

Cooperative Education Work Term Report Outline Form

Faculty..... Chiang Mai University

Course name _____ Course ID _____
Semester _____ Academic Year _____

Explanation

This report is part of the cooperative education practice to enhance communication skills and provide useful information for the business and students. Students are required to consult with their job supervisor to determine the appropriate topic for their report, taking into consideration the needs of the workplace. An example of this report could be the research results obtained by the student, or reports summarizing certain data or statistics, and may be produced by a number of co-operative education students working together.

Should the business not wish to have a report, students must consider their interests and consult with the job supervisor. In such cases, for example, a report could be on performance or plans and methods of operation that would achieve the student's learning objectives. Students will make a brief outline of the report according to the prescribed form, however the student should consult with their advisor first and then send the completed outline back to the faculty within the first 3 weeks of work term.

The Faculty will review this outline and students will be notified of this review within 2 weeks, after which the student should immediately proceed with writing the report.

Name _____ Student ID _____
Department _____ Faculty _____ Regular Program Special Program
(Please indicate) _____
Doing cooperative education work at (Name of business) _____
Address No. _____ Road _____ Sub-district _____
District _____ Province _____ Postal Code _____
Telephone No. _____ Fax _____

Details of the cooperative education work term report outline are as follows:

1. Report Title <i>(May be amended later)</i>
In Thai _____ _____
In English _____ _____

2. Detailed content of the report <i>(May be amended later)</i>
_____ _____ _____ _____

