



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.....

.....

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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## 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.....















## Details of the Assigned Jobs

Week 2 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 3 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 5 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 7 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 9 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 10 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 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 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	..... ..... ..... .....	..... ..... ..... .....
Day..... ___/___/___	..... ..... Signature..... Supervisor	..... ..... ..... .....	..... ..... ..... .....





## 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.....

