

Cooperative Education Logbook

Faculty of Engineering, Khon Kaen University

**Student's Name..................................................................................................
Student ID .........................................................................**

**Major ................................................................................**

**Semester......................... Academic year.............................**

Cooperative Education Logbook

Student's Name.................................................................................................................................................

Student ID.............................................................................. Telephone.......................................................

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

Year.................................... Semester........................................ Academic Year...........................................

Establishment/Organization’s Name............................................................................................................

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Address...........................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................

Working Duration: Start date................................................ End date..........................................

Advisor(s)' name(s)

1. ..........................................................................................

2. ..........................................................................................

Instructions

1. Students are required to account for their conducts in the logbook every day based on the actual assigned jobs.
2. The cooperative education logbook will serve as evidence for the university on the activities students have done that are beneficial to the cooperative education itself and match the students' fields of study.
3. Records must be written neatly and correctly as well as easy to read and understand.
4. Record the time in and out by date. If any day is off, record it as a day off as well as note all the national holidays clearly.
5. Students are required to have their cooperative education logbook checked by their advisor(s) when the advisor(s) go to supervise the cooperative education at the establishment/organization.
6. Record the performance in detail, including problems, obstacles and solutions (if you can't sort them out by yourself, it is recommended to ask your job supervisor or advisor)
7. Students must record time in and out according to the actual time every day.

Academic Affairs Division, Faculty of Engineering, Khon Kaen University

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Tel. +6643 009 700 ext. 50220, E-mail: kpoons@kku.ac.th

**Cooperative Education Students Code of Conduct**

1. Wear student uniform or uniform specified by the establishment/organization.
2. Take the job seriously and follow the supervisor's orders and instructions strictly.
3. Follow the rules of the establishment/organization strictly.
4. Students are prohibited to do anything that is not their responsibility or that is not assigned by the supervisor is strictly.
5. Be honest to the job, oneself, and others.
6. Take care of the assets of the establishment/organization.
7. Strictly keep the confidential data of the establishment/organization confidential.
8. Be pleased and satisfied with the tasks assigned and take the responsibility for the work to be in order.
9. Finish every task within the time specified by the establishment/organization without negotiating for holidays. Everything must comply with the rules of the establishment/organization.
10. No leave of any kind at all. When necessary, please notify the head of the establishment/organization every time.
11. Be polite to colleagues and visitors and respect for adults. Do not be aggressive or cause any conflicts.
12. To go out of the workplace during the working hours, the job supervisor's approval is required.
13. Failure to comply with the above rules may result in the termination or suspension of the cooperative education.
14. Students are not allowed to arbitrarily cancel cooperative education.
15. Inappropriate behaviors that affect the reputation of the university will result in an F grade of the cooperative education and disciplinary action according to the rules of the university.

Students who work in establishments/organizations are considered as the representatives of the university. Therefore, students are required to conduct themselves appropriately, show good quality of students both as an individual and in the work in order to maintain the good reputation of the university.

Student’s Bibliography

Cooperative Education Period

Start date......................................... Month........................................................................... Year..........................................

End date........................................... Month........................................................................... Year..........................................

Student’s Personal Information

Full name.................................................................................................... Student ID ...........................................................

Faculty of Engineering, Major..................................................................................................................................................

Date of Birth.................................................... Age.....................year. Weight.......................kg. Height........................cm.

Nationality....................................................... Ethnicity........................................... Religion................................................

Hobbies.......................................................................................................................................................................................

Special Abilities..........................................................................................................................................................................

Current GPAX .............................................................................................................................................................................

Medical Conditions.....................................................................................................Blood type..........................................

Hometown..................................................................................................................................................................................

Correspondence address.........................................................................................................................................................

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Father's name......................................................................... Age...................year. Occupation..........................................

Mother's name....................................................................... Age...................year. Occupation..........................................

Phone....................................................................... Telephone..............................................................................................

Advisor(s)’ Name(s)...................................................................................................................................................................

Close Friend's Name............................................................................... Telephone.............................................................

