Work Term Report Outline

Cooperative Education Kasetsart University

(Information provided by the student and job supervisor)

<u>Instruction</u>

This report is the part of cooperative education. The objectives of this report are to practise student's communication skill and provide information beneficial to the work place. Students are responsible to ask the job supervisor for supervision to designate appropriate report title based on workplace's needs. Examples of certain reports are such as research, interesting academic report, conclusion of some data or statistics or the outcome of data analysis and evaluation, etc. The report can therefore be conducted by more than one student.

In case the workplace doesn't need the report title as mentioned above, students have to consider a topic that interests students and conduct a report by consulting the job supervisor first . Examples of certain reports are such as an academic report that interests students, the report on assignment outcome or work plan and procedures to achieve learning objectives. Once the report title is accomplished, write work term report outline as indicated in this form. Consult the job supervisor before submitting this form to the cooperative education program within the first three week of internship

Cooperative Education will therefore compile the form and propose to cooperative education advisor for consideration. If there is some suggestion made by an advisor, it will be returned to the student within two weeks and students should write the report as soon as all the process is completed.

Student's name_____ Student ID_____

Field of study_____ Faculty _____

perform work at

(Name of workplace) _____

    Address_____Road_____

    District_____Province_____Postal code_____

    Tel no._____Fax no._____

want to inform the details of work term report outline as follows;

1. Report Title *can be adapted later*
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2. Details about report description *(can be adapted later)*

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(Student's signature) _____

(_____)

Date_____

supervisor's signature)_____

(_____)

Position   _____

Date...

It is appreciated that you return this form to cooperative education program

within the third week of student intership