimester for the practicum, name of the workplace, aspects of the job, and the expected areas or workplace location. Students can also download an application form at <http://coop.sut.ac.th> during their 3rd year. The practicum trimester is allowed to be changed until the first week of the trimester prior to the actual practicum trimester. This is to facilitate the job search to meet the needs of each student.

Co-op Students' Qualifications:

- 1) Pass the pre-co-op courses.
- 2) Maintain a cumulative grade point average (CGPA) of least 2.00 at the end of the trimester prior to co-op application
- 3) Complete the academic conditions required by the relevant Academic School. The required courses of each Academic School can be obtained from CCECD website: <http://coop.sut.ac.th>
- 4) Haven't been suspended from studies during the co-op trimester.
- 5) Haven't been penalized for misconduct leading to suspension from studies except for receiving approval from the Academic School and a written guarantee of behaviors from the guardians.

6) Don't have any disease or illness that could interfere with the job at the workplace.

The Cooperative Practicum trimester should follow the plan issued by the relevant Academic School. **Students should graduate in the last trimester at the University.** Participating in co-op work term provides an opportunity for students to discover themselves and realize what additional skills are necessary for their future career. It helps students acquire the skills they lack and foster the ones they have. Consequently, the co-op work term must not be scheduled in the last trimester except for some exceptional circumstances.

3.2 Student Preparation for Co-op practicum

CCECD organizes a seminar and workshop for students on pre-cooperative courses continuously for a duration of 1 trimester prior to the Co-op work term. Students can take the following pre-co-op courses:

Institute of Social Technology

204490 Information Technology

205391 Management Technology (For student ID's B47-B52 only)

Institute of Agricultural Technology

302490 Corp Production Technology

303490 Animal Production Technology

315490 Food Technology (For student ID's B50 etc.....)

Institute of Engineering

421490 Agricultural and Food Engineering

422490 Transportation Engineering

423490 Computer engineering

424490 Chemical Engineering

425490 Mechanical Engineering

426490 Ceramic Engineering
427490 Telecommunication
428490 Polymer Engineering
429490 Electrical Engineering
430490 Civil Engineering
431490 Metallurgical Engineering
432490 Environmental Engineering
433490 Industrial Engineering
434490 Geotechnology
435490 Production Engineering
436490 Automotive Engineering
437490 Aeronautical Engineering
438490 Electronic Engineering

Institute of Medicine

617490 Environmental Health
618490 Occupational Health and Safety

Institute of Science

114490 Sports Science

The Seminars and training for co-op students in the pre-co-op courses contain the following topics:

- 1) Job and workplace selections
- 2) Job application letter and job application form
- 3) Writing resumes
- 4) Preparing for job interviews
- 5) Communication skills Development
- 6) Personality Development
- 7) Writing reports and project presentation
- 8) Occupational Health and Safety in the workplace
- 9) Developing human relationship in the workplace
- 10) Planning for work
- 11) Work quality administration
- 12) Corporate culture

Students must enroll in pre-co-op courses in the trimester prior to the co-op work term. For some exceptional circumstances, a petition must be submitted to the Dean for approval. The petition form can be downloaded from the website: <http://coop.sut.ac.th>

3.3 Cooperative Education Course Pre-registration

Students who plan to join the Cooperative Education practicum must register for the course according to the time specified in the co-op calendar of that particular trimester.

The registration can be processed through the registration system on CCECD website and pay the registration fee. Late registration will be fined.

3.4 Application for Cooperative Education jobs

Students can apply for jobs offered by the workplace online at <http://web.sut.th/coop/>. In the process of job application, students will be treated as real applicants applying for a job at a particular workplace. Steps of job application are as follows:

3.4.1 Students can apply for a job they are interested in one at a time by choosing the workplace announced by CCECD. If students are not recruited, they can start another application until a job placement is offered.

3.4.2 The workplace may recruit students by considering either the application form only or giving an interview or both. After submitting an application form, students must check from time to time if there is an announcement for an interview. After the workplace has investigated the applications, the workplace will send the result of the

recruitment to CCECD. The names of the recruited students on the list are ranked according to the chosen order.

In choosing the workplace, students should mainly pay more attention to aspects of the job that is interesting and that matches their capacity rather than the remuneration or benefits that the workplace offers. Before making the decision to apply for the job, students should consult the co-op officials for more details of the positions as well as the workplace. Students can study some samples of application letters, application forms, and resume at <http://coop.sut.ac.th>

3.5 Announcement of Recruitment Result

The result of the recruitment will be announced online at <http://web.sut.ac.th/coop/>. If students are not recruited, they should contact the CCECD immediately to process the application again as soon as possible. After the recruitment result is announced online on the date specified on the Co-op calendar, all selected students must work at the chosen workplaces. Cancelling the job placements is strictly prohibited. If students have a problem in planning that might interfere with the co-op practicum of the next trimester, they should meet the Co-op official for further advice.

3.6 Remuneration and Benefits

Co-op students are usually given salaries. The wage rates are established by employers. In the case that remuneration is not provided, the employment offer could be accepted on the following conditions:

3.6.1 The job is related to students' professional fields.

3.6.2 Other benefits such as accommodations, food, transportation or others are provided

3.6.3 It is an individual student's needs with valid reasons. For example, the workplace is located in the student's hometown or the job offered is enhancing the student's professional development.

3.6.4 The Relevant Academic Schools must give the approval.

If the workplace provides accommodations for students, it is considered as a fringe benefit. If students find that the accommodation provided by the workplace is inconvenient, they might find one on their own. However, accommodation inconvenience cannot be taken as a solid reason for cancelling or changing employment placement. If the workplace does not provide accommodations, students should contact the personnel department for help in finding a suitable and safe living accommodation such as sharing it with the employees living in the area or in the place where the workplace's transportation is accessible.

3.7 Preparation for Cooperative Education Practicum at the workplace

Before leaving for the co-op work, students living in Suraniwate Dormitory need to collect and tidy their personal belongings as requested by the Office of the Dormitory.

Those who want to stay at the dormitory during the co-op practicum must reserve the dormitory on the time specified by the Office of the Dormitory. If students wish to stay at the dormitory after completing the co-op work term, reservation should also be made before starting the present co-op practicum.

Students must report for work on the specified date and time that CCECD used to notify the workplace in advance. Students should also contact the assigned workplace personnel in advance for the exact date, time, and venue to report for work. If an unexpected problem occurs and students fail to meet the scheduled time, they must notify the workplace by phone immediately. Please avoid

traveling to the workplace during holidays because it is inconvenient to contact the workplace and find accommodation. It is recommended that students should move in the accommodation before the first day of the co-op practicum.

During the co-op practicum, if students need to come back to the University for consultation, research, using the laboratory, or participating in University activities, they can stay at the University dormitories at the rate of 30 Baht /person/night. (The rate is subject to change depending on the announcement of the University). At Suraniwate Dormitory, the room can be reserved on every working day from 08:00-16:30 except for weekend and holidays. SUT Dormitory Reservation number is 0-4422-5126.

While students are working at the workplace, there will be job supervisors or mentors who will take care of them and give them suggestions. In order to build good relationships during the co-op training, students must be attentive, obedient, and respectful to the job supervisors.

3.8 Aspects of work and Co-op Practicum

3.8.1 Students work in the workplace as temporary employees in the positions which the Academic Schools agree and are appropriate to students' abilities as well as for their professional development such as assistant engineers, assistant agricultural academics, and assistant information technologists etc..

3.8.2 Workload and quality of work must be compatible to the students' abilities and related to their academic fields with the approval of the Chief Academic Advisor.

