



The History of Thai-Nichi Institute of Technology

Thai-Nichi Institute of Technology (TNI) is the institute founded by Technology Promotion Association (Thailand-Japan) or TPA, the organization that plays important roles in publishing documents and providing knowledge for modern technology. In order to improve Thailand's economic condition and industrial development throughout these past years, TPA has continuously expanded further in every possible ways and earned great fame in many aspects such as organizing seminars about technology, providing courses for foreign languages, providing service for industrial machine calibration, providing analysis for environment and publication of any material related to technology and modern management, which also includes providing advices for industrial establishment.

After TPA has earned such experience and proficiency, the board of administration decided to found the institute for higher education for developing personnels in specific technological fields to fulfill the demands of industrial establishments in Thailand. In 2005, TPA proceeded to found the institute named "Thai-Nichi Institute of Technology" with the abbreviation "TNI" under the approval of The Ministry of Education to found this institute as a new institute for both bachelor and master degrees which mainly focus on engineering, information technology, and industrial management to serve the demands of industrial sector in Thailand.

The Philosophy

The board of founders announced the philosophy that both TPA and TNI have to progress cooperatively in tandem so that they will prosper in terms of their activities and services, which leads to the expanse of TNI's roles as a service provider in educational fields that focuses on create better performance by developing personnels of this nation, as a source of technological advancement and new-found knowledge, and also as a channel for publication and providing knowledge to public especially for the industrial sector. With all mentioned courses of action, the philosophy as follows: **"Develop technology to nourish the industry for our economy and society"**.

The Resolution

TNI is designed to focus on becoming the institute that is highly ranked academically and serving the roles of academic hub and top-notch vocational centre in order to provide and develop personnels for industrial technology

and sophisticated technology for modern management, and lastly, the applied and published knowledge to the public with morality and public mind.

The Missions

1. Organizing the education for higher education in advance vocational fields that is highly demanded for business and industrial sector focused on highly academic knowledge and applied methodology.
2. Developing the students to be both knowledgeable and moral with the mindset of having good thinking and proper application in order to be a role model in their career and a part of society with public mind.

The Missions (cont.)

1. Proceeding on researching, designing, and developing technology and new-found knowledge educational supporting, teaching, and developing business and industry.
2. Passing on knowledge and advanced technology for improving the capability to compete in business and industry.
3. Perserving, supporting, publishing, and exchanging Thai culture and Thai wisdom.

Remarkable Qualities of TNI

1. Developing students academically in both theories and practices based on the idea of Monodzukuri.
2. Having internship at the actual workplace with an opportunity to be employed immediately after graduating.
3. Focusing on both English and Japanese.
4. Having student exchange program with universities in Japan.
5. Having educational funds from several organizations and companies.

Preface

Providing both knowledge and experience for students is truly of such importance for every educational sector. With such thought, it is necessary that the Co-operative Education Program is proceeded systematically as a program that combines the theories in the classrooms and practices together methodically. This program is beneficial for three sides involved in this program. It can be said that the educational sector with the curriculum of this program becomes an option that supports educational quality for students and ensure that they are qualified according to business sector and ready for their career. Since the business sector that requires students from this program, the program that focuses on practicing in actual situation systematically serves as a support for students in terms of experience and vocational skills.

This manual for Co-operative Education Program is made for the benefits of cooperating between institutes, teachers, informative personnels for students, and business establishments. The details of contents, procedures, and standards of the courses for this program, and also the documents that serve as cores of this program is provided in this manual in order ensure that this program will lead to proper practice with actual results as stated in the plans to improve this program in several institutes and to guarantee the quality of this program of the Office of the Higher Education Commission, Ministry of Education, and Thai Association for Cooperative Education (TACE).

TNI's board of administration realizes that the performance of students has to be improved with certain aims. That means all graduates from TNI are the ones who practices the principle of Monodzukuri, which is the principle that aims to develop personnels in the industrial sector of Japan focusing both theories and practices by being determined to create great practical performance with thorough understanding. As mentioned, this program is the system that focuses on the actual experience from the employers who employ the graduates of TNI by letting the students work fulltime in their fields of study, which is also beneficial for the said employers. Additionally, this also serves a part of curriculum in order to support the students that requires practice and work experience in actual workplace in exquisitely-educated and systematically manner, thus, the students of this program are prompt to work efficiently since this program provides knowledge, skills, actual work experience, and proficiency in their related fields for the potential in competition of this country in the future.

Contents

Background & History

Chapter 1	TNI Co-operative Education	1
Chapter 2	Roles and Responsibilities of Students and Faculty Advisors in Cooperative Education Program	5
Chapter 3	Roles of Collaborating Organization	10
Chapter 4	Processes and Steps of Co-operative Education	13
Chapter 5	Co-operative Education Report	20

Appendix A

Manual for Writing and Printing Report of This Program	23
Common Errors	43

Appendix B

Forms for Proceeding in This Program	
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Chapter 1

TNI Co-operative Education

1. Principle and Reasoning

Co-operative Education is a system that focuses on actual experience from practicing in the organizations that employs students, namely full-time job training in their specific fields of vocational studies which is also beneficial for the employers. Additionally, this is one of the curriculums for the students that provides experience by learning about working both in terms of principles and systems of possible jobs through actual experience. In this program, students are considered trainees but temporary employees in their workplaces for 1 semester or about 4 months.

Currently, in this social conditions and career that become more competitive especially in labor market that requires skilled and qualified graduates who meet the requirements of the employers. This leads to strategic improvement in educational institutes for effective curriculums in order to ensure the skills and capabilities of graduates. For this matter, the board of administration are aware of students' potential and aims to develop the students to ensure that they become graduates who are wise and practical based on the principle of Monozukuri, the principle in Japanese industry that focuses on both theories and practices and ensure that people will be qualified and thoroughly understand the procedures in their career. As a result, this program is designed for the bachelor degree of TNI under the administration of Co-Operative Education and Job Placement Center. The administration of this program is the center for developing the standards and systems for this type of education and serves as a cooperative center between students, teachers, and business establishments to ensure that TNI students are prepared for future career and work efficiently.

The program also includes the procedures for selecting students and provides an orientation before starting this program by making sure they are prepared beforehand. The orientation that provides appropriate preparation is necessary for the students from when they start working for the employers in this program to the end of this program when they are being evaluated and submit the report to the institute and business establishments.

The Definition of Co-operative Education

Co-operative Education refers to "the education that is a form of collaboration between educational institutes and establishments that employs the students". This program is a system that focuses on the actual experience in workplace of the establishments that employs students, which serves as educational application that provides actual full-time job experience in their specific fields and benefits for the establishments. In this program, the

establishments have to the roles to find mentors and supervises the students in order to support them becoming capable of learning and develop necessary skills for the orrganizations effieciently. As a result of effectiveness, this form of education is widely applied and proved to be effective way of education that involves practicing systematically by designing the curriculum that provides students acutal experience in said workplace, which leads to better application in their career and assure their qualifications for the potential requirements as best as possible.

By supporting this collaboration between educational institutes and business establishments, the provision of vocational experience in this program allows better opportunities for students in bachelor degree, in which they gain experience from full-time job in industrial sectors that are related to their fields of study and they can develop related mindset of analyzing and evaluating systematically by preparing the report and presenting how they are enriched in terms of experience, vocational skills, and possible potentials. Lastly, this cooperation between education institutes and business establishments of this program that focuses on working in actual workplace systematically and orderly is certainly capable of making sure the graduates are highly qualified and desired in the labor market.

2. Objectives

1. To provide experience in career and self-development and enrich their vocational experiences for TNI students in related aspects and demands of business and industrial sectors by focusing on academic excellence in practice and application.

2. To improve the mindset for the students in this program, which leads to better flow of thinking, proper application, responsibilities for their career which also makes them a role model with public mind.

3. To provide experience in vocational knowledge and self-development for the students through the form of learning that is of higher value than any internship.

4. To provide a way for both government and private sectors for participating in developing better qualities of the students.

5. To develop better and up-to-date courses and curriculum and serve the demand of labor market.

6. To support the relationship between TNI and business establishments and also to provide practice for the students in order to make them qualified and meet the requirements of business and industrial sectors.

7. To exchange and develop technology and new-found knowledge between TNI and business establishments which leads to the development of up-to-date curriculum.

3. The Curriculum of Co-operative Education

For proper procedures of this program, the curriculum of this program in TNI is designed as bi-semester (2 semesters in 1 year and a 4-month period of co-operative education). The characteristics of this program are as follows:

1. This program serves and vocational selectives for the students in which the institute is responsible of selecting the qualified students that are enrolled for this program in their 3rd year of study.

2. This program is designed to be enrolled on the second semester of students' 3rd year of study or the first or second semester of students' 4th year of study, in which the faculties are responsible for designating the semester that the students must enroll on this program.

3. This program worths 6 credits and 1 more credit for the preparation course of this program.

4. The students who enroll on this program must work in the workplace for 1 semester and the period of time for working must be at least 4 months long.

4. The Characteristics of Work in This Program

1. The students are considered temporary employee of the employers and must work at the workplace as assigned in the position of engineering assistant, IT assistant, management assistant in factory, or any types of vocational assistants related to the fields of study.

2. During the period of this program, the students must strictly comply with the rules and regulations of the company that they work for.

3. The students are responsible for their assignments if the faculties consider said assignments are appropriate for the skills and abilities of the students.

4. The students must work full-time as assigned by the employers

5. Both payment and welfare for the students during the enrollment of this program varies and the students must check for such information before applying.

5. Responsible Organizations and Staff of This Program

Co-Operative Education and Job Placement Center are assigned for the roles of the procedures in this program and also as a center of communication between students, teachers, and business establishments that decided to cooperate for preparing students, transferring students to work in assigned workplaces including additional activities for evaluating the performance of students' works. The roles and range of responsibility are as follows:

1. To proceed and coordinates the program throughout academic year including summer period.

2. To find appropriate jobs for the students by collecting information of any related jobs from both government and private sectors including international ones.

