

Job No.

(Only for institution staff)

Cooperative Education Supervision Record Form Faculty of Humanities, Chiang Mai University

Explanation

Please fill in the blanks and mark ✓ in the space that best corresponds to your answer as per response below:

- 5 means Agree or Mostly appropriate
- 4 means Agree or Very appropriate
- 3 means Agree or Moderately appropriate
- 2 means Agree or Slightly appropriate
- 1 means Agree or Least appropriate
- means No comment

Part 1 General Information

1.1 Name of Business _____

1.2 District Location _____ Province _____

1.3 List of students who are supervised in this business. Total _____ Person(s)

1.3.1 _____ Department _____ Job No. _____

1.3.2 _____ Department _____ Job no. _____

1.3.3 _____ Department _____ Job no. _____

1.3.4 _____ Department _____ Job no. _____

1.3.5 _____ Department _____ Job no. _____

Signature _____

(_____)

Supervisor of Cooperative Education Work

Supervision Date ____/____/____

Name of participant supervisors

1. _____

2. _____

Part 2 Quality of Business

Suggestion	Level				
	5	4	3	2	1
1. Understanding the concept of cooperative education					
1.1 Executive					
1.2 Human Resources Staff					
1.3 Job Supervisor					
2. Types of assignments for students					
2.1 Appropriate level of work					
2.2 The quality of work corresponds to the type of profession.					
2.3 The nature of the work is safe and does not cause harm.					
3. Management and Cooperative Education Support					
3.1 Effective coordination within the business between the personnel department and consulting staff.					
3.2 Personnel/related persons have given an orientation and disseminated organizational rules to the students.					
3.3 Advisor takes care of students within the first week of admission.					
3.4 Knowledgeable consultant staff and direct experience in the student's professional field.					
3.5 Counselors have time for students.					
3.6 Consultant appropriately assigns, teaches, and advises about the work.					
3.7 A work plan is prepared for the duration of the operation.					
3.8 Salary is appropriately provided for the students.					
3.9 Welfare (Dormitory, food, transportation, etc.) for students.					
3.10 Prepared equipment and tools for student.					
3.11 Focus on performance appraisals and student reports.					
4. Overall quality of business					

Other Comments

Part 3 Quality of Student (1 page per 1 student)

3.1 Student's Name _____ 3.2 Department _____

3.3 Documents to return _____ 3.4 Job No. _____

- Work and Accommodation Report Form during Cooperative Education Period (CO-OP CMU 3)
- Job Position, Job Description and Job Supervisor Form (CO-OP CMU 4)
- Cooperative Education Action Plan Form (CO-OP CMU 5)
- Cooperative Education Work Term Report Outline Form (CO-OP CMU 6)

Suggestions	Level				
	5	4	3	2	1
1. Responsibility					
1.1 Responsible for assigned tasks					
1.2 Works with enthusiasm					
1.3 Constant improvement in the quality of work performed.					
1.4 Work efficiency					
1.5 Work report					
2. Talents					
2.1 Works with knowledge to the fullest extent.					
2.2 Ability to apply knowledge					
2.3 Expertise in the position					
2.4 Planning and prioritization of position					
2.5 Interest to learn					
3. Individual qualities					
3.1 Respects the rules and regulations of the organization.					
3.2 Punctuality and attendance					
3.3 Respect to employer					
3.4 Perseverance					
3.5 Compassion and honesty to the organization					
3.6 Creativity					
3.7 Curiosity and confidence to ask questions					
3.8 Maintaining good personality and dressing appropriately					
3.9 Ability to work as a team					
3.10 Valuable use of organizational resources such as electricity and consumables					
4. Summary of the overall quality of students					

Other Comments