3.8.3 Students must strictly observe all of the rules and regulations of the workplace.

3.8.4 Suitable remuneration and benefits must be provided unless the relevant Academic Schools give the approval.

3.9 Activities during Co-op work

For a smooth coordination among co-op students and co-op officials, students are required to submit the necessary documents to the CCECD online at <http://web.sut.ac.th/coop>, by fax, or by mail within the specified duration as follows:

3.9.1 First week

Students must send a report to work form (FM: CO4-2-05) and inform of the accommodation and a form (FM: CO4-2-06) giving details of the job, position, job advisor, name of the workplace, address, information of the job supervisor, work position assigned to the students, and the fax number for contacting the students and job supervisors.

3.9.2 Second week

A work plan form (FM: CO4-2-07) with necessary details must be sent to the CCECD.

3.9.3 Third week

A report outline (FM: CO4-2-08) must be submitted. The Cooperative Advisors will examine and provide comments or suggestions. Students may start writing the report right away if the cooperative advisors do not notify them of any changes on the topics. However, additional suggestions might be provided during the cooperative advisors' workplace visit. In the case that a job supervisor is too busy to fill out all the forms for students, the students can talk or discuss it with the job supervisor for information. After that, the students have to complete the forms for the job supervisor. Then the completed forms are verified by job the supervisor with his/her signature. If these forms cannot be sent for whatever reasons, the students must notify CCECD immediately. Moreover, students should ask for a new map of the workplace if the one CCECD provides is not correct. If it cannot be provided, students should draw a map marking important routes and noticeable buildings where the workplaces are situated. This map must be delivered to CCEDC for co-operative advisors to use when visiting the workplace. It is also kept on CCEDC database for future use.

3.9.4 During co-op work

Students should keep a journal of their daily work and make a summary of the work performance each week to report to the job supervisor and to write an academic report. Students should be attentive, hardworking, and must strive to achieve the goal. If they do not understand the assigned task, they should ask for suggestions from the job supervisor. In addition, the result of the performance should also be reported to the job supervisor.

3.9.5 Academic Reports Submission

Students must submit the completed academic reports to the job supervisors at least 4 weeks before the co-op practicum ends. If the report needs to be revised, it must be done in accordance with the job supervisor's suggestions. The final complete copy must be submitted before leaving for the University.

3.10 Co-op work Supervision

Cooperative Advisors of the Academic Schools will supervise the students at the worksite at least once and the co-op official might join the trip supervising students at the workplace.

3.10.1 Co-op work supervision objectives

- 1) To give morale support and encouragement to students working alone far from family and friends.
- 2) To monitor and follow up the students' co-op work performance according to the intended purpose of Cooperative Education
- 3) To assist the students in solving problems that may arise during their co-op in both academic and adjustment problems in an actual working condition.
- 4) To know and to exchange opinions about the concepts of students working in the Cooperative Education System including the exchange of academic progress among each other.

- 5) To evaluate the operation of the Cooperative Education and to collect some relevant information that can be useful for the University.

3.10.2. Steps of Supervision

- 1) The Co-op officials will coordinate with the Chief Cooperative Advisors of each Academic School to make a supervision plan for the whole trimester. The instructors of each Academic School together with the Co-op officials will plan the supervision schedule which is during week 5-12 of the co-op term. Students doing their Cooperative Education must be supervised at least once during the Co-op Practicum. It is also required that only 2 workplaces can be visited in a day unless they are very close to each other in which case supervision can be done in more than 2 workplaces a day. If it takes more than 6 hours round trip from NakhonRatchasima Province to the workplace, only one workplace visit is allowed.
- 2) The Co-op officials will coordinate with the workplaces in making an arrangement on the date and time for cooperative advisors to visit the students at the workplaces.
- 3) The Co-op officials will collect the students' profiles and details of the workplaces to be submitted to the cooperative advisors 7 working days prior to the workplace visit unless there is a change of the designated date and time of the supervision.
- 4) The Cooperative advisors supervise on appointments. The topics of the supervision are the following: check the students' quality of work and report the topics assigned by the workplace, monitor the performance and progress reports of the students, as well as counsel and help solve some problems that may arise in both academic and personal development of the students. If it is found that

the workplace does not understand the principles of Cooperative Education, please explain to them and notify CCECD of this problem right away.

- 5) Students should know the itinerary of the visits of their Co-op advisors from the CCECD website. If there is a change of the workplace, illness or emergency incident, they must report to CCECD or to their cooperative advisor immediately to make a new appointment.
- 6) During supervision, the cooperative advisors will meet with the co-op students and job supervisor separately at first. Then arrange a meeting with all of them to solve the problems. For each co-op supervision it should take not less than an hour. Whenever possible, the cooperative advisor may meet the manager/CEO of the workplace to exchange ideas and improve relationships with the university.
- 7) When the supervision is completed, the cooperative advisors will evaluate the quality of the workplace as well as the students by filling out the supervision form-(FM:C04-2-04) and return it to CCECD. Scores on students' evaluation will be one part of the evaluation of the students in cooperative education courses too.

3.11 Post-Co-op Activities

After the co-op practicum is completed, students will have to return to the University to participate in the post-activities as listed in the CCECD's calendar as following:

3.11.1 Students will be interviewed by the Chief Cooperative Advisor and the lecturers from relevant Academic Schools for any problems they might have. Consultations, suggestions and some concepts for self-development can be provided for students. At

this stage, the student must hand-in the academic report to the cooperative advisors. If the report needs to be revised, it must be completed according to the designated time frame.

3.11.2 Students are required to participate in the seminar for exchanging ideas and opinions, as well as sharing experiences from working in the workplace. The development of presentation skills which are the essence of the Cooperative Education are also focused in this seminar under the supervision of the Cooperative Advisors from the Academic Schools.

3.12 Evaluation

3.12.1 The evaluation of a pre-co-op course will be considered from the following criteria:

- 1) If students are absent from the pre-co-op classes or activities, they must make up for the missing classes completely or to the activities prior to the last day of the final examination of the trimester.
- 2) Students must pass the pre- co-op course with the total mark of not less than 80 % comprising from class attendance, application letters, and the final examination of the pre-co-op course. The letter grade system used is “S” (“Satisfactory- Pass) and “U” (Unsatisfactory – Fail).

3.12.2 The evaluation of co-op courses will be considered from the following criteria:

- 1) **Results of the evaluation of students’ work performance and academic report from job supervisor:** The evaluation of these components must not less than 50%. Therefore, on the last week of the co-op work, the job supervisors will evaluate the students’ work performance with the form FM:-CO4-2-O9 and the form FM: CO4-2-2O9 for an academic report required by the CCECD. Students are required

to return these two forms to CCECD immediately on the day they return to the University.

- 2) **Results of the students' work performance evaluation from cooperative advisors and the academic reports.:** For the academic report, the Chief Cooperative Advisor will coordinate with Cooperative Advisors of the relevant Academic Schools to evaluate them and give advice and suggestions to co-op students if the report needs to be improved or corrected according to the academic convention. The CCECD will then be notified of the evaluation results.
- 3) **Results of participating in the post-work interview and co-op seminar:** If students cannot participate in the post- co-op activities, they need to submit the petition asking for leave of absence and a make-up time to complete the missing activities (FM: CO4-1-2O). If students fail to do so, they will be reported to the Chief of the Cooperative Advisor to take the matter into consideration when evaluated with the co-op course.

The Chief Cooperative Advisor and cooperative advisor of each Academic School will all consider to assign letter grades "S" or "U" to students and with the endorsement of the Chair of the School, the grades are submitted to the Board of the Institute Committee for approval. Then the results of the evaluation are sent to CCECD within the designated time frame. If a student receives letter grade "U", he/she will have to repeat the registration for co-op practicum or ask for permission to enroll in the courses required by the relevant Academic School to substitute the co-op practicum which might prolong the graduation.

Co-op student's work profile in the workplace

Report to the Personnel Department or Department of Human resources at the Workplace.



Job supervisors together with the students establish an operation plan for the entire 16 weeks, specifying the topic of the project.



