



INTERNATIONAL COLLEGE
HATYAI CAMPUS
PRINCE OF SONGKLA UNIVERSITY

Cooperative Education & Internship

ADVISOR GUIDEBOOK

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TRAINING PROGRAM

In partial fulfillment of the requirements of Digital Media Program, 4th year students are required to gain practical work experience in the industry through Cooperative Education or Internship in Digital Media Program.

This part of the program is about learning and gaining practical knowledge of the corporates; a private and/or public environment in both local and international organizations related to digital media industry.

Students can enroll in either one of the training programs as an option in their study.



Option

**COOPERATIVE
EDUCATION**

Code

142-401
6 Credits

Period

16 weeks
Year 3, Semester 2 or Year 4, Semester 1



Option

INTERNSHIP

Code

142-402
Non-credit

Period

300 hours
Year 3, Summer

QUALIFICATION OF COOPERATIVE EDUCATION AND INTERNSHIP STUDENTS

Students should meet all the following criteria;

- 1.Cooperative Education students are required to attend at least 80% of 30-hour Preparatory Workshop for Cooperative Education provided by PSU/PSUIC.
- 2.Cooperative Education students must have a cumulative grade point average (GPAX) equal to/or above 2.5.
- 3.Students do not hold any record of University disciplinary regulations.

PREPARATORY WORKSHOP FOR COOPERATIVE EDUCATION

The purpose of the workshop is to provide necessary information and skills for successful employment. As a result, students will be ready and eligible for the training program approaching in the following academic year.

- Topics:
- [1] Introduction to Cooperative Education
 - [2] Resume Review, Portfolio Practice and Design
 - [3] Job Interview and Personality Development
 - [4] Alumni Talk
 - [5] Workshop and Seminar in Digital Media Field

COOPERATIVE EDUCATION PROJECTS

Cooperative Education is a cooperative study which provides training for cooperative students, organizations and institutions. The initiated cooperative education has served as an empowering capacity building for cooperatives through structured method of combining classroom based education with practical work experience and project-based learning education.

Students applying for cooperative study are entitled to obtain the Excellent Cooperative Education Project Scholarship and engage in the Thailand Cooperative Education Contest.

Social Science and Management Cooperative Study (Project Sample)

ACADEMIC YEAR 2019

Topic

User Interface and User Experience Development for Patient Care Application

Author

Miss Wanitchaya Seateaw

Advisor

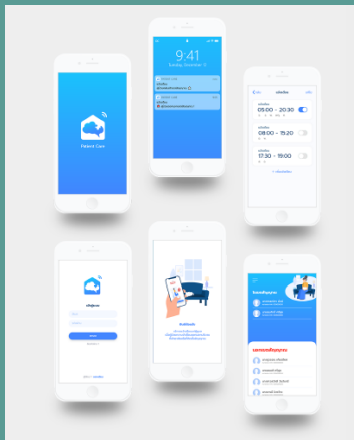
Asst.Prof.Dr.Athitaya Nitchot

Mentor

Dr.La-or Kovavisarush
Head of Researcher
Thailand's National Electronics and Computer Technology
Center (NECTEC)

Background

Patient Care is an application developed by NECTEC's LAI lab, which the app has not yet develop the user experience and user interface by designers.



This application cannot be used efficiently without having good UX and UI. The UX offers the experience for the user, includes determining the way a product work and meets the users need. UX must be user-friendly, clear, comfortable and should have the ability to turn your users into loyal customers (Mishra, 2019). The UI is how users interact with applications. It provides ease of usage and effective interaction and includes all the elements and components of the app. The development of UI includes corporate identity and design product.

