

Cooperative Education Schedule for faculty
Semester 2/2020 (Class 37)
Duration for Cooperative Education
11 January2021 - 30 April 2021

Activities	Duration
Students fill out an online co-operative education application at http://202.44.68.40/co-op/login.php	13 June – 30 September 2020
Students registration for online courses (According to the schedule of the Registry Office)	13 – 19 November 2020
Consideration and Approval of the selected establishments	- 15 June – 31 July For students who enroll in Co-operative education preparation course S/2019 - 1 September – 30 November 2020 For students who enroll in Co-operative education preparation course 1/2020
Follow up and collection of the documentation from students - prepare the co-operative education preparation course according to the information from the Co-operative Education Acceptance Form (FM สก. - 02) and Co-operative Education Action Plan (FM สก-03) - Performance Report Form (FM สก - 04) only for students who study the 3 credit Preparatory Course	15 September – 20 December 2020
Issue the request to send students to work in the cooperative education letter by e-mail to the participated establishments and cc students.	1 October2020 – 8 January 2021
First day of Cooperative Education in establishments	11 January 2021
Propose disbursement for Cooperative Education operation from the budget through the E-document system with a student list attached	13 January – 15 March 2021
1 st Co-operative Education Student Supervision Download documents at the Cooperative Education Center website at https://www.spu.ac.th/department/job/download/	25 January – 20 February 2021
2 nd Co-operative Education Student Supervision No. 2 Download documents at the Cooperative Education Center website at https://www.spu.ac.th/department/job/download/	30 March – 24 April 2021
Academic Supervisors assess the establishment through the online co-operative education system at http://202.44.68.40/co-op/login.php (FM.สก.-10)	April – 15 May 2021
Students assess the establishment through the online co-operative education system at http://202.44.68.40/co-op/login.php (FM.สก.-09)	April – 15 May 2021
Last day of Cooperative Education at the workplace	30 April 2021
Prepare and conclude post cooperative education activities for students (seminars, presentation, examinations, knowledge sharing, exhibitions, etc.)	2 – 6 May 2021
Report study results to the Academic Office (normal grading system)	According to the schedule of Academic office
Propose disbursement for Academic Supervisor compensation from the budget through the E-document system with attached grading, FM สก. - 03, 05, 07, 08 and cooperative education articles.	No later than 28 May 2021