Timesheet for Cooperative Education Students

Establishment/Organization's Name ...............................................................................................................................

Supervisor's Name .................................................................................................................................................................

Telephone ................................................................................................................................................................................

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Timesheet for Cooperative Education Students

Establishment/Organization's Name ...............................................................................................................................

Supervisor's Name .................................................................................................................................................................

Telephone ................................................................................................................................................................................

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Timesheet for Cooperative Education Students

Establishment/Organization's Name ...............................................................................................................................

Supervisor's Name .................................................................................................................................................................

Telephone ................................................................................................................................................................................

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Timesheet for Cooperative Education Students

Establishment/Organization's Name ...............................................................................................................................

Supervisor's Name .................................................................................................................................................................

Telephone ................................................................................................................................................................................

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Timesheet for Cooperative Education Students

Establishment/Organization's Name ...............................................................................................................................

Supervisor's Name .................................................................................................................................................................

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Details of the Assigned Jobs

**Week 1** Start date............... month................................. year................. End date................ month................................. year.................

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| dd/mm/yyyy | Details | Problems/Obstacles | Solutions |
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Details of the Assigned Jobs

**Week 2** Start date............... month................................. year................. End date................ month................................. year.................

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| dd/mm/yyyy | Details | Problems/Obstacles | Solutions |
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Details of the Assigned Jobs

**Week 3** Start date............... month................................. year................. End date................ month................................. year.................

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| dd/mm/yyyy | Details | Problems/Obstacles | Solutions |
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Details of the Assigned Jobs

**Week 4** Start date............... month................................. year................. End date................ month................................. year.................

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| dd/mm/yyyy | Details | Problems/Obstacles | Solutions |
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Details of the Assigned Jobs

**Week 5** Start date............... month................................. year................. End date................ month................................. year.................

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Details of the Assigned Jobs

**Week 6** Start date............... month................................. year................. End date................ month................................. year.................

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Details of the Assigned Jobs

**Week 7** Start date............... month................................. year................. End date................ month................................. year.................

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Details of the Assigned Jobs

**Week 8** Start date............... month................................. year................. End date................ month................................. year.................

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| dd/mm/yyyy | Details | Problems/Obstacles | Solutions |
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Details of the Assigned Jobs

**Week 9** Start date............... month................................. year................. End date................ month................................. year.................

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| dd/mm/yyyy | Details | Problems/Obstacles | Solutions |
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Details of the Assigned Jobs

**Week 10** Start date............... month................................ year................. End date................ month................................ year.................

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| dd/mm/yyyy | Details | Problems/Obstacles | Solutions |
| **Day**..............**\_\_\_/\_\_\_/\_\_\_** | ....................................................................................................................Signature.........................................Supervisor | ........................................................................................................................................................................................................................................ | ......................................................................................................................................................................................................................................... |
| **Day**..............**\_\_\_/\_\_\_/\_\_\_** | ....................................................................................................................Signature.........................................Supervisor | ........................................................................................................................................................................................................................................ | ......................................................................................................................................................................................................................................... |
| **Day**..............**\_\_\_/\_\_\_/\_\_\_** | ....................................................................................................................Signature.........................................Supervisor | ........................................................................................................................................................................................................................................ | ......................................................................................................................................................................................................................................... |
| **Day**..............**\_\_\_/\_\_\_/\_\_\_** | ....................................................................................................................Signature.........................................Supervisor | ........................................................................................................................................................................................................................................ | ......................................................................................................................................................................................................................................... |
| **Day**..............**\_\_\_/\_\_\_/\_\_\_** | ....................................................................................................................Signature.........................................Supervisor | ........................................................................................................................................................................................................................................ | ......................................................................................................................................................................................................................................... |
| **Day**..............**\_\_\_/\_\_\_/\_\_\_** | ....................................................................................................................Signature.........................................Supervisor | ........................................................................................................................................................................................................................................ | ......................................................................................................................................................................................................................................... |
| **Day**..............**\_\_\_/\_\_\_/\_\_\_** | ....................................................................................................................Signature.........................................Supervisor | ........................................................................................................................................................................................................................................ | ......................................................................................................................................................................................................................................... |