Innovative Cooperative Study (Project Sample)

ACADEMIC YEAR 2019

Topic

Patient Care: Application Mobile Application for Talking Care of Dementia Patients

Author

Miss Chonlada Maliwan

Advisor

Asst.Prof.Dr.Athitaya Nitchot

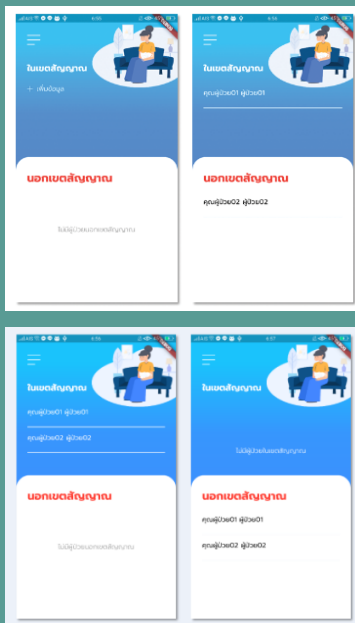
Mentor

Dr.La-or Kovavisarush
Head of Researcher
Thailand's National Electronics and Computer Technology Center (NECTEC)

Background

Patient Care Application is an application to notify users in case of patients under their care are out to range due to the Dementia patient's behavior such as forgetfulness which can cause a lot of effects if patients go somewhere else without caretaker's recognize and cannot return by themselves.

Patient Care Application works with signal detector devices. If patients are out of range devices will send the data and notifications to the application. This application will show number to the patients who are in signal range and who are out of range.



International Cooperative Study (Project Sample)

ACADEMIC YEAR 2019

Topic

Healthcare Chatbot

Author

Mr.Pongsapak Keawyarat

Advisor

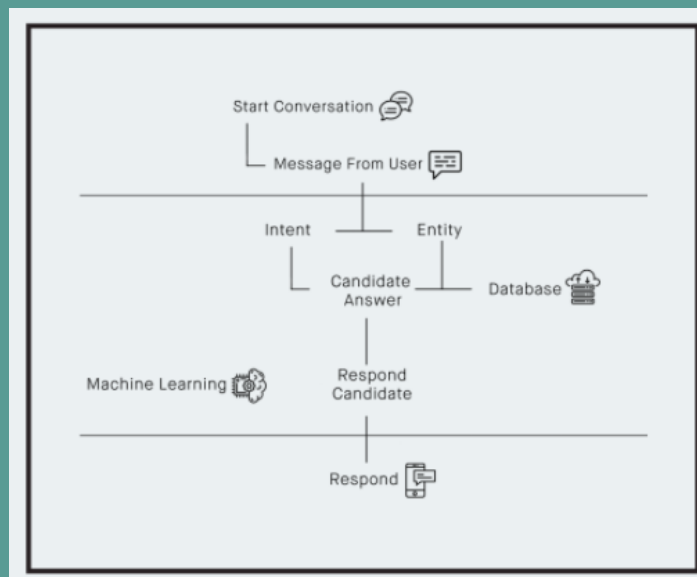
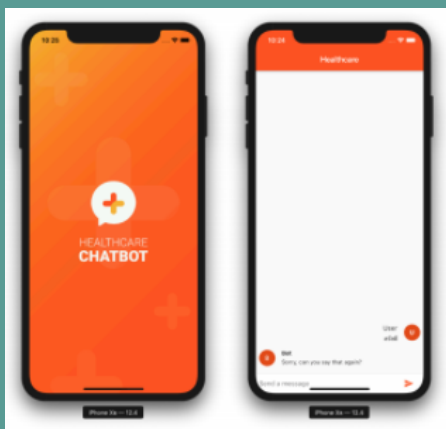
Asst.Prof.Dr.Tanate Panrat

Mentor

Dr.Charles C.N.Wang
Professor of Bioinformatics and Medical Engineering
Asia University

Background

The purpose of Chatbot health care is to create an application that can help to reduce the number of patients or people who need to see a doctor in order to ask for their health advice. This application will give people the information they need and make recommendations for their health.



