****

**Font required for the whole report: TH SarabunNew**

**Cooperative Education Program Report**

Size 22 Boldตัวหนา

**Title in Thai**

Size 20 Bold

**Title in English**

**Name of Company / Organization:.....................................................................**

ขนาด 16 ตัวหนา

**Number:............ Street:................. Sub-district:............................................**

**District:........................ Province:.................................**

Size 16 Bold

ขนาด 16 ตัวหนา

**Miss.......................................................**

**Student Number:.........................**

Size 20 Bold

**Semester:................. Academic Year: ………..**

Size 20 Bold

**Major:.................................., Faculty of Engineering,
Khon Kaen University**

**Title in Thai: ................................................**

**Title in English: ................................................**

Size 16 for the whole page

### **Reporter:** **................................................** Student Number: xxxxxxxxx-x

**Faculty:**  **................................................**

**Major Subject:** **................................................**

.................................................................

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

Cooperative Education Advisor

**Do not fill in if there is no Cooperative Education Advisor.
This part can be removed, leaving only the main Student Advisor and the Supervising Officer.**

.................................................................

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

 Cooperative Education Co-Advisor

.................................................................

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

Supervising Officer

#### Abstract

**All pages should be close to the right margin.**

Size 20 Bold

...................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................

Size 16

#### Abstract

**All pages should be close to the right margin.**

Size 16

Size 20 Bold

...................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................

**Acknowledgements**

Size 20 Bold

Example of Acknowledgements

**All pages should be close to the right margin.**

 The Cooperative Education Program I participated at: ............................ from ................(Day) ……….. (Month)............... (Year) to ................(Day) ……….. (Month)............... (Year) enabled me obtain a lot of valuable knowledge and experiences. The report on the Cooperative Education Program has been completed with cooperation and support from the following individuals:

Size 16

 1. Name- Surname...........................Position:........................

 2. Name- Surname...........................Position:........................

 3. Name- Surname...........................Position:........................

 4. Name- Surname...........................Position:........................

 5. Name- Surname...........................Position:........................

 6. Name- Surname...........................Position:........................,

And many others who have assisted me in completing this report, whose names are not given here.

Thanks are extended to those who provided information and consultation for writing this report. Your assistance, attention and care made me understand the real working life. Thank you.

 Miss / Mr.......................................................

 Author of this Report

#### Content

Size 20 Bold

 Page

Approval of Report (1)

Abstract (2)

Acknowledgements (3)

Content (4)

List of Tables (5)

List of Figures (6)

Size 16

Chapter 1 Introduction 1

Chapter 2 Project Details 12

Chapter 3 Conclusion of the Work 20

Chapter 4 Problems and Recommendations 23

Bibliography 25

Appendix 26

#### List of Tables

Size 20 Bold

 Page

Table 1.......................... ?

Table 2.......................... ?

Table 3.......................... ?

Table 4.......................... ?

Table 5.......................... ?

Table 6.......................... ?

Table 7.......................... ?

Size 16

Table 8.......................... ?

Table 9.......................... ?

Table 10......................... ?

###### List of Figures

Size 20 Bold

 Page

Figure 1.......................... ?

Figure 2.......................... ?

Figure 3.......................... ?

Figure 4.......................... ?

Figure 5.......................... ?

Figure 6.......................... ?

Size 16

Figure 7.......................... ?

Figure 8.......................... ?

###### Chapter 1

Size 20 Bold

**Introduction**

**Background and Rationale**

 .........................................................................................................................................................................................................................................................................................................................................................................................................................................................................

**Objectives of the Work**

1. To.................................................
2. To................................................

Size 16

1. To...............................................
2. To................................................
3. To................................................

**Scope of Work
.....................
Company’s / Organization’s History and Details**

 - Name and address of the Company / Organization

 - Characteristics of operations, major products, outcomes or services of the

 Company / Organization

 - Organizational management and administration

 - Position and characteristics of the job assigned to the student

 - Name and position of the supervising officer (or mentor)

 - Length of the work

 **Expected Outcomes**

**.......................Chapter 2**

Size 20 Bold

**Project Details**

**Literature Review**

…………………

**For Research**

- Details of the steps in doing research

- Research results

Size 16

- Others

**For Website Construction**

- Steps in constructing the website

- Results from constructing the website

- Others

**For Database Construction**

- Steps in constructing the database

- Results from constructing the database

- Others

**For other works** (Based on appropriateness)

**Chapter 3**

Size 20 Bold

Size 16

**Conclusion of the Work**

- Expectations
- Benefits from the work

 To oneself

 To the workplace

 To the University

- Analysis of the strength, weakness, opportunities and threats (Swot Analysis)

 **(for the student under the Cooperative Education Program)**

 - Impressive experiences / special experiences

..............................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................

**Chapter 4**

**Problems and Recommendations**

Size 20 Bold

.....................................................................................................................................................................................................................................................................................................................................................................................................................................................

**The Workplace**

Problems

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

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

Size 16

Recommendations

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

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

**The University**

Problems

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

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

Recommendations

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

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

**The Student**

Problems

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

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

Recommendations

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

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

**References**

Size 20 Bold

Size 16

**Use the following system:** [**https://gsbooks.gs.kku.ac.th/50/manualthesis/**](https://gsbooks.gs.kku.ac.th/50/manualthesis/)

**Example**

น้อม งามวิไล. 2540. **เคมีคลินิก**. พิมพ์ครั้งที่ 3. กรุงเทพฯ: โอเดียนสโตร์.

มานิดา เสนีเศรษฐ และชอบ อินทรประเสริฐ. 2550. **มนุษย์สัมพันธ์ในองค์การ**. กรุงเทพฯ:

 ไทยวัฒนาพาณิชย์.

จุฑา แม่นกิจ. 2541. ไอศกรีม. (ออนไลน์)เข้าถึงได้จาก :

 http:://www.car.chula.ac.th/mis/mkdata/foof-96.

Maenkit, C. 1988. Ice-cream. (Online) Retrieved from: http:://www.car.chula.ac.th/mis/mkdata/foof-96.

Ngamwilai, N. 1997. **Chemical Clinic.** Third Edition. Bangkok: Odeon Store.

Seneeset, M. and Intaraprasert, C. 2007. **Human Relationship in Organizations.** Bangkok:

 Thai Vatana Panit.

###### Appendix A

Size 20 Bold

**Pictures from the Cooperative Education Workplace**

**Company / Organization:................................**

**Additional Instructions**

* Use TH Sarabun New Font, Size 16 mainly.
* Type vertically. Figures or Tables may be added horizontally as necessary.
* The number of chapters here is only an example and can be appropriately adjusted.
* Follow these guidelines for the margins:

 Top 1.5 inches

Bottom 1.0 inches

Left 1.2 inches

Right 1.0 inches

---------------------------------------------------------