

## Cooperative Education Calendar

Semester 2/2023 (Class 42)

Cooperative Education Period: 15 August - 1 December 2023

Action	Schedule
Students fill out a cooperative education application form through the online cooperative education system at <a href="https://coop.spu.ac.th/login.php">https://coop.spu.ac.th/login.php</a>	1 March - 31 July 2023
Students choose the establishment for cooperative education. The information of establishments can be obtained from the Cooperative Education and Career Development Center. Students can choose an establishment from other sources through the approval of the cooperative education advisor, and strictly follow the guidelines as follows: <ul style="list-style-type: none"> <li>- Students submit a notification form with the establishments of interest to the advisor</li> <li>- Advisors compile the forms and deliver to the Cooperative Education and Career Development Center, for the center to prepare the necessary documents and send to the establishments via email address which is indicated in the form as given by the students. (email cc the student).</li> <li>- Students are interviewed directly with the establishment (if applicable).</li> </ul>	1 March - 31 July 2023 For students enrolled Cooperative Education Preparation Course; semester 2/2022 & 3/2022
Students submit a form to confirm the participation in the cooperative education (FM สก. - 02), and Cooperative Education Work Plan (FM สก. - 03), together with an official letter of acceptance issued by the establishment, to the Cooperative Education and Career Development Center.  *** In case the establishment sends an official letter of acceptance directly to the Cooperative Education and Career Development Center, the center will email a copy to the student.	March - July 2023
The Cooperative Education and Career Development Center prepares and sends a letter of reference to the establishment via email and cc the student.	July - August 2023
Students reserve and register for semester 1/2023 ** enroll in a Cooperative Education course	26 July - 18 August 2023
Students confirm the registration for semester 1/2023	13 - 18 August 2023
Orientation for cooperative education students	10 August 2023
<b>Students start to perform cooperative education at the establishment.</b>	<b>15 August 2023</b>
Cooperative Education Supervisors make a visit to the establishment	September - November 2023
Students evaluate the establishment through the online cooperative education system at <a href="https://coop.spu.ac.th/FM_C0perative09_list.php?tab=td26">https://coop.spu.ac.th/FM_C0perative09_list.php?tab=td26</a> (FM.สก.-09)	November - 3 December 2023
Cooperative Education Supervisors evaluate the establishment through the online cooperative education system at <a href="https://coop.spu.ac.th/FM_C0perative10_list.php?tab=td29">https://coop.spu.ac.th/FM_C0perative10_list.php?tab=td29</a> (FM.สก.-10)	November - 3 December 2023
<b>The last day of the cooperative education practice at the establishment</b>	<b>1 December 2023</b>
Faculties organize the seminars for students to exchange their learning outcomes of cooperative education.	2 - 10 December 2023
Faculties submit the learning results to the Office of Academic Affairs	according to the schedule specified by the Office of Academic Affairs

**Remark:** Cooperative Education students must have passed the Cooperative Education Preparation Course.

For other questions, please contact the Cooperative Education and Career Development Center.

