

Confidential

Questionnaire

(for students)

The CCECD is asking for the student's opinions to evaluate the performance and operations of the workplace for future use. The student's name and information will not be disclosed to anybody. Therefore, the CCECD is asking for your true and straightforward opinion. Please send this to the Co-op Center once you complete the questionnaire.

Thank you.

The Center for Cooperative Education and Career
Development

Instructions to Respondents

1. Please fill in the space provided.
2. If options 1, 2, 3, 4, 5 are given, please mark your choice by checking ✓ the number.
3. In accordance with the student's opinion/ suitability/ satisfaction, 5 levels are used for evaluation and assessment
 - 5 means **Strongly Agree** or **Most Appropriate** or **Most Satisfactory**
 - 4 means **Mostly Agree** or **More Appropriate** or **More Satisfactory**
 - 3 means **Agree** or **Appropriate** or **Satisfactory**
 - 2 means **Less Agree** or **Less Appropriate** or **Less Satisfactory**
 - 1 means **Least Agree** or **Least Appropriate** or **Least Satisfactory**
 - means No points given, No Comments, No information, No evaluation needed, etc.

This questionnaire is part of Cooperative Education. If the student does not submit this questionnaire, the Cooperative Education Course is not complete and no Co-op Evaluation shall be received by the student.

General Information

1. Co-op Student Information	
1.1 Name _____	ID _____
Institute _____	School _____
1.2 Co-op Education School Term _____ School Year _____	
Duration of Job Training from _____ to _____	
Number of times in Job Training () 1 () 2 () 3	
2. Workplace	
Name of Workplace (Please enter a valid complete information only.)	
(Thai) _____	
(English) _____	

3. Daily Work Time			
Day	Time In	Log Out	Holiday
Mon-Fri			
Saturday			
Sunday			
Days with work per week _____ days Total work week _____ hours			
Overtime () 1. Yes () 2. No			
4. Compensation			
4.1 With average compensation _____ Baht/Daily _____ Baht/Month () No Compensation			
4.2 Is your compensation adequate for your needs ?			
() 1. Adequate () 2. Not Adequate () 3. Have savings			
5. Welfare Received			
5.1 Accommodation			
() 1. Free			
() 2. Paid by the Student			
() 3. Accommodation is not provided (Please provide information of your accommodation for future use.)			
Name _____			
Address _____ Road _____			
Sub-district _____ District _____			
Province _____ Zip Code _____			
Telephone _____ Fax _____			
House/Room Rental fee _____ Baht/month			
Distance from the commercial area / market _____ km(s).			
5.2 Food			
() 1. Free Meals () Breakfast () Lunch () Dinner			
() 2. Affordable Meals () Breakfast () Lunch () Dinner			
() 3. No food welfare			
() 4. Others, please specify _____			
5.3 Shuttle bus to and from the workplace - to downtown			
() 1. Free shuttle service			
() 2. No shuttle service			

6. Nature / Quality of the Workplace

6.1 Industry/Manufacturing/Products _____

6.2 Approximate number of employees _____

6.3 Working Condition

- 1. Always stressfully busy
- 2. Somewhat stressful
- 3. Sometimes comfortable sometimes stressful
- 4. Very comfortable
- 5. Too comfortable
- 6. Others

6.4 Job Responsibilities

Projects Full time job Projects and Full time job

6.5 Pollution or Risk at the Workplace (if any)

Please provide a feedback on pollution or risk at the workplace that could affect someone's health such as odor, noise, dust, etc. The information you'll provide can be helpful for future use.

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Section 1 Co-op implementation

Title	Opinions/Appropriateness /Satisfaction (1-5 - or)
1.1 Style of management during co-op education	
1.1.1 The ability to deal with academic knowledge and adaptability	
1.1.2 The appropriateness of the school term when the student goes for co-op	
1.1.3 Clear job description from the workplace	
1.1.4 Workplace provides a supervisor for the student	
1.1.5 Requiring students to write a report for the workplace	
1.1.6 Students write a report on the benefits of the workplace	
1.1.7 A supervising faculty is faculty during the co-op education	
1.1.8 Supervision is beneficial to co-op students	
1.1.9 Supervision is beneficial to the workplace	
1.1.10 Benefits and compensation are adequate	
1.1.11 The workplace performance evaluation is appropriate	
1.2 Forms and helpful activities after returning from the workplace	
1.2.1 Forms and helpful student interview	
1.2.2 Forms and Helpful seminars for students	

Section 2 Quality of Service of CCECD

2.1 Providing workplace supervisors	
2.1.1 Coordinate the supervision arrangement with the workplace and the academic supervisor	
2.1.2 Provide advice and solutions to students during co-op education (if any)	
2.1.3 Coordinating and providing information on the activities after returning from co-op, such as interviews, seminars, or events	
2.2 Overall management of CCECD, with effective and good support for students, faculty members and the workplace	

Section 3 The administration and management of the institute where the co-op student is affiliated

Title	Opinions/Appropriateness /Satisfaction (1-5 - or)
3.1 Appropriateness of the curriculum in line with work	
3.2 The faculty members of the institution' support for Co-op Education	
3.3 Number of Co-op advisor per student	
3.4 Consulting advice from co-op advisors (if any)	
3.5 Supervision of the academic advisor is beneficial for the workplace	
3.6 The adequacy of the academic supervisor's number of visit	
3.7 Co-op advisors are very important for Co-op Education	
3.8 The overall management of the institute in support to co-op education	