3. To form a connection for sources of jobs between government and private sectors.

4. To publish any information about the institute to related sectors and support any application for work.
5. To develop students' potential and readiness for this program and their future career.
6. To find jobs for students during their years of study and also after graduation.
7. To collect the information regarding the rates of students' employment and the satisfaction of the employers who employed said students from TNI.

The Administration of Co-Operative Education and Job Placement Center

The positions for the administration of the center are assigned as follows:

- | | |
|---|-------------------------|
| 1. The President | as an advisor |
| 2. The Vice President of Student Affairs | as a committee chairman |
| 3. The Chairman of Advisors from the faculties of
Engineering,
Information Technology,
and Business Administration | as committee members |
| 4. The Director of Academic Affairs | as a committee member |
| 5. The Director of Student Affairs | as a committee member |
| 6. The Director of Foreign Affairs and Public Relations | as a committee member |
| 7. The Chief of Co-Operative Education and Job Placement Center | as a committee member |

The Assignments for the Positions inside Co-Operative Education and Job Placement Center Are as

Follows:

1. The committee of the center is the committee assigned by the board of administration of TNI. The members of the committee are the Vice President of Student Affairs as a chairman, The Chairman of Advisors from the faculties of Engineering, Information Technology, and Business Administration as committee members, The Director of Student Affairs, Academic Affairs, Foreign Affairs and Public Relations or the staff of the department, staff of the program as committee members, and the Chief of Co-Operative Education and Job Placement Center as for both committee member and secretary.
2. The Chief of Co-Operative Education and Job Placement Center is responsible for the procedures of the center.

3. The staff of the center are responsible for providing advice for students regarding the application, workplace selection, and any related matters in this program and also closely support teachers and business sectors.

6. Benefits from Enrolling on This Program for the Students

1. Gaining experience in their fields of study as addition from studying in-class and on campus.
2. Creating learning process and self-development which includes co-operative skills, responsibilities, and gaining higher level of confidence; all of which are the required qualifications of TNI students.
3. Developing communicative, reporting, presentation, and project presentation skills.
4. Being capable of choosing the career path properly because of self-realization regarding related proficiency
5. Being potential graduates who are successful at their career and getting opportunities for job offers before graduation.

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UNIT 2

Roles and Responsibilities of Students and Faculty Advisors in Cooperative Education Program

Roles and responsibilities of the Students

1. Qualifications

- 1.1 Applicants must be undergraduate students with an academic status of 3rd year and 4th year
- 1.2 Maintain a cumulative grade point average (CGPA) of at least 2.00 at the end of the last semester prior to the Cooperative Education
- 1.3 Must possess discipline and must not be subjected to any disciplinary action
- 1.4 Must be deemed emotionally mature and capable of self-development
- 1.5 Haven't been penalized for misconduct leading to suspension from studies
- 1.6 Doesn't have any disease that could cause disadvantages at the company during the course
- 1.7 Pass a cooperative education preparation subject

2. Duties of Cooperative student

The duties of the selected students are as follow:

- 2.1 Students must participate in activities organized by the Cooperative Education and Job Placement Center as follows:
 - 2.1.1 Students are required to participate in the orientation before working at the workplace
 - 2.1.2 Students are required to attend the cooperative seminar and have project presentation after the end of the course by the designated deadline.
- 2.2 Follow the notice and coordinate with the Cooperative Education and Job Placement officer to be informed about the progress for each issue.
- 2.3 Continuously practice and gain academic knowledge before working at the workplace.
- 2.4 Go to the workplace for reporting within the designated date and time.
- 2.5 Coordinate with the faculty advisor to submit the document on the designated date and provide some information regarding the assigned job and the procedures to the faculty advisor throughout the period.
- 2.6 Perform all assigned tasks to the best of their ability
- 2.7 Students must strictly follow the rules and regulations of the assigned collaborating organization
- 2.8 Avoid any conflict in the workplace.
- 2.9 In case of any occurred problem, contact the faculty advisor or the center immediately.

3. Application of Cooperative Education course

Students are required to prepare the application form which includes:

- 3.1 Application form (download from the website) which is online form and the students must completely fill out and save the form.
- 3.2 Upload a student's photo (1-inch) and the file should not exceed 35KB.
- 3.3 A copy of latest transcript from the registration office in pdf format and the file should not exceed 500 KB.

4. Enrollment of Cooperative Education course

- 4.1 Students must enroll on the course within the specified period by the registration office. Otherwise, the right of enrollment on the course is considered foregone.
- 4.2 Student must complete academic subject required by the faculty prior to the enrollment of the Cooperative Education course
- 4.3 The enrollment is proceeded by the stated procedures of Thai-Nichi Institute of Technology

5. Rules of Cooperative Education

- 5.1 The institute's academic year is separated into 2 semesters. There are Cooperative Education course in the workplace for 4 months (approximately 16 weeks) in which the faculty are allowed to set up the Cooperative Education either in the first or the second semester during the 4th year.
- 5.2 The students must work in the workplace for 4 months (approximately 16 weeks). If the students can't work at the workplace, they must submit the request to the dean of the faculty to postpone to the next semester.
- 5.3 The students must complete working period assigned by Cooperative Education officer to receive the grade of this course. In case of having less working period than the requirement, the faculty advisor might consult with the job supervisor not to evaluate student performance.
- 5.4 Students must register the Cooperative Education course within the assigned period Otherwise, the right of enrollment on the course is considered foregone.

6. Report to Faculty advisors

Students who enrolled on Cooperative Education course must perform the duties assigned by the organization. The students must do the project or report to the Faculty advisors for further evaluation. Furthermore, the students are required to submit daily/weekly report or CCC-Co 04 form to record tasks and any difficulties during working period to the faculty advisors every week. Therefore, the students must submit all forms within the assigned date and time in the academic calendar

7. Resignation of the Cooperative Education course

- 7.1 For those who need to resign in this course, The resignation request is required to be informed at least 1 semester prior to the course and the request must be accepted within 2 weeks after semester starts. If the request is later than that period, it will not be accepted.
- 7.2 For those who has confirmed not to enroll on the Cooperative Education, they need to inform the cancellation within 3 weeks prior to the last day each semester. If it is later than that period, the cancellation will not be accepted and the students are required to work accordingly.
- 7.3 Before the result of co-op work placement is announced, students who originally intended to enroll 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.
- 7.4 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.
- 7.5 The students who have already been working at the workplace cannot resign or postpone the job except only for any serious illness or emergency.
- 7.6 Students who resigned from the course in 7.4 or 7.5 forgo the right of this course's future enrollment.

8. Benefits that the students will receive

- 8.1 Have professional work experience in their field of study
- 8.2 Attain self-development and co-operative skills, thus, become more responsible and gain confidence as a part of readiness for future employment.
- 8.3 Improve Presentation and Communication Skill and adaptation in various working environment
- 8.4 Have the opportunity to get a job offer before graduation
- 8.5 Choose the right career path due to understanding their own strengths
- 8.6 Receive payment or welfare for work
- 8.7 Successfully finish their education and become a graduate with higher potential in the work force

9. Proper behavior at the workplace

- 9.1 Be friendly and respectful
- 9.2 Accept all the suggestions

9.3 Show interest and enthusiasm at work e.g., Constantly and properly volunteering to help

9.4 Follow the rules and regulations

9.5 Apologize for improper behavior or mistake

9.6 Take note for all interesting information

9.7 Keep punctuality e.g. not to be late

9.8 Avoid personal using of the telephone while working

9.9 Dress proper attire or uniform to work

9.10 Increase knowledge continuously

9.11 Have a good manner e.g., saying thank or complimenting

9.12 Keep corporate culture

10. Avoiding behavior in the workplace

10.1 Look displeased and unrespectful

10.2 Have an argument for self-righteousness

10.3 Wait for orders

10.4 Suit oneself

10.5 Take a nap

10.6 Have a fight

10.7 Wait for the returning date

10.8 Wear slippers or jeans

10.9 Leave the office earlier

10.10 Use mobile for personal usage

10.11 Take leave frequently without valid reasons

10.12 Have a love affair

10.13 Have a Gossip

11. Duties of the Chairperson of the Faculty advisors and the Faculty advisors

The chairperson of the Faculty advisors and the Faculty advisors are appointed to perform tasks as follows:

- 11.1 The people in charge of the majors from each faculty nominate the person for the position of Chairperson in charge of the Cooperative education preparation subject and coordination with the center and the workplace.

11.2 The people in charge of the majors from each faculty nominates the person for the position of faculty advisor based on their specific majors and nominated person is in charge of giving advices regarding the course, matching, supervising, and evaluating student's performance.

11.3 Roles and Duties of the chairperson

11.3.1 To be the chairperson who coordinates with the faculty advisors.

11.3.2 Attend the meeting with the committee from the center to plan and monitor the cooperative education course.

11.3.3 To be responsible for the setting the timetable, inviting guests, and evaluating student's performance.

11.3.4 To coordinate with the officers of the center, faculty advisors and students regarding the cooperative education, job placement, and any related activities.

11.3.5 Find the workplace and maintain good relationship with the organizations.

11.3.6 Plan and proceed the supervision accordingly.

11.3.7 Plan and proceed the evaluation, presentation, grading the report and collect the results before sending to the academic affair.

11.3.8 To coordinate with the job placement office for evaluation.

11.3.9 Report the overall course according to the TQF 4 and 6.

11.3.10 Gather all completed reports and publish their abstract to TNI website.

11.3.11 To coordinate with the center to prepare for JOB FAIR and ensure that all students get job offers.

11.4 Roles and duties of Faculty advisor

The faculty advisors is responsible for giving advices to the students and coordinating with the workplace. The following are the roles and duties.

