CO-OP REPORT APPRAISAL

Instructions

1. The evaluator must be the job supervisor of the co-op student or the assigned representative for the report appraisal.

2. Please rate in the box ☐ in the area specified in each item, and please provide other comments (If any)

3. When the report appraisal is complete, please put it in an envelope sealed and stamped 'confidential'. The student, then, submits it to Cooperative Education Program at UTCC once returning to the campus, or sends it by post.

Work Term Information

Student's Name …………….....................................………………Student ID.NO. ……………………....................……

Major …….....................................……….………….……..….. School ……………….…………….……………..

Employer's Name…………………….....................................………………………………………………………………

Evaluator's Name …………………….....................................………………………………………………………………

Position ……………….....................................……………. Department ……………..…………….....................……………

Report title

Thai …….…………………………….....................................…………………………………………………..

English ………………….....................................………………………………………………………………….

Report format (Specify the report format by putting a tick / in the box ☐)

☐ Performance report   ☐ Project report

Items		
1. Acknowledgement	**5 points**	
2. Abstract	**5 points**	
3. Table of contents, list of diagrams, and list of tables	**5 points**	
4. Introduction and objectives	**10 points**	
5. Literature review	**10 points**	

Items		
6. Working methods/project procedure	**10 points**	
7. Working results/project achievement and data analysis	**20 points**	
8. Conclusion of working results/project achievement and suggestions	**10 points**	
9. Implications/application in organizations/application in real situations	**5 points**	
10. Appendix and references	**5 points**	
11. Initiation/writing style and communication	**5 points**	
12. Correct spellings	**5 points**	
13. Proper format and binding	**5 points**	

Other comments

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Evaluator's Signature …………………………..……………….

(………………………………………)

Position …………………………………………..………..

Date …………………………....……………………………

TOTAL Items 1-13 = ...points

Note: If this performance appraisal form is not submitted to Cooperative Education Program in due

course, the student will not pass the evaluation.