COOPERATIVE EDUCATION ACADEMIC YEAR 2019 ACHIEVEMENT



วิทยาลัยนานาชาติ วิทยาเขตหาดใหญ่ ขอแสดงความยินดีกับ



นายพงศ์รัก แก้วยะรัตน์

นักศึกษาวิทยาลัยนานาชาติ วิทยาเขตหาดใหญ่



นางสาววณิชยา แซ่เตียว

นักศึกษาวิทยาลัยนานาชาติ วิทยาเขตหาดใหญ่

ได้รับรางวัลชนะเลิศ

“ โครงการสหกิจศึกษาดีเด่น
ระดับวิทยาเขตหาดใหญ่
ประจำปีการศึกษา 2563 ”

(ด้านนักศึกษาสหกิจศึกษานานาชาติ)

โครงการเรื่อง : แหบทอกเพื่อปรึกษาสุขภาพทั่วไป

ได้รับรางวัลรองชนะเลิศ

“ โครงการสหกิจศึกษาดีเด่น
ระดับวิทยาเขตหาดใหญ่
ประจำปีการศึกษา 2563 ”

(ประเภทสังคมศาสตร์ มนุษยศาสตร์ และการจัดการ)

โครงการเรื่อง : การออกแบบส่วนต่อประสานกับผู้ใช้
(User Interface-UI) และประสบการณ์ของผู้ใช้ (User
Experience UX) ของแอปพลิเคชัน Patience Care

THE SCOPE OF COOPERATIVE BETWEEN UNIVERSITY AND ORGANIZATION

The University and the Organization agree to enhance the practical abilities of students from Prince of Songkla University, who need to gain knowledge and skills in their current field of study. The scopes of the cooperation are based on the acceptance of both parties, the follow the Standard of the Office of Higher Education Commission and Thailand Association of Cooperative Education. The contents are detailed below;