11.4.1 To give advices for course enrollment and cooperative education preparation subject.

11.4.2 To select the students.

11.4.3 To certify the quality of the assigned works.

11.4.4 To follow up the students by reading report, contacting the job supervisor, and solving any occurred problems.

11.4.5 To have a supervision and report the results to the chairperson and the center.

11.4.6 To give advice for doing report including abstract and conclusion of the report.

11.4.7 To coordinate with the workplace regarding the report and presentation of the students including the follow-up of the results from the workplace.

11.4.8 Evaluate student's performance and report throughout the course.

UNIT 3

Roles of Collaborating Organization

3.1 Roles of Collaborating Organization

3.1.1 Providing the information regarding the acceptance to have students employed by identifying the job title and job description including the no. of students and sending said information to the center

3.1.2 Selecting and interviewing for providing information and selecting students by the workplace with consideration using resume, interview, or a direct request

3.1.3 Appointing a job supervisor to assign tasks, give advices and support throughout the Cooperation Education practicum

3.1.4 Organizing orientation programs, preparation workshops, and monitoring the implementation of the Cooperative Education

3.1.5 Assigning precise job description

3.1.6 Assigning the title of the project to the students

3.1.7 Establishing a supervising system

3.1.8 Evaluating of the implementation of the Cooperative Education Course and providing a summary report

3.2 Job Description

In order to accept the student to the workplace, the collaborating organizations are required to provide the job description about job description clearly and directly related to the student's field of study. The workload would reduce inappropriate assignments which do not provide benefits to both the organization and the students. Moreover, the objectives for Corporative Education couldn't be achieved in such case.

3.3 Assigning Job Supervisor

The organization is required to assign at least one job supervisor to support, give advices, and support the practicum for the students.

3.3.1 Give advices about rules of working and job responsibility

3.3.2 Assign tasks and demonstrate the working methods

3.3.3 Give advice, specify project topics, and inspect the document and reports

3.3.4 Monitor the student's behavior including any emergency case e.g. accidents

3.3.5 Participate in student evaluation with the faculty advisor

3.4 Supervision

While the students are still conducting their duties in the workplace, the faculty advisors will coordinate and set an appointment to visit and supervise the assigned student at their workplace. While visiting and supervising, the faculty advisor will be discussing with the Job Supervisor about the following topics:

- Format and details of the cooperative education course
- The types of duties and responsibilities assigned to the student
- Work plan of the student throughout their entire duration in the workplace
- Topic of the student's Cooperative Education report
- Self-improvement of the student
- The performance and behavior of the student
- Problems that the workplace has encountered with the student in relation to their duties and responsibilities

3.5 Student's evaluation

The person who evaluate the student performance is the job supervisor that the organization assigned to support the student. The officer of the center will provide the documents together with the acceptance letter to the students to submit to the Human resource personnel on the first day of working.

For the report evaluation includes the evaluation form, behavior, cooperation, disciplines, knowledge and skills for work. After filling the form, the job supervisor is required to submit directly to the Thai-Nichi Institute of Technology to complete the evaluation process.

3.6 Evaluation criteria

3.6.1 Evaluated by organization/workplace (50%)

- report 15%
- working performance 35%

3.6.2 Evaluated by Faculty advisor (50%)

- report 15%
- working performance 25%
- Presentation 10%

3.7 Benefits

3.7.1 Create a good organization image in supporting the education and development of national graduates

3.7.2 Create academic cooperation and build a good relationship with the academic institute which might lead to other collaboration e.g. conducting fundamental research to gain more information for the organization

3.7.3 Students are motivated and ready to use their academic knowledge to help the organization.

3.7.4 Can be a way of choosing potential staff in the future without going through probation.

3.7.5 Create a good image for the organization for widely accepted for the collaboration in supporting education leading to changing curriculum and development of national graduates which give good impact to workplace and overall national economic system.

3.7.6 Regular staff will have more time in doing more important work and responsibilities.

3.7.7 Reduce hiring and compensation cost due to the students also has some knowledge to work temporarily. The compensation is not limited to the minimum wage. Therefore, the organization will have lower cost of hiring the new staffs.

3.7.8 Reduce the turnover rate and increase the work effectiveness in the future.

3.7.9 Tax benefit for organization for participating in cooperative education course which is organized by bureau of cooperation and promotion

3.8 Confidentiality

Some confidential information in the organization which should not be revealed to the public is a concern for TNI in this collaboration. Therefore, we firmly request the students to keep all confidential information. They are not allowed to reveal any company information without prior permission. Moreover, the report of the project must also be permitted by the organization and it will be stored at Thai-Nichi Institute of Technology for future research.

Chapter 4

Processes and Steps of Co-operative Education

Processes and Steps of Co-operative Education

Processes and Steps of Co-operative Education can be categorized into 3 processes; 1. before the course, 2. during the course, 3. after the course; as the following details.

4.1 Processes before the course

4.1.1 Find a company for assigning students

TNI will find a company for students to have the course by contacting the company in industrial and business sectors both local and international, including the Japanese Chamber of Commerce, Japanese companies which provide scholarship and learning materials. TNI has always sent a form of co-operative education to the companies 1 semester in advance. So the companies could consider number of position, job details, and candidate's qualification. After the companies' confirmation, the students will be assigned by the preferences of both students and companies.

4.1.2 Students' selection, job category, and preparation before the course

TNI Committee of Co-operative Education sets rules and regulations for the internship students in order to prepare them to be ready before start working as follows:

4.1.2.1 Registration with TNI co-operative Education

Third year – students in every majors have to apply for the course within the registration period. Then, the center and each faculty will be responsible for selecting students as per the rules and regulation of TNI co-operative education year 2009.

4.1.2.2 Selection and Job Classification

The course aims for the benefits of the co-operative education that could give students an edge by providing valuable experience and advantages for an employment despite poor economic situation. More importantly, TNI has a policy to help students to pass the co-operative education course to the best of our ability.

Students have to register and pass a co-operative education preparation subject before applying the internship program within the deadline period. After the center has announced the result, resignation can be requested by submitting a petition to the Chairperson of Co-operative Education and the dean of students' faculty.

To enroll on the course, students have to submit an application form, resume, transcript and two photos (one-inch) after that the center will collect the registration forms and sends the forms to each faculty. The faculty will consider and select the students for this course and the name list will be registered in the system. If students want to make any changes, it can be processed after the petition to the dean is approved.

4.1.2.3 Students Preparation before the Course (co-operative education preparation subject)

TNI has prepared the subject for students who want to join the course. Students have to pass this subject at least 1 semester in advance before enrolling on the course to make sure that students are fully ready. The subject is 1-credit subject in which details of course are as follows.

4.1.2.3.1 Principle and concepts of co-operative education

4.1.2.3.2 Rules and regulations of co-operative education

4.1.2.3.3 Company selection

4.1.2.3.4 Applying and resume writing skill

4.1.2.3.5 Job interview techniques

4.1.2.3.6 Safety in factories

- 4.1.2.3.7 Quality management system
- 4.1.2.3.8 Manner and personality development
- 4.1.2.3.9 Office equipment and documents
- 4.1.2.3.10 A report writing for co-operative education project
- 4.1.2.3.11 Special skills improvement, etc.

Students who do not pass the subject will not be considered to enroll the course and will be dismissed by default. Students who attend the class will be informed about rules and regulations since the first week. Students have to follow the rules and regulations though the course. There will also be suggestion for working in the company and Q&A session. Students who pass this subject will be considered as qualified for the course, especially in terms of academic skills, discipline and qualification. If there is any unqualified case, a faculty advisor will inform the student and forbid any further proceeding.

4.1.3 Matching between the company and the student is done in a realistic manner by sending resume to the company for their consideration or by having an interview.

Students can choose to apply for a job which is offered by the company. The information is available on the website of the center. For more information, students can contact the co-operative education office. Students will be treated as in the manner that they are employees of the company. The steps are as follows:

4.1.3.1 Students submit the application form at the co-operative education office. Students can find details for the company on the website of the center or contacting the center.

4.1.3.2 Students can choose 3 companies where students want to apply. If students are not offered a job from the first company, the center will choose the companies of lower preferences for the students.

4.1.3.3 The matching will be processed in the 4th – 8th week of the preparation subject for the first round of selection in which the center will receive related information from each faculty before the center sends the registration forms to the companies.

4.1.3.4 The company will select the students for the course through consideration using resume and possibly an interview. After the resume submission, students have to check the job interview announcement from the center. Then, the company will send the result of selection to the center afterwards.

4.1.3.5 The center and the faculty are in charge of the matching process in which the result of students' selection will be matched with the company that students have chosen. In case of being unqualified in the selection, the students must contact the center as soon as possible in order to find the new company.

4.1.3.6 For payroll and welfare from the company, normally, the company will pay students with their stated rate or some government organization may pay in low rate depending on their budget. Provided accommodation is considered as an extra welfare. If students are not comfortable with the provided accommodation, students can find the accommodation on their own. However, this could not be an excuse for not working, stop working, or changing a working place. In case of having no accommodation provided, students should the center to contact the HR of the company for more information about the safe and suitable accommodation. For example, students might stay with the company's staff or stay in the close proximity to the transportation service of the company.

4.1.4 Preparation and the co-operative education course at the company

4.1.4.1 Academic preparation is responsible by the faculty/majors. Students should be knowledgeable and also have problem solving, communicative, and co-operative skills in which they are prepared for the future employment.

4.1.4.2 Professional skill preparation will be taught in the preparation subject and in the seminar. Before enrolling, students will be prepared with the skills and knowledge to ensure they are ready such as resume writing, organizational culture, learning ability, techniques for choosing for a job and a company, and a professional job interview.

Students should study more necessary skills for the course, such as, cleanliness and safety in the factory, and 5S. So students will have basic knowledge about safety, be aware and follow rules and regulations, including ISO, report writing techniques and presentation, office equipment usage, and etc.

Students must go to work at the company on the given days. The center will communicate with the company and inform students in advance. If students want to work before the given date or are not be able to go to work on time, students must call the co-operative education office and inform immediately. Students should avoid going to the company on holidays because it is inconvenient to contact and find the accommodation. During the course, students will have a job supervisor to take care and guide them. Students have to work hard and respect him/her in order to have a good relationship while working there.