Cooperative Advisors from the Academic School supervise students at the workplace.



The workplace together with the Academic School might arrange a session for students to report their work progress.



Students submit the drafts of the reports to the job supervisor to examine and to direct the revision.



Students give presentations on their job performance at the meeting in the workplace.



Job supervisors evaluate students' work performance and academic reports.

- Note:
1. A job supervisor is the person assigned by the workplace to be responsible for the students' work performance. The job supervisor has a degree or experience related to students' professional fields.
 2. Duration of a normal trimester is 12 weeks. Duration of the co-op term is 16 weeks.

Post - Co-op Activities

(Duration of Activities is stipulated by CCECD)

Students receive a post-work interview, hand-in an academic report, and attend a seminar to exchange experience with lecturers and students who work in various workplaces. Jobsupervisors join in planning for aspects fo work or the project



Students are evaluated by the relevant Academic Schools with “S” or “U”



Students who pass the Cooperative Education practicum receive a Certificate of Achievement from the Industrial Council of Thailand.

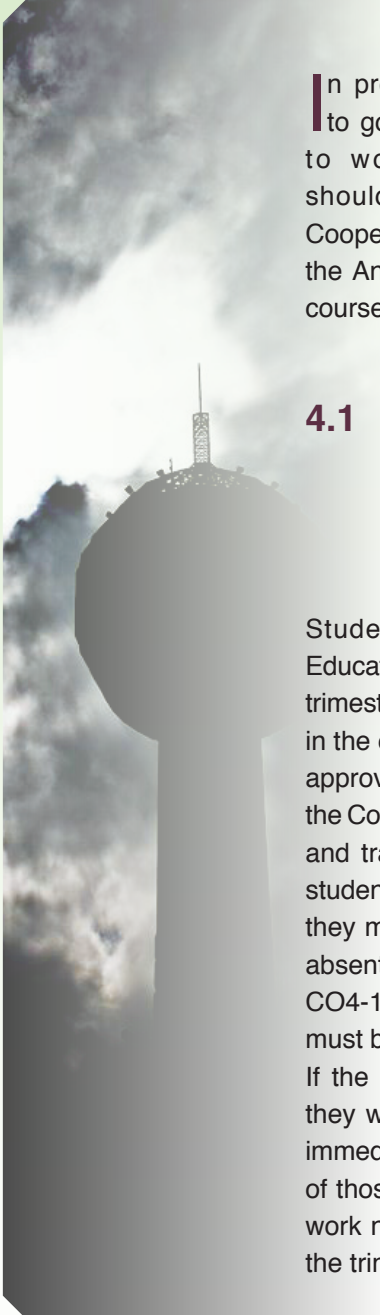




Unit 4

Guidelines for Cooperative Education Students





In preparing for the students' co-op work to go smoothly and for them to be eligible to work in the workplace, students should strictly follow the Regulations for Cooperative Education B.E. 2011 as well as the Announcement of SUT on the pre-co-op courses and work performance.

4.1 Cooperative Education preparation course and compulsory training in preparing for Co-op work

Students must enroll in the Cooperative Education Preparation Course in the immediate trimester just before the co-op work term except in the case of absolute necessity and with the approval of the Dean. All students must take the Cooperative Education Preparation Course and training courses required by CCECD. If students cannot participate in certain activities, they must ask for a petition in advance to be absent from the activity and to make it up (FM: CO4-1-20). The educational video and report must be accomplished as compensation later. If the students cannot complete the course, they will be disqualified to go for co-op work immediately. CCECD will announce the names of those who are eligible to go for their co-op work not later than 1 week before the end of the trimester.

4.2 Cancellation, Resignation, and Request to Postpone the Co-op Work term

4.2.1 Before the result of co-op work placement is announced, students who have applied for the co-op work placement can cancel or postpone it, only on the condition that they have valid reasons by submitting a petition form (FM: CO-4-04) to the Dean for approval prior to the announcement of the recruitment result for the co-op work employment.

4.2.2 Once the result of co-op work placement has been announced, every co-op student must go to work at the workplace. Resignation and postponement are not allowed except for illness in which a medical certificate and a petition form (FM: CO-4-04) must be submitted for the Dean's approval.

4.2.3 Once Co-op students have already been working at the workplace, they cannot resign or postpone the job except only for illness or in emergency, and with the approval of the Chief Cooperative Advisor and Director of CCECD.

4.3 Petition Submission

The approved petitions take effect on the day the CCECD is notified of the result, not the day when students submit the petitions.

4.4 Graduation Date

4.4.1 The graduation date of co-op students complies with the Academic Regulations for the Undergraduate studies, Suranaree University of Technology.

4.4.2 For a student whose co-op work term is scheduled in the final academic trimester, the graduation date will be the day in which the complete report is submitted and evaluated with a passing grade.

4.5 Guidelines for Co-op students during co-op employment.

4.5.1 Working hours

Students are full time employees. They must comply with the working hours specified by the work place and observe the rules and regulations strictly.

4.5.2 Dress Code

During the co-op employment, students must wear their University uniform or as required by the workplace.

4.5.3 Leave of Absence

1) In taking a leave of absence, students must adhere strictly to the rules and regulations of the workplace. Before taking a leave, students should be granted permission from the job supervisor first unless some extremely urgent circumstances occur. Then the job supervisors must be notified of the absence immediately.

2) Leave of Absence to participate in University's activities

An official letter from SUT will be sent to the workplace providing details of activities and asking for permission for individual students. Then the students must make-up their working time according to the time taken for the leave of absence which can be flexible depending on the consideration of the workplace but student must complete the co-op work experience of not less than 16 weeks. However, if the make-up time is beyond the last date of the work in each trimester, the workplace must inform the CCECD prior to the final date of the co-op employment.

4.6 Termination of Co-op students from co-op employment before the final date of co-op practicum

CCECD coordinates with the Schools and the workplaces regarding the termination of co-op students' work term before the last day of the co-op employment as specified. Termination may result from the following circumstances:

4.6.1 Co-op students commit an offence or are co-offenders which can be proven and undermines the reputation of the University.

4.6.2 The workplace requests for the termination of co-op students by submitting a written document to the University stating reasons and necessity for termination.

4.6.3 Co-op students are treated inappropriately by the workplaces which might lead to injuries or loss physically and mentally.


4.6.4 In some exceptional cases, the Chief Cooperative Advisor and the Director of the CCECD agree to terminate the co-op students' work term before the specified date.



Unit 5

Services Provided by the Center for Cooperative Education and Career Development (CCECD)





CCEED divided its tasks into four divisions according to priorities in order to effectively coordinate and facilitate all parties related to the operation of the university's cooperative education as follows:

5.1 The development of Cooperative Education.

The tasks are as follows:

5.1.1 The Cooperative Education's PR prepares for leaflets, posters, newsletters, co-op cards and annual souvenirs and customer relationship management.

5.1.2 Sourcing and Quality Development of Cooperative Education in accordance with the professional field of study such as job placement and follow-up from the workplace, monitoring the selection of workplaces to develop new quality workplaces.

5.1.3 Job matching between the student and the workplace under the supervision of the Institute.

5.1.4 Considering the application and advising the selection of workplaces for the students as well as the problems that arise in the workplace.

5.1.5 Cooperation development on Cooperative Education together with the Institutes in creating knowledge,

understanding in conducting cooperative education with various parties in the relevant departments within the university.

5.1.6 SUT Graduate Development Network is preparing for graduates information to provide quality work to the students with the participation of the alumni.

5.1.7 The Development Network of Cooperative Education provides a study trip to co-op students and shares their experiences with the higher education that organized cooperative education.

5.1.8 The International Cooperative Education creates a network with educational institutions and workplaces abroad to send students for their co-op work.

