

Job description Job position and Job supervisor form

Cooperative Education Kasetsart University

(Information provided by human resources manager or job supervisor)

Instruction

For the successful and effective collaboration between cooperative education and the workplace, it is deeply appreciative that the manager of human resources department or a person responsible for the student's internship cooperates with the job supervisor to help create work term information, job position, job description and job supervisor as indicated in this form and **please kindly return this form to Cooperative Education Program College / Institute / University**

To Director of cooperative education program

Work details, Job Description and Job Supervisor

1. Workplace information

Please provide an official name to be indentified in certificate of completion (English version)

Please indicate the address (for student's evaluation)

Name of workplace (In thai)_____

(In English)_____

Address_____ Road_____

District_____ Province_____ Postal code_____

Tel no. _____ Fax no. _____

2. General Manager/ Factory Manager and Contact Person

Manager's name _____

Position_____

Tel no. _____ Fax no _____ E-mail_____

To contact with the university (student evaluation and others), please contact

() Contact the manager directly

() Contact the following person

Name - Lastname_____

Position_____ Department_____

Tel no. _____ Fax no. _____ E-mail_____

3. Job Supervisor
Name - Lastname _____
Position _____ Department _____
Tel no. _____ Fax no. _____ E-mail _____

4. Student assignment
Student's name _____
Job Position _____
Job Description _____

(Signature) _____ (A person providing the information)
 (Position _____)
 Date.....

Please return this form to Cooperative Education Program, Education Service Division Kasetsart University
 in the first week of student's internship