4.2 Activities during the Course

For an effective communication between students and co-operative education staff, students have to submit following necessary documents by the deadline.

4.2.1 During the first week of working, students have to submit a paper informing job position, job supervisor's name, duty, office phone number and fax number, workplace (name of the factory and address), Job Supervisor form (CCC – C03), work weekly report form (CCC-C04) and job acceptance letter (in case of signing contract) to students' co-operative education advisor.

4.2.2 During the 3rd – 4th week, students have to submit working plan (CCC –C05) to students' co-operative education advisor.

4.2.3 Students have to submit working report draft (CCC-C07) for students' co-operative faculty advisor to check and give feedbacks. Students may start writing a report in case the advisor does not request any adjustment of topic or content. The advisor might have some recommendation during the supervision. If the advisor does not have time to fill in the form, students can ask the advisor and fill in the form as being told. Then, students have to submit the form to the advisor to check and sign as the approval. If there are any issues about sending documents on time, students have to inform the center or advisor by fax or letter immediately.

4.2.4 Students have to submit the full report to the advisor at least 2 weeks before the internship is over. During the course, students have to comply with the company's rules strictly, e.g. uniform, clock in-out, day-off, taking leave, etc.

4.2.5 The supervision will be done by the advisor of student's faculty at the company at least once during the course. The objectives of the supervision are as follows:

4.2.5.1 To support and encourage students who works independently at the company. Students might be far away from family, friends, and teachers.

4.2.5.2 To take care and follow students' performance to meet the objectives of the course.

4.2.5.3 To help students solving problems which might occur during the course in terms of academic and personal problems.

4.2.5.4 To know and exchange opinions about working attitudes and academic improvement.

4.2.5.5 To evaluate and collect beneficial data for TNI.

4.2.5.6 The recommendation given by advisor might be sent via E-mail, MSN, Webcam, GPS, GIS, Teleconference Meeting, etc.

4.2.5.7 Students' working improvement will be followed from the students' weekly reports (as the form) submitting to the advisor every week.

4.2.5.8 Students' working presentation will be held in the last week of the course. Staff at the company will be invited to join and give opinion to the students. Also, they might find something useful from the students.

Supervision Steps includes;

1. The co-operative education will communicate with the Chairperson of Co-operative Education in order to plan the supervision for the whole semester. The students who join the program will be supervised at least 1 time during the internship.

2. The co-operative education will communicate with the company to make the appointment that the advisor will supervise at the company (in case of more than 1 major student in the same company).

3. The advisor will supervise as the appointment aiming to check the working quality and report topic that the company assigns. Also, the advisor will give an advice for the report and help solving both academic and students' improvement problems.

4. After the internship, the center will evaluate the supervision of the company and student, grading the students on the subject and submit the result to TNI academic department.

4.3 Activities after the End of the Course

4.3.1 After returning to TNI, students must to report to the Chairperson of Co-operative Education of the faculty to ask or discuss be being provided suggestion and correct attitudes about self-development. Also, students must submit the full report and edit the report within the deadline.

4.3.2 Examination, project presentation, seminar must be held or conduct to share the experience with other students in order to improve presentation skill and share the experience from the course which are the aims for the course. Thus, after the course, the seminar will be held by the center for students to share and present their experience with the responsible of the faculty advisor and the faculty.

4.3.3 Evaluation and grade

4.3.3.1 Evaluation will be carried out at the end of the semester

4.3.3.2 The results of the co-operative education course will be awarded as a grade with the following score points:

ระดับคะแนน ตัวอักษร	ความหมาย
I	Incomplete
S	Satisfactory
U	Unsatisfactory

4.3.3.3 Evaluation is determined by

4.3.3.3.1 Participation in the activities prescribed by Institute

1. Co-operative education orientation
2. Grade as “Pass” in co-operative education course
3. Submission of reports and presentations of cooperative studies after finishing training at the workplace. If students are unable to participate in this activity, applications must be submitted for leave and complete compensation for activities. In case that students do not participate in activities and do not submit a request for activity leave, their Co-operative Education advisors must take this into consideration of the course evaluation

4.3.3.3.2 Performance appraisal results and performance reports from job advisor

- ##### 4.3.3.3.3 For the results of the evaluation of the performance reports from the Co-operative Education Advisors, the Chairperson of Co-operative Education from each faculty will submit the student performance reports to the faculty advisors in the field to give advice to students to complete the report as well as submit the assessment results to The Co-operative Education and Job Placement Center.

the Chairperson of Co-operative Education and the faculty advisors of each faculty will consider the students’ grades, namely grade S or U.

In the event that a student is assessed for grade U in the co-operative education course. The course must be re-enrolled until the letter grade S is achieved or opted to take a co-operative substitute course as required by the field of study. There must be a total number of credits for a co-operative replacement course of at least 6 credits, which is equivalent to the number of credits of a cooperative education course.

The sequence of procedures for cooperative education

Procedure	Responsible Party
<p style="text-align: center;"><u>Before going to a workplace</u></p> <p>1. Accepting applications for 3rd year students to enter the project for the specified period</p> <p>2. Screening</p>	<p style="text-align: center;">Coop Center and Faculty</p>
<p>3. Inform job description and allowances to the co-op center, approximately 1 semester prior to starting working at the workplace</p>	<p style="text-align: center;">Companies that accept TNI students in this course</p>
<p>4. Enrollment</p>	<p style="text-align: center;">Office of the Registrar</p>
<p>5. Co-op course</p>	<p style="text-align: center;">Faculty and Coop Center</p>
<p>6. Matching</p>	<p style="text-align: center;">Faculty and Coop Center</p>
<p>7. Coop Center proceed to send students' documents for companies' consideration</p>	<p style="text-align: center;">Coop Center</p>
<p>8. Announce the result within the deadline</p>	<p style="text-align: center;">Coop Center</p>
<p style="text-align: center;"><u>During at the workplace</u></p> <p>9. Co-op Center co-ordinates with the Chairperson.</p> <ul style="list-style-type: none"> ● Inform students to report to the workplace. ● If there is an incident, call to notify the workplace immediately. ● Avoid traveling to the workplace outside office hour. 	<p style="text-align: center;">Co-op Center and the Chairperson</p>
<p>10. Co-op Center coordinates with workplace and students.</p> <ul style="list-style-type: none"> ● The personnel department advises students on the discipline. ● Orientation ● Job advisor briefs job description to students ● Students submit documents, Job description form, job title and job advisor (CCC – C03), weekly co-operative education work report 	<p style="text-align: center;">Co-op Center and the Chairperson and workplace</p>

<p>(CCC-C04) and student training contract (if any) to the advisor. In the 3rd or 4th week, students submit the Co-operative Education Action Plan (CCC – C05), and in Week 4, submit the Co-operative Education Plan (CCC – C07) to the Co-op Center and Co-operative Education Advisors</p>	
<p>11. Co-operative Student Supervision</p> <ul style="list-style-type: none"> ● Co-operative Education Advisors supervise students at least 1 time per co-operative education of 1 student. ● Co-op Center coordinates between related advisor and workplace to arrange a supervision appointment. (In case of having more than 1 student in the workplace). ● Supervisor inspects the quality of work and records the work that the workplace assigns students, gives technical advice as well as submit the results of the performance assessment and the results of the co-operative education course to the chair of co-operative education of the department for grade administration. 	<p>Faculty Advisor and Co-op Center</p>
<p><u>After finishing the training at the workplace</u></p> <p>12. Students are to report to their advisor and submit co-op education report.</p> <p>13. Hold a co-op education workshop and give co-op education presentation.</p>	<p>Faculty Advisor and Co-op Center</p>

Chapter 5

Co-operative Education Report

During cooperative education, students at the workplace will learn skills in the field of their work, co-operative skills by working together with colleagues, and application of the knowledge learned to apply to the actual work, in which they gain real experience from their work in practice. Upon completion, students must produce a report that provides the results that are beneficial to the workplace, the Institution, and the students themselves. Co-operative education students must prepare two reports to provide suggestion for further improvement at the workplace.

Co-operative Education Work Report is a compulsory academic report that co-operative education students must prepare while working at the workplace and submit to the faculty advisors and the workplace after the end of the training.

5.1. Objectives of Co-operative Education Work Report

- 5.1.1. To create useful projects for the workplace, which can be used as a guideline for improving.
- 5.1.2. For the benefit of improving the curriculum and course content to better respond to the demands of the labor market.
- 5.1.3. To serve as an opportunity for students to practice certain skills as such communicative skills and writing a structured report.

5.2. Procedures

- 5.2.1. Students must set a project topic with consultation from job advisor and co-op education advisor.
- 5.2.2. Students must propose a project to co-op education advisor within the first 4 weeks.
- 5.2.3. Students complete a co-operative education project and report 2 weeks prior to the end of the co-operative education. After co-operative education advisor and job advisor have approved the report, Students are required to make 2 originals with the format specified by the institute.
- 5.2.4. Students present a co-operative education performance report to the approver (Co-operative education advisors and job advisors) with their signatures on the reports. (students have to submit two reports, one to the faculty and the other to the workplace at cooperative education)
- 5.2.5. Students submit a draft report on their co-operative education to a co-operative education advisor after completing a co-operative education at the workplace in order for the faculty advisors to grade.
- 5.2.6. Co-op education advisor submit the report to the Chairperson.

5.2.7. The Chairperson of Co-operative Education presents the report on the performance of cooperative education to Dean to submit reports to the center.

5.2.8. The Co-operative Education and Job Placement Center sends 1 volume of the student's co-operative education work report to the Thai-Nichi Institute of Technology Resource Center and students also have to submit to 1 copy to the workplace.