Details of the Assigned Jobs

**Week 11** Start date............... month................................ year................. End date................ month................................ year.................

|  |  |  |  |
| --- | --- | --- | --- |
| dd/mm/yyyy | Details | Problems/Obstacles | Solutions |
| **Day**..............**\_\_\_/\_\_\_/\_\_\_** | ....................................................................................................................Signature.........................................Supervisor | ........................................................................................................................................................................................................................................ | ......................................................................................................................................................................................................................................... |
| **Day**..............**\_\_\_/\_\_\_/\_\_\_** | ....................................................................................................................Signature.........................................Supervisor | ........................................................................................................................................................................................................................................ | ......................................................................................................................................................................................................................................... |
| **Day**..............**\_\_\_/\_\_\_/\_\_\_** | ....................................................................................................................Signature.........................................Supervisor | ........................................................................................................................................................................................................................................ | ......................................................................................................................................................................................................................................... |
| **Day**..............**\_\_\_/\_\_\_/\_\_\_** | ....................................................................................................................Signature.........................................Supervisor | ........................................................................................................................................................................................................................................ | ......................................................................................................................................................................................................................................... |
| **Day**..............**\_\_\_/\_\_\_/\_\_\_** | ....................................................................................................................Signature.........................................Supervisor | ........................................................................................................................................................................................................................................ | ......................................................................................................................................................................................................................................... |
| **Day**..............**\_\_\_/\_\_\_/\_\_\_** | ....................................................................................................................Signature.........................................Supervisor | ........................................................................................................................................................................................................................................ | ......................................................................................................................................................................................................................................... |
| **Day**..............**\_\_\_/\_\_\_/\_\_\_** | ....................................................................................................................Signature.........................................Supervisor | ........................................................................................................................................................................................................................................ | ......................................................................................................................................................................................................................................... |

Details of the Assigned Jobs

**Week 12** Start date............... month................................ year................. End date................ month................................ year.................

|  |  |  |  |
| --- | --- | --- | --- |
| dd/mm/yyyy | Details | Problems/Obstacles | Solutions |
| **Day**..............**\_\_\_/\_\_\_/\_\_\_** | ....................................................................................................................Signature.........................................Supervisor | ........................................................................................................................................................................................................................................ | ......................................................................................................................................................................................................................................... |
| **Day**..............**\_\_\_/\_\_\_/\_\_\_** | ....................................................................................................................Signature.........................................Supervisor | ........................................................................................................................................................................................................................................ | ......................................................................................................................................................................................................................................... |
| **Day**..............**\_\_\_/\_\_\_/\_\_\_** | ....................................................................................................................Signature.........................................Supervisor | ........................................................................................................................................................................................................................................ | ......................................................................................................................................................................................................................................... |
| **Day**..............**\_\_\_/\_\_\_/\_\_\_** | ....................................................................................................................Signature.........................................Supervisor | ........................................................................................................................................................................................................................................ | ......................................................................................................................................................................................................................................... |
| **Day**..............**\_\_\_/\_\_\_/\_\_\_** | ....................................................................................................................Signature.........................................Supervisor | ........................................................................................................................................................................................................................................ | ......................................................................................................................................................................................................................................... |
| **Day**..............**\_\_\_/\_\_\_/\_\_\_** | ....................................................................................................................Signature.........................................Supervisor | ........................................................................................................................................................................................................................................ | ......................................................................................................................................................................................................................................... |
| **Day**..............**\_\_\_/\_\_\_/\_\_\_** | ....................................................................................................................Signature.........................................Supervisor | ........................................................................................................................................................................................................................................ | ......................................................................................................................................................................................................................................... |

Details of the Assigned Jobs

**Week 13** Start date............... month................................ year................. End date................ month................................ year.................