5.2 Career Development Division.

The tasks are as follows:

5.2.1 Prepare the students to work as coordinators in Cooperative Education Orientation Course for intermediate supervision and orientation for co-op.

5.2.2 Students' capabilities development like personality development, EQ test, media development to improve students' learning.

5.2.3 Prepare the students to work in the international cooperative education like writing their resume in English, English for Communication, knowledge of foreign cultures and traditions, and the necessary skills for living abroad.

5.2.4 Consulting, troubleshooting and monitoring the progress of the co-op students such as clinical professionals, troubleshooting the students during their co-op work with the development of cooperative education and progress report of activities during the students' co-op work.

5.2.5 Activities after returning from the workplace like interview events and co-op seminar as well as gathering data for evaluation for co-op students.

5.2.6 Continuous career development for graduates who got back from cooperative education like the analysis of working condition, SUT graduates labor market activities and tracking the SUT graduates employment.

5.3 Cooperative Education Information Technology Division.

The tasks are as follows:

5.3.1 Cooperative Education database application like establishing co-op students' database and database for faculty supervision, etc.

5.3.2 Co-op work online for co-op job announcement for workplace selection, sending documents online, co-op program evaluation and supervision, etc.

5.3.3 The CCECD websites such as Co-op public relations, Co-op forums, Job Center, providing forms and online questionnaires, etc.

5.4 General Administration Division.

The tasks are as follows:

5.4.1 Systematize office documents such as the preparation documents for the students, faculty and workplace supervisors.

5.4.2 Co-op students' registration for surveying and estimating the number of students who got accepted and signing the petition as well as the certificates and cards.

5.4.3 Coordination and supervision of cooperative education such as appointments and facilitating travel and travel authorization for faculty supervision.

5.4.4 The CCECD office includes the archives, supplies, planning and budget committee regularly for the CCECD.

Students can learn or find out more about Cooperative Education at:

The Center for Cooperative Education and Career Development,
Building B 2 Suranaree University of Technology, 111 Mahawithhayalai
Road, Muang, Nakhon Ratchasima 30000

Tel. 0-4422-3046-8, 0-4422-3051-2

Fax. 0-4422-3053 ext. 800.

E-mail: coop@sut.ac.th or <http://coop.sut.ac.th>

Cooperative Education Development of Division at

Tel. 0-4422-3051. Fax. 0-4422-3053 ext. 800

Career Development Division

Tel. 0-4422-3047. Fax. 0-4422-3053 ext. 800

Cooperative Education Information Division

Tel. 0-4422-3098. Fax. 0-4422-3053 ext. 800

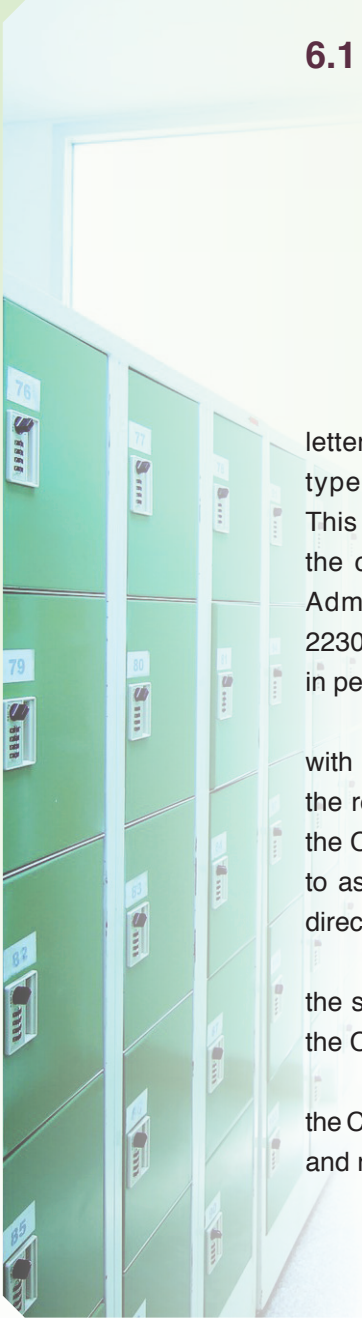
General Administration Division.

- Supervision of Cooperative Education at
Tel. 0-4422-3048. Fax. 0-4422-3053 ext. 800
- Registration for Cooperative Education Student
Tel. 0-4422-3055. Fax. 0-4422-3053 ext. 800



Services provided by the Center for Scientific and Technological Equipment of SUT (CSTE)





6.1 If the co-op student needs to use the services from the CSTE of SUT for their job during co-opemployment, he must follow the following conditions and procedures.

6.1.1 The workplace sends a request letter to the Director of CCECD stating the types and duration of services needed. This contact can be done via telephone to the co-op officer in the Division of General Administration (Tel. 044-223048-9, 044-223055). It is unnecessary to make contact in person.

6.1.2 Once the CCECD coordinates with the CSTE and cooperative advisor and the request is approved (within 3 weekdays), the CCECD will inform the workplace in order to assign relevant students to contact CSTE directly.

6.1.3 The workplace is responsible for the service expenses at the rate specified by the CSTE.

6.1.4 The request for the services from the CSTE must not affect the teaching, learning, and research in SUT.

6.2 Co-op students must study the equipment manual before using it and return it in good condition. If the borrowed equipment is damaged or lost, the borrower must have it fixed to be in its original condition or replace it with the same type, size, aspect, and quality or higher, or pay in cash determined by the University. Regulations for borrowing equipment for cooperative work are as follow:

6.2.1 To borrow hardware equipment, the form must be submitted at least 3 working days in advance.

6.2.2 The CSTE reserves the right in borrowing equipment that each borrowing period is not more than 3 months from the day the approval is granted. For the beginning, the duration of borrowing is considered by the person taking care of the hardware equipment.

6.2.3 If the borrowing duration is more than three months, the borrower must return the equipment to the CSTE's officer to check its conditions and the borrower needs to submit the intention of borrowing again.

6.2.4 If there are people wanting to borrow the equipment at the same time, CSTE will use the "first come first serve" policy.

6.2.5 If a borrower doesn't return the borrowed equipment at the due date, CSTE will deter the right to borrow for 1 year from the day CSTE notifies the borrower of the due date unless there are valid reasons for it.

6.2.6 Only the administrative personnel of the company is entitled to borrow the equipment.

6.2.7 The authorized borrower must present his/her identification card or other cards bearing the identification of the holder.

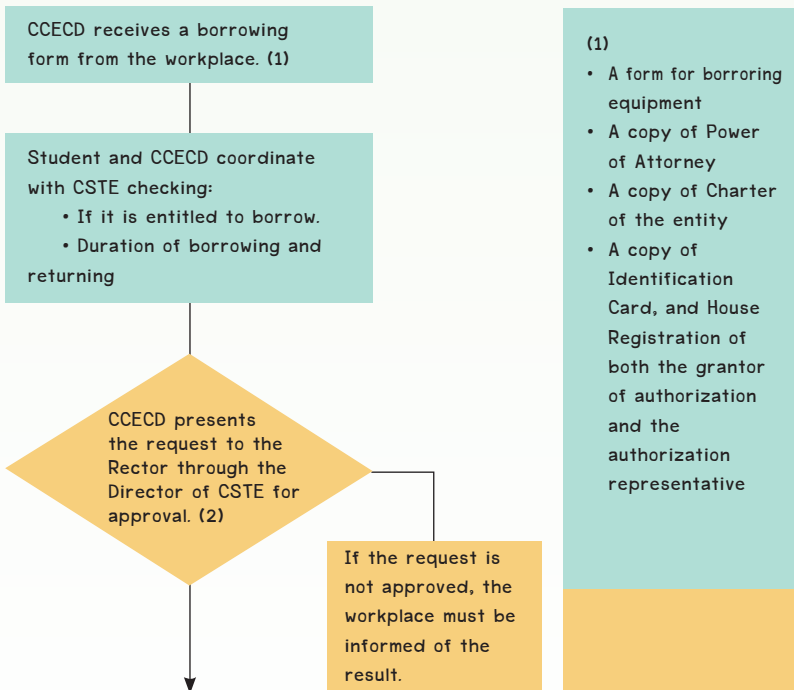
6.2.8 Borrowing equipment is allowed for co-op practicum of SUT only.

