



# Co-op Program Assessment Form

Suranaree University of Technology

TERM			ID		

FM:CO4-2-04 Revise : 31/10/2008

## Section 1: General Information

Please fill in the information.

Name of Company: Mitrphol Group

1.1 Location: District - \_\_\_\_\_ 1.3 Province: Khon Kaen

1.4 Name of Cooperative Students Number of 2 Person (s)

1.4.1 MR.Prawit Pinhom Job No. 57-2-08-011 Major CHEM

1.4.2 Miss Duangsuree Maneemai Job No. 57-2-08-011 Major CHEM

1.4.3 \_\_\_\_\_ Job No. \_\_\_\_\_ Major \_\_\_\_\_

1.4.4 \_\_\_\_\_ Job No. \_\_\_\_\_ Major \_\_\_\_\_

1.4.5 \_\_\_\_\_ Job No. \_\_\_\_\_ Major \_\_\_\_\_

## Section 2: Services by Co-op Center

### Instruction

Please choose the answer which represents your level of satisfaction toward the services provided by Co-op Center and tick (✓) your answer in the table below.

- 5 = Strongly satisfied
- 4 = Very satisfied
- 3 = Moderately satisfied
- 2 = Less satisfied
- 1 = Least satisfied
- = Not Applicable /Don't know

Item	Level of Satisfaction						Remark
	5	4	3	2	1	-	
1. Organization and Coordination							
2. Map							
3. Student Information Profile							
4. SUT Vehicle Service (for those who using the service)							
- Driving Skill							
- Driver's Manner							
- Being Punctual							
5. Others							

Name of Colleagues

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

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

Signature.....

(\_\_\_\_\_)

Advisor

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

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## Section 3: Quality of the Workplace

### Instruction

Please choose the answer which represents your level of agreement with each of the following statements relating to the workplace and tick (✓) your answer in the table below.

5 = Mostly agree

4 = Very agree

3 = Moderately agree

2 = Less agree

1 = Least agree

- = Not Applicable /Do not know

Item	Level					
	5	4	3	2	1	-
<b>1. Understanding of Co-op Program</b>						
1.1 Executive understands the Co-op Program						
1.2 Personal Department understands the Co-op program						
1.3 Job Supervisor understands the Co-op program						
<b>2. Student's Job Description</b>						
2.1 Quantity of work is appropriate						
2.2 Job description is relevant to student's studying major.						
2.3 The workplace and the assigned job is safe.						
<b>3. The workplace's management and facilitation for co-op program.</b>						
3.1 The internal coordination between personal department and job supervisor is effective.						
3.2 The personal department provides orientation about the rules and regulation of the workplace.						
3.3 There is an assignment of a Job supervisor for the co-op student since the first week of co-op working period.						
3.4 The job supervisor is knowledgeable and has working experience consistent with the study major of the co-op student.						
3.5 Job supervisor is able to allocate adequate time in supervising students.						
3.6 Job Supervisor delegates job responsibility with explanation as well as providing coaching and advice to the student						
3.7 Overall work plan is conducted						
3.8 Company provides appropriate wages/allowances						
3.9 Company provides appropriate support services (i.e. accommodation, meals, transportation, etc.)						
3.10 Company provides appropriate equipments/tools etc.						
3.11 Company gives importance to the evaluation of student's performance and co-op report.						
<b>4. Overall quality of the company</b>						

Additional Comments:

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## Section 4: Overall advantages which advisors get from Follow up visit at the Workplace

### Instruction

Please choose the answer which represents your level of agreement with each of the following statements relating to the workplace and tick (✓) your answer in the table below.

5 = Mostly agree

4 = Very agree

3 = Moderately agree

2 = Less agree

1 = Least agree

- = Not Applicable /Do not know

Item	Level					
	5	4	3	2	1	-
1. Getting information for curriculum development						
2. Getting useful information for further academic cooperation between the university and the workplace						
3. Experienced gained from site visit is valuable for class teaching						

**Additional Comments:**

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## Section 5: Quality of Student

4.1 Student's name: Miss Ajchariya Suriyawong 4.2 Major CHEM

4.3 Returned Documents List 4.4 Job Reference No. 57-1-08-010

- Accommodation Report Form (FM:CO4-2-05)       Work Plan (FM:CO4-2-07)  
 Job Description, Position and Job Supervisor (FM:CO4-2-06)       Draft Project Plan (FM:CO4-2-08)

### Instruction

Please choose the answer which represents the level of agreement with each of the following attributes of the student and tick (✓) your answer in the table below.

- 5 = Mostly agree      4 = Very agree      3 = Moderately agree  
 2 = Less agree      1 = Least agree      - = Not Applicable /Do not know

Item	Level					
	5	4	3	2	1	-
<b>1. Job Responsibility</b>						
1.1 Being responsible to the assigned job						
1.2 Being enthusiasm about work						
1.3 Constant Improvement on job						
1.4 Maximize job quality at the given time						
1.5 Provide job progress report						
<b>2. Knowledge/Ability</b>						
2.1 Provide maximum knowledge and ability to work						
2.2 Able to apply knowledge						
2.3 Being skillful						
2.4 Planning ability and prioritization skill						
2.5 Take on new knowledge and interested in learning						
<b>3. Personal Quality</b>						
3.1 Complies with rules and regulation						
3.2 Being on time, never late and never take leave						
3.3 Being respectful to Job Supervisor						
3.4 Hard working and highly tolerance						
3.5 Values ethics, morality and confidentiality						
3.6 Demonstrate creativity						
3.7 Being confident (i.e. able to ask question and offer opinion)						
3.8 Pleasant Personality and behave appropriately (i.e. proper dressing, speaking politely and being mature)						
3.9 Being able to work as a team						
3.10 Good use of resources (i.e. assisting in energy saving and using of recycle material)						
<b>4. Overall quality</b>						

5. The job that the workplace assigned to Coop student

- Project                       Routine job                       Both project and routine job

6. If the job that the workplace assigned to Coop student is a project, is it possible to develop this project to be a research?

- The most possible     Very possible     Moderately possible     Less possible  
 The least possible

Additional Comments:

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