

Announcement

Suranaree University of Technology

Subject: Co-op preparation course and Co-op practicum

It is reasonable to impose requirements for the administration of Co-op preparation course and Co-op practicum. Therefore, by virtue of Clause 21 and 24 of the University Act of B.E. 2533 (1990), Section 4 of the Regulations for Cooperative Education , Suranaree University of Technology, B.E.2554(2511) , as well as the resolution of the University Academic Council's 1st meeting on 27th January, B.E. 2554 (2011), the announcement is issued as follows:

Section 1 This announcement is called the “**Announcement of**

Suranaree University of Technology

Subject: Co-op preparation course and Co-op practicum

Section 2 This announcement commences during the academic year 2554(2011)

Section 3 In this announcement

“**University**” means the Suranaree University of Technology

“**Academic Council**” means the Suranaree University of Technology Academic Council

“**Rector**” means the Rector of Suranaree University of Technology

“**Institutes**” mean the Institutes of Suranaree University of Technology

“**Schools**” mean the Academic Schools in the Institutes of Suranaree University of Technology

“**Center**” means the Center for Cooperative Education and

Career Development

“Dean” means the Dean of the Institute to which students are affiliated.

“Chairs of the Schools” mean the Chairs of the Schools of
Suranaree University of Technology

“Committee” means the Committee of the Center for Cooperative Education and Career Development.

“Committee of the Institute” means the Committee of the Institutes of Suranaree University of Technology.

“Job Supervisor” means a person assigned by the workplace to supervise and evaluate co-op students of Suranaree University of Technology

Section 4 Registration and Evaluation of Co-op preparation course

4.1 Students must register for a co-op preparation course one term before the cooperative work term unless it is extremely necessary and with the Dean’s approval.

4.2 In the process of studying, if students are absent or missing the activities, the make-up for the missing topics or activities must be completed prior to the last date of the examination of the trimester.

4.3 To pass a co-op preparation course, students must earn not less than 80% of total scores which comprise of scores from class attendance, application letters, and the final examination.

Section 5 Job description and co-op work employment

5.1 Co-op students must work in the workplace as temporary employees in positions appropriate to students’ knowledge and abilities such as assistant engineers, assistant academic agriculturists, assistant information technologists etc.

5.2 Workloads and quality of work must be appropriate for co-op students' knowledge and abilities and directly related to the Academic Schools where students are affiliated with . It must also be approved by the Chief Cooperative Advisor.

5.3 During the co-op employment, students must observe the rules and regulations of the workplace strictly.

5.4 Co-op students must receive remuneration and benefits as appropriate except for the approval from the Academic School.

Section 6 Cancellation, Resignation, and Postponement of the co-op work term.

6.1 Before the result of co-op work placement is announced , students who originally intended to do the co-op work term can cancel or postpone the co-op work placement on the condition that there are valid reasons. Students must submit a petition to the Dean for approval prior to the announcement of the name of eligible students for co-op practicum.

6.2 Once the result of co-op work placement has been announced, every co-op student must go to work at the workplace. Resignation and postponement cannot be done except for illness in which the medical certificate is needed for consideration and with the Dean's approval.

6.3 Co-op students who have already been working at the workplace cannot resign or postpone the job except only for the illness or emergency, and with the approval of the Chief Cooperative Advisor and Director of the Center for Cooperative Education and Career Development.

Section 7 Evaluation of co-op preparation course

The evaluation of the a co-op preparation course will be considered from the following criteria:

7.1 Students' work performance and the report from the job supervisor: The evaluation proportion must not be less than 50%.

7.2 Students' work performance and the report from

the Cooperative Advisors : The Chief cooperative advisor of each Academic School will coordinate in sending students' academic reports to Cooperative Advisors of the relevant Academic Schools for feedback and to examine if the report is complete and academically written. Then the Center for Cooperative Education and Career Development will be notified of the evaluation results.

7.3 Post-cooperative activities: Students are required to participate in the interview and cooperative seminar. If students cannot attend the post activities, a petition for leave of absence and the make-up time for the missing activities must be submitted. Failing to attend the post-cooperative activities or to file the petition, students will be reported to the Chief Cooperative Advisor to take this matter into consideration for the evaluation.

The Chief cooperative advisor and Cooperative Advisor of each Academic School will assign letter grades "S" or "U" to students after considering all aspects of the evaluation. Then the grades will be endorsed by the relevant Chair of the Academic Schools and submitted to the Board of the Institute Committee for an approval in the same procedure with the evaluation of regular courses. The Center for Educational Services, then, are notified of the approved results in the specified time frame.

Section 8 Penalties for misconduct

8.1 Penalties for co-op students who commit or are involved in the wrong doing against the rules and regulations of the workplace and /or this announcement will be given by the Committee as appropriate.

8.2 If the co-op- students have been penalized for wrong doing and have not passed the evaluation of the cooperative course, they are not entitled to apply for to co-op work placement again unless the Committee 's approval is granted.

Announced at 30 March , 2011

(Professor Dr. Prasart Suebka)

President of Suranaree University of Technology