Cooperative Education Implementation Plan (for Faculty)

Semester 2/21 (Class 39)

The period of cooperative education work from 10 January – 29 April 2022

Activity	Duration
Students fill out an application for joining cooperative education through the online cooperative education system at https://coop.spu.ac.th/login.php (Follow up students to fill out an application form)	1 - 30 September 2021
Advisor to approve the establishments that students choose to work on cooperative education along with signing the form to notify the list of establishments and delivered to the Cooperative Education Center at e-mail: somruay.le@spu.ac.th c**c** : yaowalux.pa@spu.ac.th	1 September – 30 November 2021 For students enrolled in the course Preparing for cooperative education, semester 1/2564
Advisor Collect a letter confirming the work of cooperative education. Send to the Cooperative Education Center to issue a letter of remittance	1 October – 10 Decembe 2021
Cooperative Education Center Prepare and send a letter to send students to work cooperative education via e-mail to the establishment and a copy of the student.	1 November 2021 – 9 January 2022
Students register to reserve courses online. (According to the schedule of the registry office)	26 November 2021 - 4 January 2022
Students confirm their registration for semester 2/2564	24 December 2021 – 4 January 2022
Orientation for co-operative education students	7 January 2022
Students work cooperative education at the establishment.	**10 January 2022**
Propose a budget for cooperative education through the E-document system with a list of students attached.	13 January – 15 March 2022
The 1st cooperative education student visitation, download documents at the Cooperative Education Center website https://www.spu.ac.th/uploads/contents/20210204110100.pdf	25 January – 20 February 2022
The 2nd Cooperative Education Student visitation. Download documents at the Cooperative Education Center website. https://www.spu.ac.th/uploads/contents/20210302140416.pdf	30 March – 25 April 2022
Instructor give assessment to the establishment through the online cooperative education system at https://coop.spu.ac.th/FM_C0perative10_list.php?tab=td29 (FM.สก.10)	April – 6 May 2022
Follow up students to assess the establishment. through the online cooperative education system at https://coop.spu.ac.th/FM_C0perative09_list.php?tab=td26 (FM.สก.-09)	April – 6 May 2022
The last day of the cooperative education practice at the establishment	**29 April 2022**

Organize post-cooperative activities for students such as organizing seminars to present performance results, organizing a comprehensive examination, organizing exhibitions, arranging time for learning exchanges, etc.	2 – 6 May 2022
Submit the results to the academic office (Grading through the system same as other courses)	according to the schedule of the academic office
Offer to reimburse the Cooperative Education Advisors' remuneration budget via the E-document system and attach the grade report and a summary table of cooperative education courses Cooperative Education Form Documents sent via E-mail that must be submitted are FM สก. – 03, 04, 05, 06, 07, 08 Form, 1st and 2nd work visitation form and Certificate of utilization of the work. (To reimburse the Cooperative Education Advisor's remuneration, all documentation must be completed and submitted altogether)	within 20 May 2022