|  |  |  |  |
| --- | --- | --- | --- |
| dd/mm/yyyy | Details | Problems/Obstacles | Solutions |
| **Day**..............**\_\_\_/\_\_\_/\_\_\_** | ....................................................................................................................Signature.........................................Supervisor | ........................................................................................................................................................................................................................................ | ......................................................................................................................................................................................................................................... |
| **Day**..............**\_\_\_/\_\_\_/\_\_\_** | ....................................................................................................................Signature.........................................Supervisor | ........................................................................................................................................................................................................................................ | ......................................................................................................................................................................................................................................... |
| **Day**..............**\_\_\_/\_\_\_/\_\_\_** | ....................................................................................................................Signature.........................................Supervisor | ........................................................................................................................................................................................................................................ | ......................................................................................................................................................................................................................................... |
| **Day**..............**\_\_\_/\_\_\_/\_\_\_** | ....................................................................................................................Signature.........................................Supervisor | ........................................................................................................................................................................................................................................ | ......................................................................................................................................................................................................................................... |
| **Day**..............**\_\_\_/\_\_\_/\_\_\_** | ....................................................................................................................Signature.........................................Supervisor | ........................................................................................................................................................................................................................................ | ......................................................................................................................................................................................................................................... |
| **Day**..............**\_\_\_/\_\_\_/\_\_\_** | ....................................................................................................................Signature.........................................Supervisor | ........................................................................................................................................................................................................................................ | ......................................................................................................................................................................................................................................... |
| **Day**..............**\_\_\_/\_\_\_/\_\_\_** | ....................................................................................................................Signature.........................................Supervisor | ........................................................................................................................................................................................................................................ | ......................................................................................................................................................................................................................................... |

Details of the Assigned Jobs

**Week 14** Start date............... month................................ year................. End date................ month................................ year.................

|  |  |  |  |
| --- | --- | --- | --- |
| dd/mm/yyyy | Details | Problems/Obstacles | Solutions |
| **Day**..............**\_\_\_/\_\_\_/\_\_\_** | ....................................................................................................................Signature.........................................Supervisor | ........................................................................................................................................................................................................................................ | ......................................................................................................................................................................................................................................... |
| **Day**..............**\_\_\_/\_\_\_/\_\_\_** | ....................................................................................................................Signature.........................................Supervisor | ........................................................................................................................................................................................................................................ | ......................................................................................................................................................................................................................................... |
| **Day**..............**\_\_\_/\_\_\_/\_\_\_** | ....................................................................................................................Signature.........................................Supervisor | ........................................................................................................................................................................................................................................ | ......................................................................................................................................................................................................................................... |
| **Day**..............**\_\_\_/\_\_\_/\_\_\_** | ....................................................................................................................Signature.........................................Supervisor | ........................................................................................................................................................................................................................................ | ......................................................................................................................................................................................................................................... |
| **Day**..............**\_\_\_/\_\_\_/\_\_\_** | ....................................................................................................................Signature.........................................Supervisor | ........................................................................................................................................................................................................................................ | ......................................................................................................................................................................................................................................... |
| **Day**..............**\_\_\_/\_\_\_/\_\_\_** | ....................................................................................................................Signature.........................................Supervisor | ........................................................................................................................................................................................................................................ | ......................................................................................................................................................................................................................................... |
| **Day**..............**\_\_\_/\_\_\_/\_\_\_** | ....................................................................................................................Signature.........................................Supervisor | ........................................................................................................................................................................................................................................ | ......................................................................................................................................................................................................................................... |

Details of the Assigned Jobs

**Week 15** Start date............... month................................ year................. End date................ month................................ year.................

