

Form for Job Details, Job Title, Workplace Advisor

JOB NO.

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Explanation

The coordination between the Centre for Cooperative Education and the workplace should be smooth and efficient. We would ask the managers or those responsible for the performance of students in cooperative education to please coordinate with the CCECD by providing job information, consultants, job characteristics using the form FM: CO4-2-06.

Please return to the CCECD within the first week of the student's Co-op practicum.

Fax # 0-4422-3053, 0-4422-3045. Thank you.

1. Name and address of the workplace
Workplace (in Thai) _____ (in English) _____ <i>(Please provide the official name to be specified correctly in the student's certificate in English .)</i> Address <i>(For the purpose of travelling for student supervision. Please provide the address where the student is doing a practicum)</i> Address # _____ Road _____ Street _____ Sub-district _____ District _____ Province _____ Postal Code _____ Phone # _____ Fax # _____ E-mail: _____
2. General Manager / Plant Manager and who has been assigned to coordinate
Name of the Manager _____ Job Title _____ Telephone _____ Fax _____ E-mail: _____ To coordinate with the university (for student's supervision and others) would entail: () Direct contact with the manager () Assign somebody else to coordinate Name-Surname _____ Job Title _____ Department _____ Telephone _____ Fax _____ E-mail: _____
3. Job Supervisor
Name-Surname _____ Job Title _____ Department _____ Telephone _____ Fax _____ E-mail: _____
4. Student's Job Assignment
Student's Name _____ School _____ Job Position _____ Job Description _____ _____ _____

(Signature) _____

(_____)

Co-op Student

Date _____