



Guideline for Siam University's Cooperative Education

As Siam University's academic regulation required, during the 4th academic year, every undergraduate student must take two courses: Cooperative Education Preparation (1 credit) and Co-operative Education (5 credits.) These courses are considered a steppingstone letting students accomplish the Cooperative Worked Integrated Education (CWIE) for their future career profession, which ultimately combines the classroom-based knowledge and practical experience, allowing students the real-world exposure of occupation before graduation.

A student must work at the workplace where it has been co-approved by the faculty and the company. For this reason, students have to work as full-time employees with the selected company for at least 16 weeks with a complete job description guided by the job supervisor hand in hand with the academic advisor appointed by Siam University.

Upon completing this, each student is required to submit the Co-operative Education Report and pass the oral presentation examined by the academic advisor and the Co-Operative Education Committee appointed by the Director of Cooperative Education.

Officer in charge

A handwritten signature in black ink, appearing to read 'Chanatip Suksai'.

(Dr. Chantip Suksai)

International Cooperative Education

Revised date: 6 October 2021

Required processes

First semester

- Students register for the Cooperative Education Preparation course (1 credit)
- Cooperative Education Preparation course begins
- Examination
- Issuing of the grade for the cooperative education preparation course
- Completed!

Second semester

- Students register the Cooperative Education (5 credits)
- Students look for a potential company that matches their interests
- Cooperative Education Office issues the official letter to the student
- Students get the acceptance letter from the company
- Cooperative Education with the company begins
- Appointment of Siam's academic advisor
- Students submit the cooperative education report with the co-approved by job supervisor and Siam's academic advisor
- Students take the oral presentation exam examined by the job supervisor, Siam's academic advisor, and cooperative education committee
- Issuing of the grade for cooperative education
- Completed!



Cooperative Education Report Final Grading Sheet

Name-Surname of Student

Student ID

Department**Faculty**

Checklist of the Documents	Yes/No	Additional Remarks
Submit the report		
The report meets the standard requirement		
The job supervisor was present during the presentation		
Student made a good presentation		
Final Grade (A to F)		

I have considered the report and Input from the Job Supervisor, and after careful consideration, I would like to give the Grade _____.

Name of Co-op Advisor

Department

Date



Co-operative Education Report Writing Guidelines

As required by Siam University, during the 4th academic year, every undergraduate student must take 2 courses: Co-operative Education Preparation; and Co-operation Education. It is a structured method of combining classroom-based education with practical work experience. Each student is required to work at a workplace where has been approved by the Department for 16 weeks. Upon completing the cooperative education, a student is required to submit a Co-operative Education Report and pass the oral presentation examined by the academic advisor and the Co-Operative Education Committee.

The Co-Operative Education Report is a formal academic report describing what you have learned, details what you have accomplished, and gauge your personal growth. It includes your job responsibilities, contributions, and your evaluation of the work experience. In addition, you have to explain how you solve certain problems of the Company you encountered during your Co-Op studies. You need to incorporate both theoretical and practical knowledge in analyzing the challenges the company is facing and provide feedbacks and recommendations to the company.

Writing Guidelines:

- **Minimum pages:** 20 pages (5,000 words) excluding the cover page, signing page, acknowledgement, table of contents, images, list of tables, list of charts, list of illustrations, list of abbreviations, list of symbols, references, and appendices.
- **Font type:** Times New Roman
- **Font size:** 12
- **Line spacing:** 1.5

References: APA Style Version 6

(<https://libguides.library.usyd.edu.au/c.php?g=508212&p=3476096>)

The following order is required for components of your Co-Op Education Report:

Cover page

Signing page

Abstract (one page, 250-350 words, minimum three keywords)

Acknowledgement

Table of Contents

List of Tables, List of Figures, or List of Illustrations (if applicable)

List of Abbreviations (if applicable)

List of Symbols (if applicable)

CONTENTS

The Co-Op Education report includes 3 main subjects:

- 1) Your employer
- 2) Your duties
- 3) Your evaluation of the work experience

Approved

P. Duenuit

Jan 18, 2021 1

There are 4 Chapters as follows:

Chapter 1 INTRODUCTION

1. Company profile
 - 1.1 Mission of the Company
 - 1.2 Vision of the Company
 - 1.3 Strategies, etc. of the Company

(For example :

Microsoft Corporation's generic strategy for competitive advantage is aligned with the company's intensive strategies for growth. Such alignment optimizes organizational performance. A company's generic strategy indicates the general approach to ensure business competitiveness. Microsoft's generic competitive strategy supports the attractiveness of its computer hardware and software products amid a wide variety of competitors. On the other hand, a company's intensive strategies for growth presents the approaches used to ensure business growth and development. In this case, Microsoft's intensive growth strategies currently prioritize market penetration. The rest of the strategies have a supporting role in the computer hardware and software business.