|  |  |  |  |
| --- | --- | --- | --- |
| dd/mm/yyyy | Details | Problems/Obstacles | Solutions |
| **Day**..............**\_\_\_/\_\_\_/\_\_\_** | ....................................................................................................................Signature.........................................Supervisor | ........................................................................................................................................................................................................................................ | ......................................................................................................................................................................................................................................... |
| **Day**..............**\_\_\_/\_\_\_/\_\_\_** | ....................................................................................................................Signature.........................................Supervisor | ........................................................................................................................................................................................................................................ | ......................................................................................................................................................................................................................................... |
| **Day**..............**\_\_\_/\_\_\_/\_\_\_** | ....................................................................................................................Signature.........................................Supervisor | ........................................................................................................................................................................................................................................ | ......................................................................................................................................................................................................................................... |
| **Day**..............**\_\_\_/\_\_\_/\_\_\_** | ....................................................................................................................Signature.........................................Supervisor | ........................................................................................................................................................................................................................................ | ......................................................................................................................................................................................................................................... |
| **Day**..............**\_\_\_/\_\_\_/\_\_\_** | ....................................................................................................................Signature.........................................Supervisor | ........................................................................................................................................................................................................................................ | ......................................................................................................................................................................................................................................... |
| **Day**..............**\_\_\_/\_\_\_/\_\_\_** | ....................................................................................................................Signature.........................................Supervisor | ........................................................................................................................................................................................................................................ | ......................................................................................................................................................................................................................................... |
| **Day**..............**\_\_\_/\_\_\_/\_\_\_** | ....................................................................................................................Signature.........................................Supervisor | ........................................................................................................................................................................................................................................ | ......................................................................................................................................................................................................................................... |

Details of the Assigned Jobs

**Week 16** Start date............... month................................ year................. End date................ month................................ year.................

|  |  |  |  |
| --- | --- | --- | --- |
| dd/mm/yyyy | Details | Problems/Obstacles | Solutions |
| **Day**..............**\_\_\_/\_\_\_/\_\_\_** | ....................................................................................................................Signature.........................................Supervisor | ........................................................................................................................................................................................................................................ | ......................................................................................................................................................................................................................................... |
| **Day**..............**\_\_\_/\_\_\_/\_\_\_** | ....................................................................................................................Signature.........................................Supervisor | ........................................................................................................................................................................................................................................ | ......................................................................................................................................................................................................................................... |
| **Day**..............**\_\_\_/\_\_\_/\_\_\_** | ....................................................................................................................Signature.........................................Supervisor | ........................................................................................................................................................................................................................................ | ......................................................................................................................................................................................................................................... |
| **Day**..............**\_\_\_/\_\_\_/\_\_\_** | ....................................................................................................................Signature.........................................Supervisor | ........................................................................................................................................................................................................................................ | ......................................................................................................................................................................................................................................... |
| **Day**..............**\_\_\_/\_\_\_/\_\_\_** | ....................................................................................................................Signature.........................................Supervisor | ........................................................................................................................................................................................................................................ | ......................................................................................................................................................................................................................................... |
| **Day**..............**\_\_\_/\_\_\_/\_\_\_** | ....................................................................................................................Signature.........................................Supervisor | ........................................................................................................................................................................................................................................ | ......................................................................................................................................................................................................................................... |
| **Day**..............**\_\_\_/\_\_\_/\_\_\_** | ....................................................................................................................Signature.........................................Supervisor | ........................................................................................................................................................................................................................................ | ......................................................................................................................................................................................................................................... |

Additional Notes

Advisor’s Record

First Supervision

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Signature..........................................................Advisor

 (...........................................................)

 Signature...................................................Co-advisor

 (...........................................................)

 Date........... month........................... year..................

Second Supervision

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Signature..........................................................Advisor

 (...........................................................)

 Signature...................................................Co-advisor

 (...........................................................)

 Date........... month........................... year..................

Job Supervisor’s Comments

Supervisor’s Name..................................................................................................................................................................

Position........................................................................ Department.......................................................................................

This logbook has been checked on date......................... month............................................. year...............................

Additional comments/suggestions on the cooperative education student’s performance

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Signature............................................................

(....................................................................)

Job Supervisor

Summary of Performance

 Total duration of work........................................ month(s)

 Absence............................................................... day(s)

 Late...................................................................... day(s)

 Sick Leave........................................................... day(s)