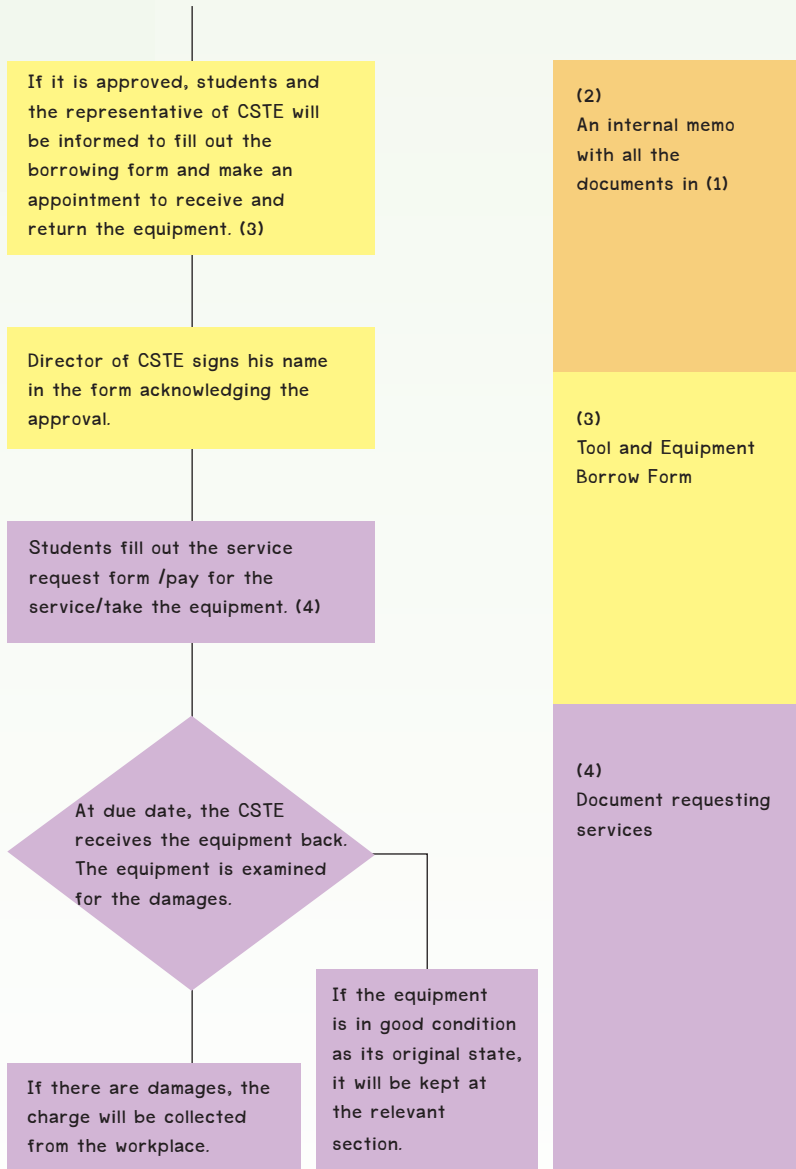
6.2.9 If the borrowing does not comply with criteria in 6.2.1- 6.2.8, the Rector of SUT will consider it on a case to case basis.

Additional details on borrowing equipment can be viewed at <http://coop.sut.ac.th/index.php?sec=tool>

Borrowing Equipment from CSTE

Related Documents and Forms







Health and Accident Insurance for Cooperative Education Students



The University recognizes the importance of the students' health of the students, therefore establishing health and accident insurance for the benefit of all students. Thus,

1) Give protection to co-op students when there is an accident, death or loss of certain parts of the body including the permanent total disability, providing 24 hours a day coverage in and out of work hours including murder and attack in any place in the world.

2) The rate of coverage will be based on the insurance company that the university covered which may vary each year after knowing the rates at the Medical Center and public health at SUT, telephone number 0-4422-3600.

7.1 The maximum amount for medical expenses due to accident is 3,000 Baht (out-patient)

7.2 Medical care in the hospital (in-patient)

7.2.1 For room and meals for a maximum of 35 days, for 500 Thai Baht (THB) each day. For not more than 7 days in ICU, 1,000 THB per day.

7.2.2 Hospital Service Charge (including nursing and a roundtrip ambulance service for not more than 2 times), 10,000 THB

7.2.3 The surgeon (fees paid per surgery), 16,000 THB

7.2.4 Doctor's hospital visits for a maximum of 35 days at 400 THB

7.2.5 Medical specialist 2,000 THB

7.3 Life insurance group

All cases and all causes of death	50,000 THB
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Death caused by accident	70,000 THB
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Death from public accident	90,000 THB
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Note: Information as of September 11, 2012 (The South-East Life Insurance Co. Life Protection from 1 October 2010 to 30 September 2012)

7.4 Claims

7.4.1 In-Patients

1) The hospitalization documents needed are:

- A summary page for the medical bills of the hospital and a signed copy of the document to prove its authenticity
- Receipts and signed copies to prove its authenticity
- Medical certificate (stating the date, time and place of the accident causing the injury) and a duly signed copy of the document

2) A copy of the student's bank account number and a duly signed certified copy

3) Request a claim form for hospitalization for the insurance company at the hospital or download forms from <http://web.sut.ac.th/dsa/activity/images/stories/>

news / aa.pdf and successfully complete it with the relevant information

- 4) After all documents are sent to medical records, the workplace medical center and the public health at SUT, the student will receive a refund within 30 days by checking the balance in their bank account number

7.4.2 Out-patients

- 1) The documents to be compiled are:
 - Receipts and authenticated copies which are duly signed
 - Medical certificate (stating the date, time and place of the accident causing the injury) and a duly signed copy of the document
- 2) A copy of the student's bank account number and a duly signed certified copy
- 3) Request a claim form for hospitalization for the insurance company at the hospital or download forms from <http://web.sut.ac.th/dsa/activity/images/stories/news/aa.pdf> and successfully complete it with the relevant information
- 4) After all documents are sent to medical records, the workplace medical center and the public health at SUT, the student will receive a refund within 30 days by checking the balance in their bank account number.

For more details, students can take a look at the medical center and public health website <http://medicine.sut.ac.th/medicine> or call 0-4422-3600.

When the student is sick or has an accident that needs to be treated for more than 1 day, please relay the information to the Center for Cooperative Education and Career Development by calling the emergency number 08-9537-4187.






Unit 8

Writing a Report for Cooperative Education





During the cooperative education in the workplace, students will be assigned to their tasks or projects according to their field of study. Such tasks or projects need to be beneficial to the workplace and can be applied to real situations. As a source of reference to the workplace, students must prepare a performance report for cooperative education. Under the supervision of the advisor, students are required to write a technical report during their coop work. Its purpose is to practice the students' communication skills and for the future benefits of the workplace. Students must obtain the advice of the workplace supervisors to report appropriately taking into account the needs of the workplace. The report may be made by one person or group depending on the size of the job or project and the discretion of the supervising faculty.

After the students have done their reports, they need to prepare a content outline, briefly stating the co-op work (performance) report (FM: CO4-2-08). This should firstly be approved by the workplace supervisor then submit it to CCECD within the first three weeks of the co-op work. The workplace needs to sign the consent to publish the report on the website <http://coop.sut.ac.th>.