5.3. Topics in the specified format

Students can choose to make a Co-operative Education Performance Report based on the format of the Co-operative Education Center, which also depend on demands of the workplace, characteristics of the work, and the benefits from the report. The report must be done in a form of a project. The examples are as follows:

5.3.1. Research / Product Development, Manufacturing improvements to increase productivity, increase quality, reduce costs, or reduce delivery time.

5.3.2. Website preparation / development

5.3.3. Database

5.3.4. Marketing plan

5.3.5. Quality system or 5S

5.3.6. Programming or Software development

5.3.7. Others

Appendix A

Manual for Writing and Printing Report of This Program

Manual for Writing and Printing Report of This Program

Objectives

1. This manual is provided here to make it easier for writing and printing the report that is in standardized format stated by the institute including the rechecking for format and correction for wrong wording.
2. The basic guideline in this manual is considered standard, thus, it is important to understand. If there is any question, please contact the Co-Operative Education and Job Placement Center or the Chairperson of Co-operative Education from the faculties.

Standards for the Report of This Program

In order to ensure that all of the reports are standardized in specific manner, the standards are provided here as follows:

1. Printing

- 1.1 One-sided plain white A4 paper without any lines (80 gram) and the only exceptions are for table or illustration that require different sizes of papers.
- 1.2 Black letters using same font throughout the report.
- 1.3 The original report must be printed with laser printer
- 1.4 Copying is allowed by using device as long as it is of equal or almost equal quality to the original. All copies must be completely clean and clear.

2. Fonts and Sizes of fonts

The report can be printed using both Thai and English letters, however, **the font must be Angsana New (or as specified by each faculty) and the spacing must be single-spacing with the specified fonts sizes as follows:**

- Title of chapter and “Chapter No.” part must be 20 in **bold** form
- Heading and its numbering must be 18 in **bold** form
- Subheading and its numbering must be 16 in **bold** form
- Contents and detailed information must be 16 in normal form

3. Layout

3.1 Margins

3.1.1 Top	1.5	inch
3.1.2 Bottom	1	inch
3.1.3 Left	1.5	inch
3.1.4 Right	1	inch

3.2 The indent of each paragraph must be 0.5 inch or 8 spacebars.

3.3 Each part must be separated with 1 line throughout the report for chapter's name, heading, and subheading

3.4 Starting new page

3.4.1 If it is necessary to start a new line with an indent but only one line remains at the end of that page, please start the new line on the next page.

3.4.2 If there is only one line left at the end of that page, please finish a paragraph within that line and start a new one on the next page.

4. Page Alignment

The alignment for the contents for Thai letters must be in Thai Distributed and in Justify for English letters to ensure they are properly aligned. However, please prioritize correctness of information and language and ensure each word are not separated from each other. For example, "co-operative education", "co-" shouldn't be on different line from "operative education" and they must not be too distant or too close to each other.

5. Page Numbering

5.1 For the introduction, specifically the part starting from the inside front cover to the last page before the contents, the numbering must be in alphabet such as a,b,c,d.

5.2 For the contents, the numbering be in number such as 1,2,3,... orderly, however, the page number for the first page of each chapter must not be printed, but must be included in page counting.

5.3 The position of page number for both introductory and content parts must be on the top right of each page with 1-inch for top and right indent and the font must be in 16 using the same font as the content.

6. Orgnaizing Chapters and Headings in Each Chapter

6.1 Each chapter must be started on new page with "Chapter" and the number and put the chapter's title on the next line and all of them must be aligned in the center.

6.2 Heading in each chapter needs to be on the left side. In case of subheading, put more space to make sure it is different from heading and properly aligned.

7. Numbers

All numbers in every part must be in Arabic using the same font.

8. Printing and Illustrations

8.1 Any illustrations such figure, picture, painting, and etc. require the description in bold below them by putting the type of them followed by the number in Arabic and then 3 spacebars before any name or description using normal letters. For example, “Figure 1.1” below the figure. All illustrations and their description must be in the center.

8.2 For any description that is longer than 1 line, please separate them into 2-3 lines properly and all lines must start at the same point of each line.

9. Printing and Table Size

9.1 The size of the table must not be in the indent of the page. All tables must be put in horizontal format and in case of continuation from previous one, please put the description with “(cont.)” with related numbering, for example, Table 1 (cont.).

9.2 The table and name of each table require the description in bold below them by putting the type of them followed by the number in Arabic and then 3 spacebars before any name or description using normal letters. For example, “Figure 1.1” below the figure. For long description, please separate them into 2-3 lines if necessary. All tables and their description must be in the center.

The structure of writing and printing are as follows:

1. Introduction

The structure of first part of the report is as follows:

1. The cover, hard report cover using color as specified by each faculty. The size is 16-24 (as previewed) properly

2. The flyleaf, the plain white paper with the same size for paper of the report using for the report of project and needs each of it at the front and at the back of the report.

3. Title page, the page after the flyleaf and contains the same content as the cover.

4. Approval sheet, the page contains the title of the report with name, surname, major, the name of advisor of the writer and includes the signature of the Chairperson of Co-operative Education of the faculty, the committee members, and the advisor.

5. Summary in Thai and English

5.1 Summary, the part for brief and important content of the report which must be short and precise in order to inform the reader about its contents in short period of time.

- Must not be longer than 250 words.

- Must be written in both Thai and English

- Must specify the objectives, aims, and scope of the report and its procedures
- Tools for data collection in terms of information, numbers, and characteristics of related topics/groups of sample, results, and suggestion.

5.2 A proper summary must be written in the following ways:

1. Must be written correctly by focusing on its objectives and contents in the report.
2. Must be complete by using full words for any unfamiliar words when referring to them. All earliest references in the report have no need to be directly referred to any sources such as messages, equations, or illustrations and the keywords must be included in the abstract to make an index for further research.
3. Must be specific by being short and precise in every sentence especially for the first sentence of each paragraph
4. Must be written in a reporting manner without any criticism and written to report important data and numbers.

6. Acknowledgement is written for showing gratitude for related people, institutes, supporting organizations, the committee, and also the group of samples as a form of conduct that is highly appreciated. The messages of it must be written in an academic manner and referring to all people with full names and their titles. The length should be longer than 2 paragraphs with the name of the writer at the end of it.

7. Content page contains all important parts of the report.
8. Content page for all tables must be included to inform the readers.
9. Content page for all illustrations and figures must be included to inform the readers.

2. Contents

This part can be written in Thai or English and contains 5 chapters as follows:

Chapter 1 Introduction

- 1.1 Name and location of the company or organization
- 1.2 Type of business or service of the company or organization
- 1.3 The organization and administration of the company or organization
- 1.4 Assigned position and duties that the student is responsible for
- 1.5 Job Supervisor from the company and his/her position
- 1.6 The length of time for the assigned position
- 1.7 Sources and importance of occurred problems
- 1.8 Objectives/aims of the project

1.9 Expected result of the project or assignment

1.10 Definitions of jargons in the field

Chapter 2 Thoery and Techonology for the Project

This part contains the knowledge from learning about theories, ideas, techlogies, and related research about the project that can be found in article, research, dissertation, and etc.

Chapter 3 Plans and Procedures

3.1 Plans of the project

3.2 Detailed procedures of the project

3.2.1 Population and group of samples (if any)

3.2.2 Tool invention (if any) or methodology for tools in the project

3.2.3 Methodlogy for Data collection (if any)

3.3 Practical procedures that student uses for the the project

Chapter 4 Results of the Project

4.1 Results

4.2 Data analysis

4.3 Analysis of results comparing to objectives and aims of the assignment or the project

Chapter 5 Summary and Suggestion

5.1 Summary of the project

5.2 Problems and possible solutions

5.3 Suggestion

References

Appendix

3. References or Bibliography

In order to write this part properly, the report must include the references and bibliography that shows the lists of documents, books, articles, journals, or any prinited media from academic conference in any forms such as books that is included in the report with included information of authors, year of publication, title of the media, place of publication, and publisher's name which is the standardized method of writing this part.

4. Appendix

Any related content or details, such as raw data that couldn't be put in the content part because of the length, must be included for better comprehension and completion, and **most importantly, the weekly report should be included here.**

5. Background of the Writer

The information of the student must be included here within 1 page with the following information:

1. Full name
2. Date, month, and year of birth
3. Educational background
4. Scholarship (if any)
5. Work Experience (if any)
6. Awards (if any)

(Example of Cover Page in English)



**การปรับปรุงกระบวนการผลิตเพื่อลดของเสีย
ของสายการประกอบพวงมาลัยรถยนต์**

**PROCESS IMPROVEMENT FOR WASTE REDUCTION
IN STEERING WHEEL ASSEMBLY LINE
A CASE STUDY OF ABCD COMPANY LIMITED**

MR. WINAI BOONTRONG

**IN PARTIAL FULFILMENT OF THE REQUIREMENT FOR THE AWARD OF
BACHELOR OF ENGINEERING DEGREE IN PRODUCTION ENGINEERING
FACULTY OF ENGINEERING
THAI-NICHI INSTITUTE OF TECHNOLOGY**

2018

(Example of Approval Sheet)

**การปรับปรุงกระบวนการผลิตเพื่อลดของเสีย
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THAI-NICHI INSTITUTE OF TECHNOLOGY**

2018

Approvals of the Committee

..... **The Chairperson of Approving Committee**

(.....)

..... **Committee Members**

(.....)

..... **Faculty Advisor**

(.....)

..... **The Chairperson of Co-operative Education of the Faculty**

(.....)

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(For Faculty Advisor, please recheck for any revision properly before signing.)

(Example of Form for Summary)

Project's Name (Name in English)

Writer

Faculty of Program.....

Faculty Advisor

Job Supervisor

Company's name

Business Type / Product

Details of the Project
.....
.....

Results
.....
.....