<https://www.poppulo.com/blog/corporate-strategies-examples/> ;
<http://panmore.com/microsoft-corporation-generic-strategy-intensive-growth-strategies>)

2. Organizational structure
 - 2.1 Diagram of the organizational structure
 - 2.2 Your job position
 - 2.3 Your job position in the company's organizational structure (*detail how the position you held fit into the overall company organization.*)
3. Your intention and motivation to choose this company as your CO-OP studies workplace
4. Strategic analysis of the Company (*You may use any strategic analysis tool of these 8 tools: Gap Analysis; VRIO Analysis; Four Corners Analysis; Value Chain Analysis; SWOT Analysis; Strategy Evaluation; Porter's 5 Forces; PESTEL Analysis*)
5. Objectives of this co-operative studies (explain significance of your report and why you are interested in writing this report topic.)

CHAPTER 2 CO-OP STUDY ACTIVITIES

1. Your job descriptions
2. Your job responsibilities, work duties (*your specific day-to-day responsibilities and activities; duties you were assigned beyond the standard job description*)
3. Activities in coordinating with co-workers.
4. Your job process diagram (*for each job responsibility; describe each work process in details clearly*)
5. Contributions as an Co-Op student in the Company

CHAPTER 3 LEARNING PROCESS

1. Problems/issues of the Company (*identify problem statement, significance of the problems which is related to your job process diagram in Chapter 2.3*)
2. How to solve the problems (*review literature, apply theories, previous practices, experiences, do research such as interviewing professionals, customers, employees, etc.*)
3. Recommendations to the Company
4. What you have learned during the Co-Op Studies
5. How you applied the knowledge from coursework to the real working situation
6. Special skills and new knowledge you have learned from this Co-Op Studies (*specific technical functions of your position.*)

CHAPTER 4 CONCLUSION

1. Summary of highlights of your Co-Op Studies at this Company
2. Your evaluation of the work experience (*Self-assessment, contributions that the work experience made to your career development, goals, and growth; your level of personal satisfaction with the Co-Op studies*)
3. Limitation of your Co-Op studies
4. Recommendations for the Company (*assessment of how the Co-Op work could be improved for others; or how the Company could improve the work process and/or solve the problem you faced during the Co-Op Studies.*)

REFERENCES

APA Style Version 6 (<https://libguides.library.usyd.edu.au/c.php?g=508212&p=3476096>)

APPENDICES (if applicable)

Note: The report will be posted on Siam University's research databased, thus students must make sure that it is carefully reviewed and acknowledged for disclosure of necessary information.

A Sample of the “Cover Page”



COOPERATIVE EDUCATION REPORT

**Accounting and Financial Management Practices
at IMS Group: Focusing on e-Business Operations**

**WRITTEN BY
Pratima Kadel
Student ID. 6008040015**

**This Report Submitted in Partial Fullfillment of the
Requirements for Cooperative Education
Faculty of Business Administration
Academic Semester 2/2020**

Siam University

A Sample of the "Signing Page"

Title - Overall Banking System of Nepal Investment Bank Limited

Written by - Jashmine Shrestha

Department - Bachelor of Business Administration (Finance and Banking)

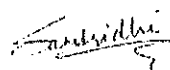
Academic Advisor - Pichit Eamsopana, Ph.D.

We have approved this cooperative report as a partial fulfillment of the cooperative education program semester 2/2017

Oral Presentation Committees



.....
(Pichit Eamsopana, Ph.D.)
Academic Advisor



.....
(Miss Sambridhi Pal)
Job Supervisor



.....
(Miss Arisara Akarapisit)
Cooperative Committee

.....
(Asst. Prof. Maruj Limpawattana, Ph.D.)
Assistant President
and Director of Cooperative Education



APA Referencing

THIS IS A QUICK GUIDE TO THE APA REFERENCING STYLE (6TH EDITION)

See Library APA Online Guide for more examples at <http://www.waikato.ac.nz/library/study/referencing/styles/apa/examples>

- The American Psychological Association reference style uses the Author-Date format.
- Refer to the *Publication Manual of the American Psychological Association* (6th ed.) for more information.
- When quoting directly or indirectly from a source, **the source must be acknowledged in the text** by author name and year of publication.

IN-TEXT

To cite information directly or indirectly, there are two ways to acknowledge citations:

- 1) Make it a part of a sentence or
- 2) put it in parentheses at the end of the sentence.