Section 4 Workplace Quality

Title	Opinions/Appropriateness /Satisfaction (1-5 - or)
4.1 Understanding the philosophy of cooperative education courses.	
4.1.1 Executives	
4.1.2 Job Supervisor	
4.1.3 Employees, and other related operations.	
4.2 Management and cooperative education's operational support	
4.2.1 Coordination and care management for co-op students	
4.2.2 Human Resources' guidance in handling students	
4.2.3 Workplace personnel are cordial and they provide support	
4.3 Job Description	
4.3.1 The amount of work assigned	
4.3.2 The work assigned is related to theco-op student's major	
4.3.3 The assigned work is in accordance to the company's job offer	
4.3.4 The assigned work is in accordance to the student's interest	
4.3.5 The appropriateness of the report title in accordance to the work assigned	
4.4 Task assignment and monitoring of Job Supervisor	
4.4.1 The workplace assigns a supervisor to take care of the students since day 1	
4.4.2 Knowledge, skills and professional experience of the supervisor	
4.4.3 The time given by supervisor for students' performance and report writing	
4.4.4 The supervisor's interest in consultations and job assignments	
4.4.5 Supervisor's performance evaluation	
4.4.6 The availability of equipment and tools for co-op students to practice.	
4.4.7 Care plan throughout the duration of co-op education	
4.5 Student's overall satisfactory level of the workplace	
4.6 Regarding the student's job during co-op education	
4.6.1 The work has importance to the workplace	
4.6.2 Workplace gives out jobs that students can actually use	
4.6.3 There is a learning collaboration between students and workplace staff	
4.7 Students recommend this workplace or not (Please mark "P" on the next pages) <input type="checkbox"/> will introduce because..... <input type="checkbox"/> will not introduce because.....	
4.8 Students have been approached to work after graduation or not. (As soon as co-op ends). (Please mark "P" before the text) <input type="checkbox"/> Students have responded or not yet <input type="checkbox"/> Responded <input type="checkbox"/> No response because..... <input type="checkbox"/> Not accepted because.....	
4.9 After graduation, student will return to the workplace or not Please mark "P" before the text <input type="checkbox"/> Will go because <input type="checkbox"/> Will not go because	

Section 5 Student's Self-Evaluation

Title	Points/Opinions										
	Decreased					No Changes	Increased				
	5	4	3	2	1		5	4	3	2	1
5.1 After returning from co-op education, let the students evaluate themselves by indicating features that have increased or decreased 5=very high 4=high 3=moderate 2=low 1=very low											
5.1.1 Academic knowledge											
5.1.2 Job expertise											
5.1.3 Personality, demeanor and adaptation to society											
5.1.4 Maturity and merit recognition											
5.1.5 Professional attitude											
5.1.6 Self-confidence											
5.1.7 Interest, perseverance at work											
5.1.8 The ability to learn and academic applications											
5.1.9 Critical analysis and decision making											
5.1.10 Work initiative and giving opinions											
5.1.11 The ability to organize and plan											
5.1.12 Response to orders/commands											
5.1.13 Responsible and trustworthy											
5.1.14 Disciplined, obedient to the workplace culture											
5.1.15 Communication and presentation skills											
5.1.16 Commitment and desire for success											
5.1.17 Human relations and working with others											
5.1.18 Leadership											
5.1.19 Moral and ethics											
5.1.20 The development of language and culture abroad (if any)											
<i>(An evaluation for the workplace with foreigners or if using a foreign language in communication.)</i>											

Section 5 Student's Self-Evaluation (Cont...)

Title	Points
	Opinions/Appropriateness /Satisfaction (1-5 - or)
<p>5.2 The benefits of cooperative education in entering the profession after completing education. Let the students inform us the benefits of cooperative 5=very high 4=high 3=moderate 2=low 1=very low</p>	
5.2.1 Academic results are expected to improve after returning from co-op education due to work experience Can understand more on academic	
5.2.2 Self-knowledge to choose the correct career	
5.2.3 Confidence in their own abilities	
5.2.4 Have the skills to find a job and the opportunity to work faster and better	
5.2.5 A chance to get a job offer before graduation	
5.2.6 Upon graduation, graduates will be able to have better potential.	
5.2.7 When going to work after graduation, the time to learn/adapt with the job is reduced	

Section 6 Overview and philosophy of cooperative education

Title	Opinions/Appropriateness /Satisfaction (1-5 - or)
6.1 Enhance the professional experience of the students in a valuable way	
6.2 Graduates who complete the co-op course will qualify as a cooperative education personnel in a desirable workplace.	
6.3 Learning cooperative education courses after graduation is to be shortened.	
6.4 One way for the university to develop instructional courses is through modernization and all-time appropriateness of the workplace	
6.5 Opportunities for linkages between the institute of the university and the workplace	
6.6 The workplace, university and the students have all shared its benefits	
6.7 The private sector participates in the development of education in the university	

Section 7 Satisfaction with cooperative education

Title	Opinions/Appropriateness /Satisfaction (1-5 - or)
7.1 Students are satisfied with the system of cooperative education at Suranaree University of Technology.	
7.2 Students are satisfied to go for cooperative education.	

Section 8 Additional comments

8.1 What did the students learn from cooperative education?
8.2 Other comments

Thank you for your cooperation in answering this questionnaire.