Pictures of the Procedures in This Project (At most 2 pages of pictures if any)

(Example of Summary in Thai)

ชื่อโครงการ	การปรับปรุงกระบวนการผลิตเพื่อลดของเสีย ของสายการประกอบพวงมาลัยรถยนต์ กรณีศึกษาบริษัท เอบีซีดี จำกัด
ผู้เขียน	นายวินัย บุญตรง
คณะวิชา	วิศวกรรมศาสตร์สาขาวิชาวิศวกรรมการผลิต
อาจารย์ที่ปรึกษา	ผู้ช่วยศาสตราจารย์ ดร.สหกิจ สุขใจ
พนักงานที่ปรึกษา	1. นายจิรัชย์ ใจดี 2. นางสาวณัฐพร ใจคำ
ชื่อบริษัท	บริษัท เอบีซีดี จำกัด
ประเภทธุรกิจ / สินค้า	ผลิตเครื่องพิมพ์ สแกนเนอร์ และกระดาษพิมพ์ภาพถ่าย (Photo Paper)

บทสรุป

จากการศึกษาการทำงาน of พนักงานขนส่งชิ้นส่วนให้กับส่วนงานประกอบโดยใช้ทฤษฎีการศึกษาเวลาการทำงานและใช้แผนภาพต่างๆเพื่อค้นหาสภาพปัญหาและนำมาวิเคราะห์ด้วย Why-Why analysis ค้นหาแนวทางในการปรับปรุงในการลดความสูญเปล่าจากการทำงานและลดเวลาการทำงาน of พนักงานเพื่อเพิ่มประสิทธิภาพของการขนส่ง โดยการจัดรอบการขนส่งให้สัมพันธ์กับความต้องการของส่วนงานประกอบและกำหนดจังหวะในการขนส่งให้ตรงกับจังหวะในการประกอบชิ้นส่วนโดยการกำหนด Cycle time เพื่อทำการปรับ ภาระงานและกำหนดให้เป็นมาตรฐานการทำงาน ซึ่งในการทำโปรเจกต์ได้นำหลักการ HPM Signal เข้ามาเพื่อใช้ในการปรับสมดุลงานให้กับพนักงานใหม่เพื่อให้การขนส่งมีประสิทธิภาพเพิ่มขึ้น ****(The information about the project such as methods, procedures, related information, and analysis is written in this paragraph.)***

จากการปรับปรุงการทำงาน of พนักงานสามารถลดความสูญเปล่าจากการรอจาก 14.54% เหลือ 5.75 % โดยลด Cycle time จาก 65 นาที 24 วินาทีต่อรอบเป็น 31 นาที 49 วินาทีต่อรอบและลดงานระหว่างทำ (Work in process) จากบน Station และ Daisha ลงได้ 28.41% ภายหลังจากนำ HPM Signal เข้ามาใช้ทำการ Balance งานสามารถลดพนักงานได้ 1 คน เพิ่มประสิทธิภาพการทำงาน of พนักงานจาก 81.82% โดยเฉลี่ยเป็น 89.79% เท่ากันทุกคน ****(The results and benefits of the project are written in this paragraph.)***

*** This page and the next page are the counterparts of each other in Thai and English.**

(Example of Summary)

Pictures of the Procedures in This Project (At most 2 pages of pictures if any)

Project's name	Process improvement to reduce waste from steering assembly Case study of ABCD Company Limited
Writer	Mr. Winai Boontrong
Faculty	Faculty of Engineering, Production Engineering Program
Faculty Advisor	Ass.Prof. Dr.Sahakit Sukjai
Job Supervisor	1. Mr.Vachira Ratanapun 2. Mr.Titipong Boonutit
Company's name	ABCD Company Limited
Business Type / Product	Printer, Scanner and Photo Paper

Summary

This project is to study the work methods of the staff transporting parts to support the assembly line by using the theory of work study and the diagrams for finding out of the problem conditions, Then Why-Why analysis is applied to identify the improvement methods in order to reduce the waste of works and the staff working time and to increase the transportation's efficiency. To achieve the target as above mentioned, the number of the transportation round trips is assigned related to the demand of the assembly line and control the transportation's rhythm, whit related to the assembly's rhythm using cycle time; these results set to be the method standards. This project also uses HPM signal for balancing the workload for new staff and enhancing the transportation's efficiency.

(งานที่ปฏิบัติ ประกอบด้วยรูปแบบ วิธีการดำเนินงาน ข้อมูล และการวิเคราะห์)

The improvement is given by the results of this project in the reduction of the waiting time, from 14.54% to 5.75%, the cycle time's reduction from 65 minutes 24 seconds to 31 minutes 49 seconds and the 28.41% reduction of work-in-process between Station and Daisha, the HPM Signal installation can be reduced one staff and increased the work efficiency of staffs from 81.82% to 89.79% on average. **(ผลที่ได้รับจากการดำเนินงานและประโยชน์ที่ได้รับ)**

*** This page and the previous page are the counterparts of each other in Thai and English.**

Acknowledgement

The acknowledgement is written to show gratitude to the source of fund that supports in conducting research, recovering information, and supporters that collaborate in doing research and writing article.

Writing this in a form of essay should not be longer than 2 passages.

(Example of Table of Contents)

Table of Contents

(1 line spacing)

	Page
Summary in Thai	ก
Summary	ข
Acknowledgement	ค
Contents	ง
Lists of Table	จ
Lists of Figure	ฉ

(1 line spacing)

Chapter

1. Introduction	1
1.1	1
1.2	2
2. Theory or technology used	
2.1	
3. Work Plan and procedures	
4. Result	
5. Conclusion and Suggestion	

References

Appendix

ก.

bibliography

(Example of List of Table)

List of Table

(1 line spacing)

No. of Table	Page
1.1	7
1.2	10
2.1	15
2.2	24
2.3	32
2.4	41
3.1	59
3.2	62
3.3	70
4.1	78
4.2	85
၈.1	108
၈.2	108
၉.1	109
၉. 2	115
၁၀.1	116
၁၀. 2	120
၁၁. 1.....	124

Remarks

1. List of Table are listed as the unit and must include all tables appeared in the text.
2. Name is specified on each table and give 1-line spacing
If the name is longer than one line, the first letter in the second line must have the same line spacing as the first letter in the first line.
3. If the name is longer than one line, the first letter in the second line must have the same line spacing as the first letter in the first line.
4. If there are the same table in the next page, use “cont.” at the end of the new table

(List of Figure)

၈

List of Figure

No. of Image

(1 line spacing)

Page

(1 line spacing)

1.1	5
1.2	9
2.1	18
2.2	21
2.3	22
2.4	28
2.5	32
2.6	48
3.1	61
3.2	63
4.1	76

Remarks

1. List of figures are listed as the unit and must include all tables appeared in the text.
2. Name is specified on each figure and give 1-line spacing
3. If the name is longer than one line, the first letter in the second line must have the same space line spacing as the first letter in the first line.

(Example of Printing)

Unit 1

Introduction

(1 line spacing)

Read the following details

1.1 Formatting (Heading size 18, bold)

1.1.1 Page Format (Subheading size 16, bold)

The designated margins are:

1.1.1.1 Top 1.5 inches, Left 1.5 inches, Right 1.0 inch, Bottom 1.0 inch, Page number on the top right 1.0 inch;
font 16

1.1.1.2 Document that doesn't need the page number

1.1.1.2.1 First page of the chapter

1.1.1.2.2 References

1.1.1.2.3 Appendix

1.1.2 Printing (Subheading size 16, bold)

1.1.2.1 Font

Printed document in Thai or both Thai and English, use Angsana New size 16 and size 16-20 for heading, bold

Printed document in English, use Angsana New size 16 for content and size 16-20 for heading, bold

1.1.2.2 Word cutting

Type words until the end of the line. Use Justified to distribute the word equally for each line. For unfinished word, put the whole word on the next line.

Remarks Use the same style throughout the document.

(Example of List of Table and Figure)

List of Table and Figure

Table

1. Ordering the tables according to the chapter and listing all the table in the report
2. Typing the name of the table on the top following by the table
3. In case of longer name of the table, type the second line by starting the first letter of the second line at the same point of the first line
4. In case of the same table, type as same as the first page and put “cont.” at the end of the name

Table 1.1 Illustrate different period of time for each type of raw material usage. The inspection of the accuracy of the simulation (day)

(1 line spacing)

Type of Fish	Rate of Incoming (Ton/day)	Rate of Usage (Ton/day)	Remaining Stock
Skipjack	100	100	0
Yellowfin	100	100	0
Albacore	100	100	0

(1 line spacing)

Source of Information: Fisheries Institute

Figure

1. Ordering the figure according to the unit and listing all the figures in the report
2. Name of the figure is under each and center of each figure with 1 line spacing
3. In case of longer name of the figure, type the second line by starting the first letter of the second line at the same point of the first line

(1 line spacing)



(1 line spacing)

Figure 3.1: Illustrate the process of storing and using raw material

Source of information: Supada Kemthong (2547)

(Example of Reference)

Reference

Two types of references are Numbered style and author-date style

1. Numbered style is a citation style done by numbering the sources with Arabic numbers within square brackets e.g. [1],[2] at the end of a name or document. If there are many reference lists, use comma to separate e.g. [1,2,3]. References are numbered in the order in which they first appear in the text. Use the same number for the same document. If there the word “and” in the text, use the word “และ” instead (except the specific text).
2. Author-date style is a citation style done by providing the author’s name and the publication year in the parenthesis e.g. (Noppadol Reablerthirun, 1995) and (Kobkiet Bunsit, 1998) directly after the sentence. If you refer to more than 3 foreign authors, use only the first surname and put “et.al” e.g. Poovaiah, et al. If these works are by Thai multiple authors then put the name, surname “and full name of the group” in the references and separate by a semicolon.

How to write references

Book

Name of author, publication year, title of book, volume number, publisher, place of publisher location, page number.

Journal article

Name of author, publication year, title of article, full name of journal, volume number, page number.

Conference paper

Author name, publication year, “title of article, title of conference, volume number, date month year, place of conference, page number.

Article in the book

Author name, publication year, “title of article, title of journal, name of editors, volume number, publisher, publisher location, page number.

Newspaper

Author name, publication year, title of article, title of newspaper, date, page number.

