

On-Site Evaluation Report

Cooperative Education Program Kasetsart University

Name of workplace (Thai or English) _____

Located in district _____ Province _____

Tel no. _____ Fax no. _____

Names of students

1. _____	JOB NO. _____	Field of study _____
2. _____	JOB NO. _____	Field of study _____
3. _____	JOB NO. _____	Field of study _____
4. _____	JOB NO. _____	Field of study _____
5. _____	JOB NO. _____	Field of study _____
6. _____	JOB NO. _____	Field of study _____

(Signature).....

(_____)

Cooperative Education Advisor

Date

Names of evaluator

1. _____

2. _____

3. _____

Instruction

Please evaluate the student by marking number 5,4,3,2,1 respectively, or with respect to your own satisfactory on achievement of each objective using the standards provided below

- 5 mean your agreement on the sentence is in the highest level
- 4 mean your agreement on the sentence is in the high level
- 3 mean your agreement on the sentence is in the average level
- 2 mean your agreement on the sentence is in the poor level
- 1 mean your agreement on the sentence is in the poorest level
- you can't evaluate students

Part 1 Workplace evaluation

Items	Level of satisfactory (1-5 or -)	Remarks
1. Understanding on Cooperative Education Philosophy 1.1 Administrator and Human resources personnel		
1.2 Job Supervisor		
2. Supportive and Management 2.1 Managerial coordination in student supervision between Human resources personnel and Job Supervisor		
2.2 Human resources personal's supervision (orientation discipline supervision, anticipated absence, benefit, compensation)		
2.3 Staff's support and friendliness to the students		
3. Quantity of work 3.1 Quantity of work assigned to the student		
4. Quality of work 4.1 Job description		
4.2 Duties assigned related to student's major		
4.3 Duties assigned related to what had been offered by the workplace		
4.4 Duties assigned related to the student's area of interest		
4.5 Appropriateness of students' report topics		
5. Supervisor's work plan 5.1 Designate a supervisor to be responsible for the student in the first day of internship		
5.2 Supervisor's knowledge and work experience		
5.3 Provide time for the student to complete work function		
5.4 Provide time for the student to write the report		
5.5 Supervisor's interest to work supervision and assignment		
5.6 Provide the required written evaluation and report of student's performance		
5.7 Readiness of equipment for the student (consider only the student who works temporarily)		
5.8 Provide the work plan for the student		
6. Conclusion of workplace's quality for cooperative education program		

Part 2 Student's evaluation (one per each student)

Student's name _____ Field of study _____

Check List : Student has to return the following documents to Cooperative Education Program

- Student's accommodation form
- Work Position and Job supervisor form
- Cooperative Education Program Work Plan Report
- Work Term Report Outline

Items	Level of satisfactory (1-5 or -)	Remarks
1. Self - Development		
1.1 Personality		
1.2 Maturity		
1.3 Adapting skills		
1.4 Learning skills		
1.5 Communication Skills		
1.6 Interpersonal Relation		
1.7 Attitude		
2. Organization's coordination		
3. Student's behavior, morality, ethics and working under organization's regulation such as anticipated absence, work absence or dressing		
4. Fundamental knowledge or capability needed in achieving the assignment		
5. Work Term Report's progress		
6. Student's satisfactory		
6.1 Satisfactory of workplace and duties assigned		
6.2 Satisfactory of accommodation's safety and suitability		
6.3 Satisfactory of transportation's safety		
6.4 Satisfactory of compensation's suitability		
7. Overall Rating		

Additional Comments