Direct quotation – use quotation marks around the quote and **include page numbers**

- 1) Cohen and Lotan (2014) argue that "many different kinds of abilities are essential for any profession" (p.151).
- 2) "Many different kinds of abilities are essential for any profession" (Cohen & Lotan, 2014, p.151).

N.B. See the Library's APA webpage for a quotation of 40 or more words.

Indirect quotation/paraphrasing/summarising – no quotation marks

- 1) Professional knowledge alone does not make someone a very capable professional (Cohen & Lotan, 2014).
- 2) According to Cohen and Lotan (2014), professional knowledge alone does not make someone a very capable professional.

N.B. Page numbers are optional when paraphrasing, although it is useful to include them (Publication Manual, p. 171).

Citations from a secondary source

- 1) Gould's (1981) research "raises fundamental doubts as to whether we can continue to think of intelligence as unidimensional" (as cited in Cohen & Lotan, 2014, pp. 151-152).
- 2) Intelligence cannot be believed to consist of one single entity any more (Gould, 1981, as cited in Cohen & Lotan, 2014).

N.B. To cite a source you found in another source, you must acknowledge all the authors.

- The author(s) of the source referred to i.e. Gould, 1981
- The author(s) of the work which contains the original source i.e. Cohen & Lotan, 2014

In the reference list, only the book by Cohen & Lotan should be acknowledged. Do not list Gould.

- At the end of your assignment, you are required to provide the full bibliographic information for each source. References must be listed in alphabetical order by author.

EXAMPLES OF REFERENCES BY TYPE

In a reference list

1. Book with one author

King, M. (2000). *Wrestling with the angel: A life of Janet Frame*. Auckland, New Zealand: Viking.

N.B. The first letter of the first word of the main title, subtitle and all proper nouns have capital letters.

2. Book with two authors

Dancey, C. P., & Reidy, J. (2004). *Statistics without maths for psychology: Using SPSS for Windows* (3rd ed.). Harlow, England: Pearson/Prentice Hall.

N.B. Before "&" between authors, do not forget to put a comma.

3. Book with three to five authors (see Library APA referencing webpage for six or more authors)

Krause, K.-L., Bochner, S., & Duchesne, S. (2006). *Educational psychology for learning and teaching* (2nd ed.). Melbourne, Australia: Thomson.

N.B. Use & between authors' names, except when paraphrasing in text. When a work has three, four or five authors, cite all authors the first time, and in subsequent citations include only the first author followed by et al.

In-text citation

(King, 2000) or
King (2000) compares Frame ...

(Dancey & Reidy, 2004) or
Dancey and Reidy (2004) said...
When paraphrasing in text, use
and, not &.

(Krause, Bochner, & Duchesne,
2006)
then
(Krause et al., 2006)