Thesis

Author name, publication year, name of thesis, major of study, faculty, name of institute.

World Wide Web

Author name, publication year, site name [online], Available: URL [date].

Numbered style

The works should be organized by the numbering in the contents not by languages used or types of printing.

Use left-indented numbering for each item as you can see from the below example:

1. Lahiere, R.J. and Goodboy, K.P., 1993, 1993, “Ceramic Membrane Treatment of Petrochemical Wastewater”, Environment Progress, Vol., 12, No. 2, pp. 86-96.
2. เชิดชัย ตั้งอมรสุนด์. (2537) การศึกษาเยื่อแผ่นไดนามิกบนเยื่อแผ่นอนินทรีย์แบบไมโครฟิล, วิทยานิพนธ์ปริญญา วิศวกรรมศาสตรมหาบัณฑิต สาขาวิชาวิศวกรรมอาหาร คณะวิศวกรรมศาสตร์ สถาบันเทคโนโลยีพระจอมเกล้าธนบุรี.

(Cherdchai Tangamornsun, 2537, Dynamic Membrane on an Inorganic Microfil Membrane. Master. Food Engineering. King Mongkut Institute of Technology Thonburi.)

1. Wu, K., n.d., **What is Nano** [Online], Available: <http://www.nano.org.uk/nano.htm> [2001, October 5].

Reference (Continue)

Author-date style

The works should be organized by the languages and types of printing, starting from Thai language and following by English in the order of ก-ฮ and A-Z. Use left-indented numbering for each item as you can see from the below example:

(1 line spacing)

กอบเกียรติ์ บันสิทธิ์. 2541 มุมมองเรื่องผักกางมุ้งของไทย, เอกสารวิทยุวิทยานับปีที่ 1/2541, กองกัญและสัตววิทยา กรมวิชาการเกษตร, หน้า 5-7

Benoit, F. and Ceustermans, N., 1993. Hydroponic Culture of Kitchen Herbs. European Vegetable R & D Centre, Sint Kateligne Waver pp. 240-243.

Remark: Use the same format for all chapters.

(Example of Bibliography)

Bibliography

Name-Surname	Mr. Pichit Ngamcharansriwichai
Date of Birth	26 November 1988
Educational Background	
Primary Level	Primary level in
Secondary Level	
University Level	
Scholarship	-None-
Training	1. ISO Internal Audit 2. Toyota Processing System (TPS) at Sri Thai Superware Co., Ltd. 3. Project Management at Thai-Nichi Institute of Technology 4. Principle of MONODZUKURI at Thai-Nichi Institute of Technology
Publication	-None-

(Example of Summary of Format)

Format

1. Formatting (see it carefully)

Top 1.5 inches, Left 1.5 inches, Right 1.0-inch, Bottom 1.0-inch.

The first page of unit, reference and appendix doesn't need to put the page number

Put the page number on the top right of the paper, Top 1-inch and right 1.0-inch (Font 16)

2. Printing

Font size 20/ Bold

Font size 18/ Bold

Font size 16/ Bold

Starting from the leftmost

Left

3. Table and Figure (see manual carefully)

- Type the name of the table on the top and put the table
- In case of longer name of the table, type the second line by starting the first letter of the second line at the same point of the first line
- In case of the same table, type as same as the first page and put "cont." at the end of the name
- Ordering the tables according to the unit and listing all the table in the report
- Name of the figure is under each and center of each figure with 1 line spacing
- In case of longer name of the figure, type the second line by starting the first letter of the second line at the same point of the first line
- Ordering the figure according to the unit and listing all the figures in the report

4. Symbol for Correction  = passage  = 1 line spacing  = left indented / = space

Common Errors

1. Incorrect format which is Top 1.5 inches, Left 1.5 inches, Right 1.0-inch, Bottom 1.0-inch.
2. Incorrect typing e.g. page number should be lower from the top right 1-0 inch. Most of the common mistake is higher or less than 1 inch
3. Cover Page doesn't mention the abbreviation of the degree or field of study in the bracket
4. The topic in the content is not corresponded to the content in the report
5. Word cutting is not proper
6. The incorrect size of the first level heading
7. The incorrect typing of the detail
8. Incorrect type of referencing
9. Wrong typing of the name of foreigners
10. To reduce the procedures, after submitting the report to the faculty, the faculty will ask the student to correct some mistakes, pleased correct all mistake by checking the manual.

Appendix B

Forms for Proceeding in This Program



Co-Operation Education / Internship Application Form

Thai-Nichi Institute of Technology

1-inch Photo

Name-Surname

Date of birth Age..... Years..... Month

Name of the company for the internship

Number 1

Number 2

Number 3

Language Ability

Japanese: Score / Level.....

English: Score / Level.....

Others- Please specify

Contact Address: Address number..... Sub-district..... District.....

Province..... Postcode..... Phone E-mail.....

Contact Address: Sub-district..... District.....

Province..... Postcode..... Phone

Parents' Address: Father's name-surname..... Address number

Sub-District..... District..... Province

Postcode Phone

Mother's name-surname..... Address numberSub-District.....

District..... Province Postcode Phone

Student's Current Status

Faculty..... Major..... Student ID.....

Year of study..... Current GPA.....

Interested fields for co-operative education (Specify; your specialization, job description, your expectation)

.....

Confidentiality Agreement

I hereby agree to strictly comply with the rules and regulations which are established and/or which will be established in the future by the company. I understand that should I disclose and company's confidential information including documents, I shall be held liable for any damages arising therefrom.

Sign Applicant

Date



Filling Resume Steps

Step 1 Student fills in through web: coop.tni.ac.th/Resume



Resume
Co-operative Education and Job Placement Center

รหัสนักศึกษา

หมายเลขบัตรประชาชน

[เข้าสู่ระบบ](#)

Step 2 Student fills in all details and attach a transcript (PDF file not larger than 500 KB) and a photo with student's uniform (PNG, JPG, GIF file not larger than 35 KB)

Resume

Co-operative Education and Job Placement Center

[\[Upload Picture\]](#)
PNG, JPG, GIF W:100xH:120
MAX:35KB

[\[Logoff\]](#) [\[Upload Transcript max:500kb\]](#) [\[Preview Transcript\]](#) [\[Print Resume\]](#) [\[Modify\]](#)

Personal Data

Prefix	Name	Surname	Student ID:	56111002-4
Name (in Thai): * นาย	กมลวรรณ	สรบุรินทร์	Citizen ID:	1100600294215
Name (in Eng.): * Mr.	Kamolawat	Saraburin		

Level: Bachelor

Faculty: Engineering Major: Automotive Engineering

Gender: Male Date of Birth: * 24-08-1994 (23 years old)

Height: * 160 cm. Weight: * 47.00 Kg.

Nationality: * Thai Religion: * Buddhism

Address:

Village/Building: Thanasin

No.: * 4/573 Moo: 7

Trok: Soi: Nawamin 88 Road: * Nawamin

Tambol/Khwang: * Klongum District/Khet: * Buengum

Province: * Bangkok Zipcode: * 10230

Telephone(Home): 02-5107813 Mobile: 088-0583302

Email Address: * Sa.kamolawat_st@tni.ac.th

Educational:

Education Level	School / University	Major	Period of Education	GPA
Bachelor's Degree*	Thai-Nichi Institute of Technology	Automotive Engineering	2013-Present	3.07
High School*	Saint Dominic School	Science-Mathematics	2010-2012	3.50
Other				

Training / Seminar Backgrounds:

No	Training / Seminar Course	Company	Period of training / seminar
1	J-T Tech Innovation Seminar	Thai Nichi Institute of Technology	Oct 2015
2			
3			
4			
5			

Language Skills:

Language	Speaking	Writing	Listening	Reading	Score	Test Date
English	Good	Good	Good	Good	TOEIC 700	16 Sep 2015
Japan	Good	Good	Good	Good	N4	23 Sep 2015

Computer Skills (Software, Hardware):

Microsoft Office (Power point,Word,Excel),Matlab,Labview,Catia

Hobbies / Sport:

Play A Guitar/Cycling/Football/Volleyball/Badminton/Table tennis

Special Skills:

Communication Skill (English and Japanese)

Work Experience & Student Activities:

Period	Company / Activities	Type of work / Activities	Remark
2553	Churairat music school	Mini Concert	
2554-2555	KPN music school	Mini Concert	

Awards / Certificate:

Name	Company / Activity	Date

Reference:

Name(in Thai): * อาจารย์ ดร.เอก ธรรมกมลบุญดี Name(in Eng.): * Professor Ek-u Thammakombunjut
 Relationship: * Adviser Occupation: * Teacher
 Address: _____
 Telephone(Home/Work) _____ Mobile: _____
 Email Address: * ek-u@tnti.ac.th

ขอเชิญนักศึกษาฝากประวัติในเว็บไซด์ JOBTNI.COM ซึ่งเป็นเว็บไซด์จัดหางานที่ดำเนินการโดยสถาบันเทคโนโลยีไทย-ญี่ปุ่น มีวัตถุประสงค์หลักเพื่อเป็นช่องทางในการประชาสัมพันธ์ข้อมูลบริษัทและติดต่อสมัครงานเข้าทำงานในบริษัทเครือข่ายญี่ปุ่น เว็บไซด์นี้มีระบบที่ผู้ใช้ทั้งฝ่ายบริษัทและผู้หางานสามารถบันทึกและอัปเดตข้อมูล ตำแหน่งงานและการสมัครงานด้วยตนเอง รวมถึงมีระบบแชตซิงและการแจ้งเตือนอัตโนมัติกรณีมีงานที่ตรงกับความต้องการของบริษัทและผู้หางานอีกด้วย

* ทั้งนี้ นศ. สามารถเข้าสู่ระบบ JobTNI โดยใช้ Username และ Password เป็น รหัส นศ. เพื่ออัปเดตข้อมูลในการทำ JobMatch และสมัครงานผ่านระบบได้

อนุญาตให้ฝากประวัติใน JOB T N I . C O M



Details of job position, job supervisor, and company location

1. Details of company

Name..... Department.....Floor.....Building.....
Industrial Estate.....Address number..... Road.....
Sub-district.....District..... Province.....Postcode.....

