

Font required for the whole report: TH SarabunNew



# Cooperative Education Program Report

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Title in Thai  
Title in English

Size 20 Bold

Name of Company / Organization:.....

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

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

Size 16 Bold

Miss:.....

Student Number:.....

Size 20 Bold

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

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

Size 20 Bold

Khon Kaen University

Size 16 for the whole page

Title in Thai: .....

Title in English: .....

Reporter: ..... Student Number: xxxxxxxx-x

Faculty: .....

Major Subject: .....

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

Cooperative Education Advisor

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

Cooperative Education Co-Advisor

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

Supervising Officer

**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.**

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Abstract

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Abstract

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## Acknowledgements

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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:

1. Name- Surname.....Position:.....
2. Name- Surname.....Position:.....
3. Name- Surname.....Position:.....
4. Name- Surname.....Position:.....
5. Name- Surname.....Position:.....
6. Name- Surname.....Position:.....,

Size 16

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

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# Chapter 1

## Introduction

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### Background and Rationale

.....

.....

.....

### Objectives of the Work

1. To.....
2. To.....
3. To.....
4. To.....
5. To.....

Size 16

### 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 Project Details

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### Literature Review

.....

#### For Research

- Details of the steps in doing research
- Research results
- Others

Size 16

#### 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

## Conclusion of the Work

Size 20 Bold

- 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

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# Chapter 4

## Problems and Recommendations

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.....  
.....  
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### The Workplace

Problems

- 1.....
- 2.....

Recommendations

- 1.....
- 2.....

Size 16

### The University

Problems

- 1.....
- 2.....

Recommendations

- 1.....
- 2.....

### The Student

Problems

- 1.....
- 2.....

Recommendations

- 1.....
- 2.....

## References

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Use the following system: <https://gsbooks.gs.kku.ac.th/50/manualthesis/>

### Example

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

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

จุฑา แม่นกิจ. 2541. ไอศกรีม. (ออนไลน์)เข้าถึงได้จาก :  
<http://www.car.chula.ac.th/mis/mkdata/foof-96>.

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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



## 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

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