8.1 Co-op Report Format

The student must observe good writing in the co-op report. Clarity of the report, accuracy and complete contents must be presented. Various themes and topics can be defined systematically, which must include:

8.1.1 Write an introduction of the contents before reporting. This is to easily access the contents of the report.

- Outside cover
- Inside Cover
- Letter to submit the report
- Acknowledgments
- Abstract either in Thai or English
- Table of Contents
- List of Figures, Graphs or Tables
- Images/Pictures

8.1.2 The plot or body of the report is the most important part of the co-op work report

- Introduction
- Review of the documents (if any)
- The purpose of the assigned co-op work or project
- Tasks performed on assigned co-op work or project
- Results of the study of the co-op work

8.1.3 At the end of the report is an additional element to make it perfect

- Bibliography or list of references
- Appendices (if any)

However, the body of the cooperative education report may vary according to the co-op work of each student. In each workplace and providing a report on cooperative education, there is a certain format and the same criterion that has been defined in preparing for the cooperative education report hereinafter.

- Printed on white paper size A4 80 grams.
As a standard, it can be printed on either a single page or two pages on 16- point font size.
- Write in a vertical form. If there is a picture or table, it can be done horizontally or as necessary for the data to be presented.
- Leave a 1.5 inch margin on the bottom edge, 1.0 inch on the left margin (1.2 inch left margin for stapling reports), 1.0 inch right margin.

8.2 Contents of the Cooperative Education Report

CCECD defines the content of the co-op report, thus:

8.2.1 Introduction. Contains information about the workplace and tasks assigned

- Name and address of the workplace
- Nature of the product/products or the core services of the workplace
- Style and administration of the workplace (if not confidential)
- The job position and nature of work assigned to students as their responsibilities
- Workplace/Staff supervisor and job position of the supervisor
- Work duration

8.2.2 The aim of co-op work (performance) task or project assigned included:

- The purpose or aim of the students or staff advisor is to complete it within its time frame by prioritizing the objectives and working on important things first.
- The expected outcome is derived from the co-op work (performance) or the projects assigned to the students both privately and with the consent of the workplace.

8.2.3 Co-op tasks of projects assigned include:

- The job description of the co-op student is to describe the coop work procedure on the tasks or projects as assigned.
- Display a chart or table requiring an explanation.
- Show the calculations or the source of mathematical symbols clearly, academically correct and easy to understand.
- If you are working on a laboratory experiment, execution tools used must be explained clearly.

8.2.4 Conclusions or result of the co-op work include:

- Collect and display information necessary for analysis
- Analyze and review the data with suggestions and ways to fix the problem or error occurred in the terms used in the emphasis of utilization in the future.
- Compare the results obtained with aim or purpose of the task or project as defined in Section 8.2.2.

In the event that the report contains varied confidential information, the students are asked to make two reports in which the first report is the real one for the workplace for further use. The other report has disclosed information for seminar presentation purposes only.

8.3 Bibliography of the list of references

Students can learn how to write the bibliography of reference list in thesis writing at Suranaree University of Technology from the SUT academic website <http://sut.ac.th/das/graduate/pdf/thesis1.pdf>

8.4 Example of a cooperative education report

To help the cooperative education students make their report smooth, CCECD presents an example of the co-op report. It can be useful for studying and as a guide in writing a report for co-op students. Students can learn more at the CCECD website.



Brain Strom

Cooperative Education Handbook

Students and Cooperative Advisors



Unit 9

Recommendations and solutions to problems related to cooperative education



9.1 Recommendations on cooperative education from Cooperative Advisors



Prof. Dr. Sarawut Sujitjorn

School of Electrical Engineering

Institute of Engineering

Director, Synchrotron Light Redearch

Institute (Public Organization) (Present)

In principles and concepts of cooperative education supervision, I want to see the actual assignments that are appropriate with the student. I would like to see the students who can advise or propose issues on new knowledge that are useful in the workplace. Prior to co-op supervising, I prepare myself by getting information about the student that I'm going to supervise, view the background of the student, nature of work at the workplace, mentoring information. In some places, I would like to see the company before going for supervision and if it is found the students perform poorly, being inconsistent with the course, I would ask the students' comments about the workplace; "How's the quality of the workplace where you're in? How's the job supervisor?"

If students answer negatively, I will talk to the job supervisor to modify the students' job. If it can be changed, the student can go on working in that workplace. If it can't be changed, the student must get a new job or return to CCECD to be able to urgently change the workplace if possible.

When students and workplace staff have certain conflicts, I would look at what is real and what reason caused the conflict. If the students have a problem, I will talk to them about the causes and the ways to improve themselves. I will provide the students a mentor and they can talk to the mentor first. If it doesn't resolve the problem, I will take care of it and report to the CCECD that I found the students' inefficiency in working. I will give them an opportunity to improve themselves first. If there's still no improvement and they will stay the same, I will inform the CCECD to get the student back and give such student a "U" co-op grade. If we speak about the role of the Cooperative Advisor, I hope to contribute to the mechanisms of cooperative education consulting industry within-depth industry research. Cooperative education can solve the problem for the industry in the future.



Assoc. Prof. Dr. Pongchan Na-Lampang
School of Animal Production Technology
Institute of Agricultural Technology

I understand that the principles and concepts of Cooperative Education has an important objective; visiting students along with the establishment, collecting some information that would be used when needed. The visitation to the students is to encourage them and to check on their living condition. It is also used to evaluate their performance by listening and helping the students find solutions to their problems as well as their work. The meeting at the workplace is to

develop cooperation and understanding with the principles of the workplace and practices of cooperative education, asking questions for problems that may arise and helping each other find solutions. The feedback from the workplace staff including various information related to Cooperative Education can be a topic of research to improve teaching and learning, the curriculum and other benefits as well. In supervision, we need to take into account the interest of the three parties like the students, academic institutions, and the workplace. Prior to supervising, we need to study both the workplace and the students' various information. Whatever is important in such workplace where I supervise such as type of business, the job given to the students, the past quality assessment of the workplace. History can be the source of cooperative education practices among other things and the students' various personal information such as their education and behavior. However, if during supervision, I would find that the students perform their jobs poorly, such case is inconsistent with the course. For example, in using the varied skills of the students, there must be a conversation to improve their skills. If the students lack the academic skills and knowledge, it is recommended that the problem be fixed in order to raise the work quality higher. If the personal behavior recommends counseling and give the students the opportunity to improve themselves appropriately. In the past, many students improved for the better. In the case of the workplace, there needs to be a discussion with some students in the academic field or together with the other co-op students in the workplace to find solution to the problem by coordinating with CCECD.

In case of conflicts between the co-op students and workplace staff, more inquiries from both parties must be done. Ask about the problem, what caused it, have you found a solution to it or at least lessen the problem? Teach the students to behave appropriately like being patient and know how to work as a team or with other people happily and efficiently. Make a compromise with the workplace staff advisor to lessen or stop the conflict. If unsuccessful, a negotiation with the management of the workplace must be done to solve the problems together.

If the student continues to work ineffectively or does not keep up with their job, inquiries must be done to know its cause by discussing how to use the training as a teacher and students including encouragement, suggestions on how to fix the problem. Sometimes, there is threat analysis to make the students aware of the needs and the benefits of hard work. In some cases, I could see that the work is inappropriate with the student's aptitude and no need for the student to continue doing such co-op work. They should negotiate with the workplace to change to a more appropriate job. To work as Cooperative Education Advisor, thinking such role deeply makes us understand that Cooperative Education supervision is very important. Cooperative Education is not a minor but the main task. The cooperative advisor must understand the principles and concepts of the procedure in academic supervising. So teachers need to be able to take care and track both the students and the workplace, supervise at the workplace for a maximum of more than once to be able to build a good and strong relationship with the workplace and the improvement of the acquired information as the pairing with the student and the workplace is considered as well as the students' preparation, etc.