2. Job Supervisor

Name-Surname.....Position.....
Phone..... Fax.....Email.....

3. Student's job assignment

Student's nameSurnamePhone.....
Assigned position
Job description
.....
.....

Please draw a map of the company location for supervision convenience during the internship.



Weekly Working Report Form

Week.....

Student's name-surname Student ID..... Faculty.....

Major.....

Day/Month/Year	Hours	Brief summary of assignment	Knowledge/Skills	Problems
Monday/...../.....				
Tuesday...../...../.....				
Wednesday...../...../.....				
Thursday...../...../.....				
Friday...../...../.....				
Saturday...../...../.....				
Sunday...../...../.....				
Total hours in this report		I certify that all information written in this report is true. Sign..... (.....) Day/Month/Year Student	I certify that all information written in this report is true. Sign..... (.....) Position Day/Month/Year Job Supervisor	
Total hours in the previous report				
Total hours				

Note: Student has to submit this report to faculty advisor of the faculty, every week. Don't forget to make a copy for your full report.



Plan Draft / Working Report

(Information Provider: student and job supervisor)

This report is a part of the co-operative education/internships, which also provides useful information for the company. Students requires the advice from the job supervisor in order to specify the topic in the draft/ working report which prioritizes the company's requirement first.

If the company does not consider the plan draft/ working report of the tentative topic qualified, students have to consider the topic again by consulting with job advisor first. The examples of topic report are students' reports in specific field of interest or plans and procedures for achieving certain learning objectives. When the specified topic is qualified, student can plan the draft roughly in this form. Then, students can consult again with the job advisor and send it back to the faculty advisor **within the first 2 weeks** of the course.

Student's name-surname.....Student ID.....

Faculty.....Major.....

Co-operative education / Internship at

Address number..... Road..... Sub-district.....

District..... Province..... Postcode.....

Details of plan draft/ working report

1. Topic of plan draft/ working report can be changed later.

.....
.....
.....
.....

2. Details of plan draft/ working report (This can be changed or adjusted later.)

.....
.....
.....
.....
.....

Sign.....

(.....)

...../...../.....

Student

Sign

(.....)

Position

...../...../.....

Job Supervisor



Faculty Advisor

Supervision Report

Instructions: There are three sections. (1) Cooperative education supervision record form, (2) Workplace assessment form, and (3) Student assessment form. Please select numbers 5, 4, 3, 2, 1 or - according to your opinion.

5 means most agree with the statement Or most suitable

4 means very agree with the statement Or very suitable

3 means agree with that statement, moderate Or moderately suitable

2 means less agree with that statement Or less suitable

1 means least agree with that statement Or least appropriate

- means unable to give a score such as no comments, no information, no need to assess, etc.

Workplace Name _____
Type of Industries _____
Location _____
Telephone _____ Mail _____

Name List of Students in The Workplace

1. _____ ID _____ Major _____
2. _____ ID _____ Major _____
3. _____ ID _____ Major _____
4. _____ ID _____ Major _____
5. _____ ID _____ Major _____
6. _____ ID _____ Major _____
7. _____ ID _____ Major _____
8. _____ ID _____ Major _____
9. _____ ID _____ Major _____
10. _____ ID _____ Major _____

Sign _____
(_____)

Faculty Advisor

Date: _____

Observer(s)

1. _____
2. _____

Workplace Evaluation

Faculty Advisor (Section 1)

Topic	Rating	Comment
1. An understanding of the objectives of a cooperative education / internship job		
1.1. Executives		
1.2. Human Resources		
1.3. Job Supervisor		
2. Administration		
2.1. Coordination of student management within workplace between HR and Job Supervisor		
2.2. Providing advice and care for students of the Human Resources Department (Orientation, discipline, leave, compensation benefits)		
2.3. Workplace personnel show interest, support, and teach students about work		
3. Assignment		
3.1. Quantity		
3.2. Job description		
3.3. Relevance to major		
3.4. The assignments are exactly the same as those proposed by the company.		
3.5. The assignments are relevant to students' interest.		
4. Assignment and supervision		
4.1. There is a supervisor taking care of students from the first day of entering the work.		
4.2. Supervisor's knowledge and professional experience		
4.3. Time provided by Supervisor for students' performance		
4.4. Time provided by Supervisor to students for report writing		
4.5. Supervisor's interest in teaching and assigning work		
4.6. Students' focus on the Co-op Education reports		
4.7. Giving importance to performance appraisal		
4.8. Availability of equipment and tools for students to work in the workplace. (In case of working in a lab or shop in a factory)		
4.9. Establishing an action plan for the entire period of an operation		
5. Overall		

Faculty Advisor (Section 2)

Student evaluation (1 per each student)

Workplace Name: _____ Location: _____

Student Name: _____ Major: _____

Assigned job: _____

Topic	Full Score	Mark	Comment
1. Personality	10		
2. Teamwork	10		
3. Dedication	15		
4. Discipline	10		
5. Punctuality	10		
6. Dress Code	10		
7. Responsibility	15		
8. Knowledge	15		
9. Practice	15		
10. Language	10		
11. Problem-solving	10		
12. Potentials	10		
13. Eager to learn	10		
Total	150		
25% out of 150 points	25%		

Strengths or improvement of students or suggestions for developing the teaching and learning curriculum of the institute
(please specify)



Student Evaluation Form

1. Evaluation from Workplace

Name: _____ ID: _____
Faculty: _____ Major: _____
Workplace Name: _____
Telephone: _____ Fax: _____ E-mail: _____

2. Overview

2.1. Duration: _____ Weeks

2.2. Acceptance period

Throughout a year Fixed period _____

2.3. Professional Knowledge

Very Good Good Fair Need improvement Unqualified

Comment: _____

3. Brief job description

Instructions Please comment on the performance of the students on the 13 assessment topics for a total of 150 points in this form representing 35 percent of the total score.

Topic	Full Score	Mark	Comment
1. Personality	10		
2. Teamwork	10		
3. Dedication	15		
4. Discipline	10		
5. Punctuality	10		
6. Dress Code	10		
7. Responsibility	15		
8. Knowledge	15		
9. Practice	15		
10. Language	10		
11. Problem-solving	10		
12. Potentials	10		
13. Eager to learn	10		
Total	150		
35% out of 150 points	35%		

Student work information in cooperative education / internship practice

Working daysday

Number of absentee days days

Number of late hourshours.

Criteria for evaluating student late / absenteeism

Internship In the event that a student is absent for more than 2 days, the institute will consider failing to pass the internship course.

Co-op Ed In the event that a student is absent for more than 4 days, the institute will consider failing to pass the internship course.

In the event that the student is 3 days late, the institute will consider it as absent for 1 day.

In the event of a student taking sick leave, a medical certificate is required as an evidence for leave only.

In the event of a student's leave, written notice to the company's HR department and the advisor is required to be submitted 3 days in advance.

Strengths or improvement of students or suggestions for development of the curriculum

Strength	Room for improvement

Suggestion (if any) _____

If this student has graduated, are you interested in hiring this student?

Yes

Maybe

No

Sign _____

Evaluator / Job supervisor

Date ____ / ____ / ____

Remark Please return this performance appraisal form with the attached envelope of The Co-operative Education and Job Placement Center Thai-Japanese Institute of Technology after completion of work. Also, please ask the students to bring the envelope back to their faculty advisor immediately (please sign the envelope at the sealing area)



Co-op education evaluation form

Semester _____ Academic Year _____

Profile

Name: _____ ID: _____

Faculty: _____ Major: _____

Workplace name: _____ Job supervisor name: _____

Report Title

Title: _____

Evaluation Topic		
1. Formatting (Preface, Table of Contents, Figure, Table, Reference, Bibliography, Appendix)	10 points	<input type="text"/>
.....		
2. Abstract	10 points	<input type="text"/>
.....		
3. Content		
3.1 Chapter 1 Introduction	10 points	<input type="text"/>
3.2 Chapter 2 Theory and Tools	10 points	<input type="text"/>
3.3 Chapter 3 Work flow	20 points	<input type="text"/>
3.4 Chapter 4 Result and Analysis	10 points	<input type="text"/>
3.5 Chapter 5 Summary	10 points	<input type="text"/>
.....		
4. Language use	10 points	<input type="text"/>
.....		
5. Practicality	10 points	<input type="text"/>
.....		
Total	100 points	<input type="text"/>
From the full mark of 100 points, change into 15%		

Other comments

Sign _____ Evaluator

(_____)

Date _____ / _____ / _____



To	From
Date	Number of pages
Phone	Phone
Fax	Fax

Supervision Visit Confirmation

Company's name.....

Discussing topics of supervision, are as follows:

1. Topic of plan draft / working report
2. Comments on the topic of plan draft / working report of TNI
3. Issues during the training.

Supervision steps

1. Request for a meeting with the student and staff advisor: **Date**..... **Time**
2. Request for a plant / workplace visit (if possible)

Students namelist is as follows.

- 1.

Job supervisors namelist is as follows.

- 1.

Faculty advisor's Signature.....

Position.....

Date.....

Company

The company acknowledges the supervision on the date.....time..... as well as the steps and details above. The company would like to inform that the company would like to;

- () welcome the on the above date and time.
- () adjust the visit date to at

Sign

Position.....

Date.....

Please kindly send this form back to the co-operative education via the fax 02-763-2600 extension number 2788

The co-operative education and career center: 02-263-2600 extension to the co-operative education and career center

Evaluation Criteria

Thai–Nichi Institute of Technology

Score distribution

1. Workplace (50%)
 - Student's report 15%
 - Student's performance 35%
2. Faculty Advisor (50%)
 - Student's Full Report 15%
 - Supervision 25%
 - Project presentation 10%