4. **Book or report by a corporate author e.g. organisation, association, government department**
 International Labour Organization. (2007). *Equality at work: Tackling the challenges* (International Labour Conference report). Geneva, Switzerland: Author.
 (International Labour Organization, 2007) or
 (International Labour Organization [ILO], 2007), then
 (ILO, 2007)
N.B. When the author and the publisher are the same, use Author in the publisher field. In text, some group authors may be abbreviated in subsequent citations if they are readily recognisable
5. **Book chapter in edited book**
 Kestly, T. (2010). Group sandplay in elementary schools. In A. A. Drewes & C. E. Shaefer (Eds.), *School-based play therapy* (2nd ed., pp. 257-282). Hoboken, NJ: John Wiley & Sons.
 (Kestly, 2010) or
 Kestly (2010) compares educational settings of ...
N.B. Include the page numbers of the chapter after the book title.
6. **Electronic book (eBook)**
 Nydegger, R. (2018). *Clicking in: The psychology of work*. Retrieved from <https://ebookcentral.proquest.com>
 (Nydegger, 2018) or
 Nydegger (2018) examines...
N.B. Use the URL of the eBook's homepage or the DOI (Digital Object Identifier).
7. **Course handout/Lecture notes (electronic version)**
 Archard, S., Merry, R., & Nicholson, C. (2011). *Karakia and waiata* [Powerpoint slides]. Retrieved from TEPS757-11B (NET): Communities of Learners website: <http://elearn.waikato.ac.nz/mod/resource/view.php?id=174650>
 (Archard, Merry, & Nicholson, 2011)
 then subsequently, if 3-5 authors
 (Archard et al., 2011)
N.B. Put format in square brackets - e.g. [Lecture notes] [Panopto video]. This referencing format should be used only for your assignments.
8. **Video (e.g. YouTube)**
 University of Waikato Library. (2017, September 18). *APA referencing* [Video file]. Retrieved from https://www.youtube.com/watch?v=8nhWZ_RumSE&list=PLV6rcj47rsw8LfYhAwILv37MQDARyFNw
 (University of Waikato Library, 2017) or
 University of Waikato Library (2014) demonstrates...
N.B. Use the uploader's name as the author.
9. **Journal article (academic/scholarly) with DOI**
 Cavenagh, N., & Ramadurai, R. (2017). On the distances between Latin squares and the smallest defining set size. *Journal of Combinatorial Designs*, 25(4), 147-158. <https://doi.org/10.1002/jcd.21529>
 (Cavenagh & Ramadurai, 2017)
 or
 Cavenagh and Ramadurai (2017) recommend...
N.B. DOI (Digital Object Identifier) is a unique code assigned to a scholarly/academic publication, which links to the article online. Note: Many journals in Psychology and other disciplines use continuous pagination, so the issue number is not required
- 9a. **Journal article with no DOI**
 Germann, F., Ebbes, P., & Grewal, R. (2015). The chief marketing officer matters! *Journal of Marketing*, 79(3), 1-22.
 Germann, Ebbes, and Grewal (2015) claim that "there have been ..." (p. 19).
 then subsequently, if 3-5 authors
 Germann et al. (2015) argue ...
N.B. Retain original punctuation of titles. A capital letter is used for key words in the journal title. The journal title and volume number are italicised, followed by the issue number in brackets (not italicised).
10. **Magazine – popular/trade/general interest**
 Goodwin, D. K. (2002, February 4). How I caused that story. *Time*, 159(5), 69.
 (Goodwin, 2002) or
 Goodwin (2002) defends ...
N.B. Full date is used if published weekly; month and year if monthly.
11. **Newspaper article**
 Coster, D. (2017, June 12). Driver who caused man's death is placed into dementia care. *Stuff*. Retrieved from <http://www.stuff.co.nz/>
 (Coster, 2017) or
 Coster (2017) reports ...
N.B. Use the URL of the newspaper's homepage, as a direct link to an online article in a newspaper website is not a persistent link.
12. **Personal Communication**
N.B. Information such as Letters, telephone conversations, emails, interviews, and private social networking is called "Personal Communication", and no reference list entry is required
 (W. Bush, personal communication, March 19, 2017)
13. **Reference book – dictionary or encyclopedia entry**
 Cerveny, R. S., & Haines-Young, R. (2016). Climate change. In D. S. G. Thomas & A. Goudie (Eds.), *The dictionary of physical geography* (4th ed.). Oxford, United Kingdom: Blackwell.
 (Cerveny & Haines-Young, 2016) or
 Cerveny and Haines-Young (2016) state ...
N.B. If no author stated, the entry's title takes the author position. For online dictionaries and encyclopedias, a retrieval statement takes the place of publisher location / name
14. **Webpage**
 New Zealand Trade and Enterprise. (n.d.). *Agribusiness*. Retrieved from <https://www.nzte.govt.nz>
 (New Zealand Trade and Enterprise, n.d., para. 1)
 For direct quote, cite the paragraph number in text
N.B. (n.d.) = no date. The basic format is: (1) Author (could be organisation). (2) Date (either date of publication or latest update). (3) Title. (4) URL.
<http://www.waikato.ac.nz/library/study/referencing/styles/apa/examples>



09th December 2020

Respected President:

This is reference to the International Cooperative Education for 97 Nepalese Students from Kathmandu College of Management, enrolling Cooperative program in the academic semester of 1/2020. To ensure the smooth coordination among the faculties concerned, I wish to propose the list of “Academic Advisors” who will directly guide and supervise them to the completion of this Cooperative program which is scheduled to be completed by May 2021.

The names of our faculty member who has been appointed as Coop advisor are mentioned below:

1. Srisuda Chongsithiphol
2. Sukich Udindu
3. Maruj Limpawattana
4. Kanjana Mahattanatawee
5. Yuttana Srisawad
6. Duminda Jayaranjan
7. Punyisa Kuendee
8. Chanatip Suksai
9. Parham Porouhan
10. Tanakorn Limsaran
11. Somruedee Thaipanit
12. Kanthima Kongsathitsuwan
13. Tenzin Rabgyal
14. Khomson Tunsakul
15. Suraphol Srivithaya
16. Chutimavadee Thongjeen
17. Yhing Sawheny
18. Farzana Sumaia
19. Kavin Katanyutaveetip
20. Sabbir Hossain
21. Somsak Nontaganok
22. Rashminda Attanayake
23. Khawanchol Kampan
24. Thanyachanok Onkong
25. Trithos Kamsuwan

Your kind consideration to this matter is highly appreciated.

Thank you.

Sincerely yours,

Yhing Sawheny

Yhing Sawheny

KCM Coordinator

Approved

P. Ineuit

December 9, 2020