Dr. Chatpet Yossapol
School of Environmental Engineering
Institute of Engineering

The principles and concepts of Cooperative Education Supervision are required to keep track of the students' performance benefits. The students with the skills can do more and apply their knowledge for the benefits of the collaboration of the 3 parties; the students, the workplace and the university (faculty).

Teachers should act as agents of the university, helping promote the various courses, providing university information to the workplace for additional knowledge. Prior to Cooperative Education Supervision, we need to study the kind of job that the student has and the nature of the business of such workplace then the student will be able to help. Thus, we must consider the ability and the aptitude of the students first. The workplace must provide students' orientation for them to know more information about the workplace, to discuss projects together and have interaction between students, workplace and faculty. Within 6 weeks, the student must report the progress. If problem is still present, talk directly to the workplace advisor to find solution to. If the students and workplace staff have some conflicts, we need to ask for more information and to listen to the students regarding the related issues that may arise, about their behavior. They must be rigorous and create awareness for the actual job. As the Cooperative Advisor prepares and understands the role of co-op advisor, emphasizing the tripartite giving benefits to the 3 parties: the workplace, students and academic institution. The faculty must be actively assisting the workplace, should have technical communication with the workplace, should promote university courses. The benefit of cooperative education is to create opportunities for the next generation of students by talking to a wide range of workplaces. If the workplace has other problems, if it's not in accordance with the courses that they take care of, they can recommend other fields and can also use it for research in the future.

9.2 Comments from the Human Resources Department in the workplace



Ms. Sunee Charoenpul
Manager, Human Resources
Management Chia Tai, Co., Ltd.

I think that university students can learn the academic contents by theory to serve as intellectual capital before entering the work life in the future. The only difference with working is the working knowledge that we get or the intellectual capital that is applied in practice including the need to adapt in the social life at work, unlike being in the university.

For the problems that often occur with cooperative education students, they can be divided into several points such as: 1) In fields that require experiences in cooperative study, there should be a foundation to work and practical knowledge coupled with lots of theories. The curriculum and skills training should focus more on cooperative education. 2) More improvement on the knowledge in English language in speaking, reading, writing (especially in the field of agriculture) because at present, English language is very important basis in all professions. 3) Cooperative Education students are required to work with various workplaces in operational provinces. The company will provide accommodation in the workplace as well as the security system. If you do co-op work in Bangkok or the Metropolitan Area, students find their own accommodation. So I want the students to be careful and have more wisdom to use in living because dangers can just occur unexpectedly. 4) Sometimes co-op students come from several disciplines or fields but not close to each other even when they are from the same academic institution. Sometimes

they have problems with each other that create division, affects their work performance, delayed work or problematic. Students should learn to adapt to the situation because the real problem is usually the adjustment. 5) Students lack the courage to ask their supervisors about the unknown. Their work is faulty. There are ways to keep the head up and the opportunity to talk and students must have the courage to speak up. They should not be embarrassed to ask questions.

When students come to the workplace, there are rules and regulations that they need to know and abide such as: 1) Maintain discipline and punctuality, especially important is the door that the student enters to adapt to working life. While studying, maybe the some students go to their classes late and they only received some warnings from their teacher. In working life, being late affects the performance and revenue. No one will give reminders like that of the university so the students should be responsible on their own. 2) Absence. Business leave, if reasonable, students have to notify the head of office for 2-3 days ahead. The head of office will arrange for somebody to replace for the job that the student is responsible for because the workflow needs to keep going. If sick, students can take a leave without giving notice. However, students need to phone the office to notify the workplace supervisor regarding the leave on the day of absence or within 1-2 days. 3) Dress Code. The dress should be appropriate and proper when working in the office. Students need to dress properly according to the rules and regulations of the university. If the workplace is a manufacturing (for fields like agriculture), students need to wear clothes that help them mobile like jeans, shirts, shoes, etc.

For the general staff in the workplace, they view the cooperative students as workers, not students or burden of responsibility. The workplace staff will treat the students as employees of the company. The company will provide knowledge from real experience to students available for actual implementation to provide students as much knowledge and understanding as possible. It includes overseeing the students' welfare during their co-op time

in the company because such student might become an employee of the company in the future. In the case when students have problems with their workplace, apart from the workplace advisor, then students can consult the individuals in the workplace or the neutral person who can give more information or knowledge to be able to understand any time. It includes the Consulting Coordinator between agencies and university students to provide efficient and effective cooperative study that is expected by the university, workplace and the students.



Ms. Supa Hariraksapitak
Senior HR Specialist
HGST (Thailand) Co., Ltd.

I really think that studying in the university can collect and accumulate knowledge that may not be practical in the real workplace. Working in co-op workplace can make us know which ones can actually be used or can be applied in real situations. Other skills are required to make work successful such as working as a team, solving immediate problems, decisions and presentations are problems that often occur with cooperative education students. As far as talking to students, it will be subject to adjustment in early stages and the problem with using English.

When students are in the workplace, there are rules and regulations that students should know and must abide strictly such as: Safety Regulations. The students will receive an orientation on the first day of work. Punctuality and regulations of the company which I think is fundamental discipline that students must follow. If in doubt you should ask those who have been assigned to the students. For the views of the employees in the workplace, the company has a cooperative student project to know and practice. Employees like the co-op students because of the enough time

given to see the knowledge, capabilities and skills of the students which they would probably do when they join us after graduation. When a student has a problem with the workplace in addition to staff advisor, students can consult other people in the department like department manager, Department of Human Resources which is responsible for cooperative education students together with the Human Resources Manager as well.



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Studying in the university helps gain knowledge-based theory that is important and necessary because such knowledge is the same knowledge used in the future. But the important thing is to know how to seek knowledge that will be used to search for new knowledge that could be used in the workplace. It adds practical skills to the knowledge learned to integrate new knowledge with maximum efficiency. It also requires social skills, human relations, responsibility and even more than studying in the university. The target indicators are clear. The common problems with cooperative students are the discipline to follow dress code, not coming to work on time, responsibility for the task assigned, following the discipline of the company framework. But the key is to communicate, understand and deal constructively together. Track the assigned task periodically. Students often lack confidence in their solution to build morale appreciation that some students can do. The problem mentor is an important part in building confidence. It is a matter of confidence that seems too high for some people until they will no longer listen to advice from mentors. The solution is to build understanding and monitoring the co-op work continuously.

The regulations used for students are the same rules for the employees, thus: 1) obey and follow orders that are approved by the supervisor 2) all employees must dress modestly 3) no truancy, absenteeism or stopping work without permission and must come on time 4) be careful not to damage or lost anything owned by the company 5) all employees are prohibited to commit sexual harassment.

On the staff perspective, they appreciate and honor the students as employees, to participate in meetings as well as comment on and present new ideas, trust and care for the younger co-op students especially SUT students. In building a distinction, students need to be hardworking, patient, disciplined and good manners that are acted out. In this section, SUT students have already achieved remarkable results in agencies and they accept more SUT co-op students to practice some more. In the case of students who have problems in all areas, they can consult the concerned party or go to training centers. Trainings are held every two weeks to monitor the operation as well as for various problems in the workplace.

9.3 FAQs about Cooperative Education

Question: What should I do to get ready for co-op?

Answer: You must meet the following requirements:

- Pass a pre- co-op course.
- Maintain cumulative G.P.A of at least 2.00 at the end of the trimester prior to co-op work term.
 - Complete the academic conditions required by the relevant Academic School
 - Not being suspended from the study program in the co-op trimester.
 - Have never been penalized for misconduct leading to suspension from the study program except receiving approval from the Academic School and a written guarantee of behaviors from the guardians.

- Doesn't have any disease or illness that could interfere the job in the workplace.

Moreover, you need to prepare yourself academically and develop the necessary working skills such as language and computer skills including improving your personality. In addition, you should plan what career you would like to pursue in the future and what types of workplaces or organizations offer job placements. This information helps make decision in choosing a co-op job.

Question: Which is more difficult, the real lifework or the co-op work? How are they different?

Answer: The co-op work term lasts only 16 weeks. Its complexity depends on various elements, for example; the nature of work, employer's expectations, your personality, knowledge, and abilities. If you encounter a problem or cannot perform the job as assigned, a job supervisor will give you some advice or suggestions. You can also consult your instructors in the Academic School. In fact, the employers generally understand that co-op students are young and inexperienced. Therefore, students are usually forgiven if they unfortunately make some mistakes that are not very serious. It is different from the real life working situation where employees must be matured, highly responsible, and knowledgeable in their fields. So a mistake is not allowed to occur. Even if it does occur, it must be minute. Inefficient employees have negative impacts on organizations and can cause unacceptable damages.

Question: Am I guaranteed a co-op job placement after submitting the job application?

Answer: Whether you will get a job or not depends on the consideration of the employers of the workplaces. If you are not recruited, you will have to try the other workplaces

until you succeed. However, the co-op official and your Academic School will give you advice to select appropriate workplaces as well as to prepare your application letter.

Question: Are all co-op students likely to get a co-op job placement?

Answer: Cooperative Education Program is mandatory for all SUT students. Therefore, the Academic Schools and the Co-op Office make every effort to find quality as well as qualified employment for all available co-op students each year. However, you must also try to improve your working skills needed to increase employability including writing application letters, job interviewing skills, and developing communication skills as well as pleasant personality.

Question: Can I find a co-op job on my own? Or do I only get a job placement in the company searched by the University?

Answer: No, you are not allowed to contact the workplace on your own because it might cause confusion. You are encouraged to apply for your co-op work at the companies which have been offering job placements for co-op students because CCECD is confident that these companies will treat the students according to the co-op principles. The CCECD has coordinated with the companies for students and informed them of the importance of the Cooperative Education practicum.

Nevertheless, you can recommend the company you are interested in to the CCECD within the designated time. The CCECD will then examine whether the company or the job matches your academic disciplines or not. Your Academic School must also approve of the job placement before you submit your job application.

Question: Can I accept a job offer then decline it later for the job offer in another workplace?

Answer: Once you have accepted a job offered from one workplace, you should not change it later to work for another workplace because the staff, budgeting, equipment, and the materials have already been prepared to support the co-op students' work. Consequently, the change of the workplace might affect the next co-op job placement. In addition, according to the announcement of Suranaree University of Technology entitled "Pre-Co-op and Cooperative Education Practicum", it states that if the result of the job placement is already announced, Co-op students must pursue their work at the companies that offered the placement. Resignation or postponement is not permitted except for illness and in such case a medical certificate together with a petition form (FM: C04-4-04) must be submitted to the Dean for approval.

Question: What should I do if I am placed in the company which does not seem to understand the principles of Cooperative Education?

Answer: It is true that a few workplaces still do not perceive the principles of the Cooperative Education, especially the workplaces that offer job placement for the first time. In fact, the co-op principles have already been explained to the companies both orally and in written form. However, the best person to inform them is you, the co-op student who is working with them. If it is beyond your ability to do well, contact the co-op official urgently so that he/she can work out with the workplace to assign some qualified work related to the syllabus and relevant to your ability and needs. In addition, you can inform your Cooperative Advisors of the problem during their site visits. That is one of the possible ways to solve the problem.

Question: What should I do if I am regularly assigned to do jobs like photo copying, and making coffee during the co-op job?

Answer: Photocopying and making coffee are undesirable jobs for co-op students. If these types of work are assigned to you on a regular basis during 16 weeks of the co-op work, you should appropriately display your potential by asking for other work or responsibilities related to your academic field that could be more practical and beneficial to the workplace. Moreover, the CCECD or your advisor should be informed of the problems so that they can discuss the matter with the employers. If the problem cannot be solved and the workplace does not realize the importance of this practical training, the CCECD will have to decide to change the workplace. However, these types of work do not demand lots of elaborated skills or abilities to perform the tasks. Therefore, if you offer assistance at your convenience, you will be highly appreciated.

Question: How should I deal with the following situations?
Job supervisors are not appointed and even if they are appointed, they are not frequently available to supervise the co-op students.

Answer:

- First, you should consult the Personnel Department or Human Resources of the company whose responsibility is to appoint job supervisors.
- Once you become familiar with the workplace, you can approach the experienced senior officials of the relevant disciplines to take this role. Then consult the Personnel Department and ask if they can be appointed.
- However, if you cannot handle the problems, contact the CCECD promptly for further assistance.
- If job supervisors are always engaged with something else or too busy to give consultation, try to contact them by sending a note or e-mail to make an appointment.

- When there is an opportunity to meet with them, you should ask if it is possible to set up a regular meeting for work assignment. The meeting with job supervisors should be at least half an hour per week.
- For each meeting, you should prepare topics to be discussed or to be consulted in order for the job supervisors to spend time productively.
By all means, if the problem still exists, the Personnel Department or the CCECD should be informed for further assistance.

Question: If on the day the Cooperative Advisor visit the workplace and I cannot meet with them because of a sudden change of the work station, illness or inevitable reasons, how should I take appropriate actions?

Answer: Actually Cooperative Advisor's visit have been scheduled in advance. You can check the schedules on the CCECD's website or by phone. If you are busy, changing the workstation and/or taking a sick leave, you must inform the job supervisors and the CCECD of such absence immediately so as to have the visit schedules readjusted. Regarding leave of absence, you must observe the rules and regulations of the workplace strictly.

Question: If I want to register for the graduation during the co-op work term, what should I do ?

Answer: Just follow the same procedure as the regular students do or non-co-op students by processing the information through the website of the Center for Educational Services (CES) but the graduation date for the co-op students whose co-op practicum is in the last trimester will be the date when they have submitted the complete academic reports and been evaluated with a passing grade.

Question: If I were evaluated with “Unsatisfactory” or “U” for my co-op practicum, would it be possible for me to apply for re-entry to the Co-op ?if “yes”, would any companies accept me since I was graded as “U” for my first co-op work term?

Answer:

- It depends on the reasons why a student receives unsatisfactory evaluation. It must be examined on a case by case basis.
- If you commit a serious misconduct, you will not be allowed to re-enter the co-op program but a co-op substitute course must be taken.
- Besides, the student committing misconduct will be penalized, as per normal practice for either a regular or co-op student.
- If the mistakes happened inadvertently, the co-op re-entry can be processed.

However, whether to get the placement or not depends on how well you present yourself in the interview during the process of job application.

Question: How can I apply for international co-op?

Answer: There are two approaches in applying for the international co-op.

- The first approach is to apply for the co-op work term in the universities or companies where SUT has had networks. In each trimester the CCECD will announce the international job placements offered by overseas networking organizations such as CIMO in Finland, Mie University in Japan among others

- The second approach is to inform the CCECD of the country you wish to have your co-op practicum. Then write an English application letter and leave it with the CCECD. Your application will be further processed for you by the CCECD.
- Interested students can attend an international co-op preparation organized by the CCECD every trimester. Please contact the Career Development Division or call 044-223047 or 044-223054

Question: Is it likely that I will get hired full-time upon graduation by the company I worked with during my co-op term?

Answer: Yes! If there is a vacancy at the time, if your qualifications meet the requirements, and if during the 16 weeks of co-op work term you have impressed your employer by working with full potentials and commitment to complete the assignments successfully. Consequently, the chance of being hired is definitely high.

Question: If I am ill and I need to be hospitalized during the co-op term, what procedure should I follow?

Answer: Firstly, notify the job supervisors or the workplace's Personnel Department. Then notify the Center or the instructors of relevant Schools and your parents. To reimburse your medical expenses, see the details described in 4.5 regarding co-op students' health and accident insurance.