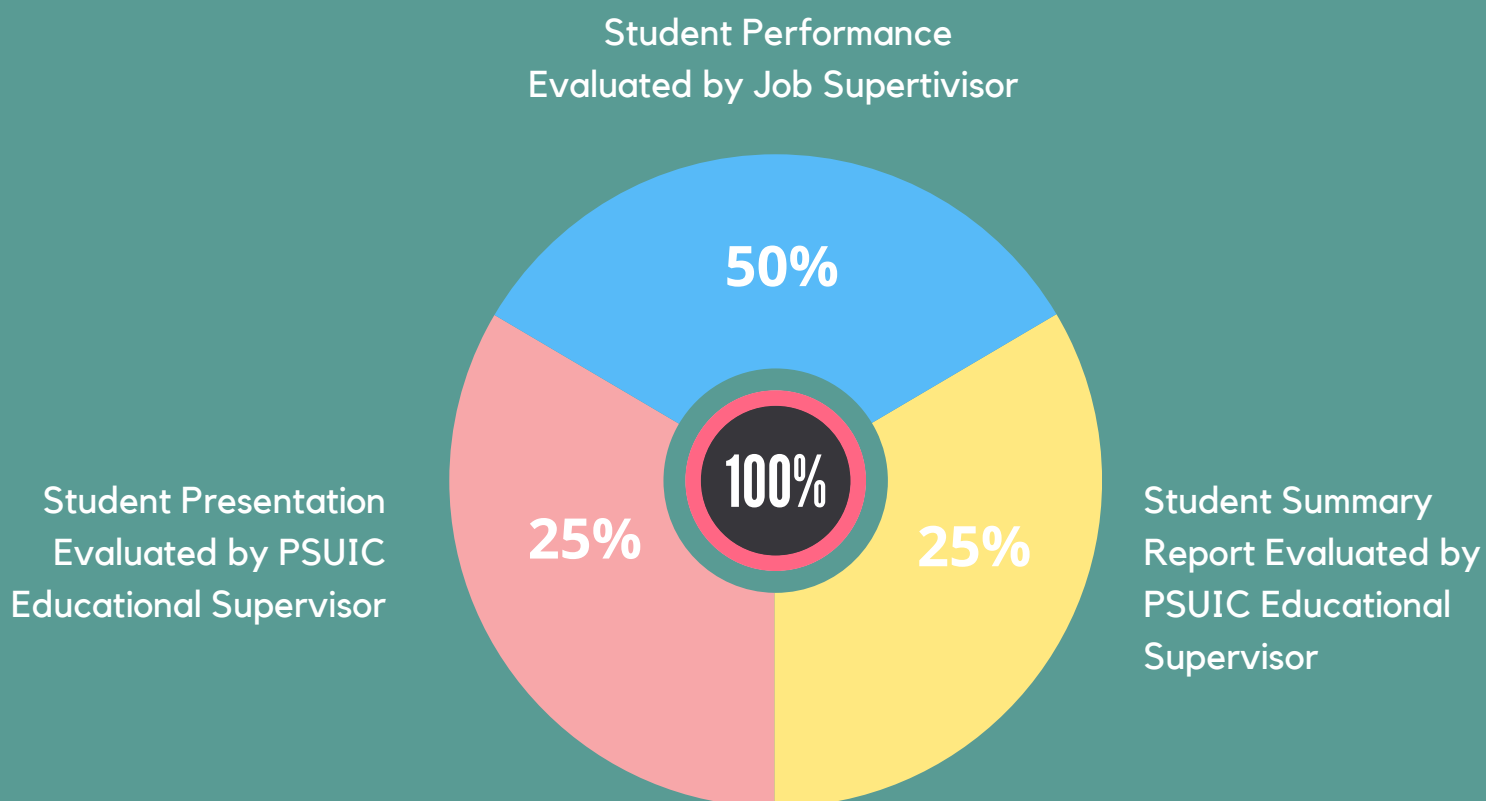
- The organization shall operate according to the Standard of the Office Higher Education Commission as follows;
 - Standard for Management
 - Policy and Administration
 - The Organization shall support the Cooperative Education.
 - The administrators shall focus on the operation of the Cooperative Education.
 - The related personnel shall realize and understand the principles, concepts, including the benefits that the Organization gain from the operation of the Cooperative Education.
 - Students shall give presentations of their work performances and experiences gained from the Organization.
 - Personnel Management
 - The related personnel are responsible for the coordination of the Cooperative Education.
 - The supervisors shall be qualified or experiences in each professional field of study.

- Management of Budget and Resource
 - Allowance and other necessary welfares for students' training could be provided by the Organization if considered appropriate
 - Tools and equipment provided shall be suitable for students' training, as considered appropriate by the Organization.
 - Safety shall be ensured for students' training.
- Proposals for Cooperative Education to the University
 - Job descriptions of each position and a Cooperative Education plan shall be submitted to the University at least one (1) semester prior to the expected period of training.
- Student Recruitment
 - The process and criteria for student recruitment shall be provided.
 - Recommendations to students who were not accepted for the training shall be provided for their improvement and further applications.
- Educational Standard
 - Orientation for students
 - An orientation and coaching shall be provided to the students in order to inform them about the overall operation of the Organization, including rules and regulations.
 - Student's practice during the period of training
 - Students shall work full time during Organization's business hours.
 - A job description or proposed topic of project according to the profession of work responsibilities shall be specified.
 - Additional training courses for specific skills related to the Cooperative Education shall be provided.
 - Extra activities shall be provided in order for students to have opportunities to counter challenging problems, create new knowledge, and apply their experience to their practical training.

- Standard of Supervisors
 - Supervisors' educational background must be not lower than Bachelor's degree or equivalent, in the same field as the student, or their expertise must be similar to students' field of study.
 - Supervisors shall provide consultations, follow-up, recommendations, as well as coordination with other sections in the Organization as proposed by the supervisors for students' training.
 - Supervisors shall examine the contents of reports and give suggestions for writing the Cooperative Education reports.
 - Supervisors shall evaluate the performances of students and collect their data to present to the University and the Organization.
 - Supervisors shall participate in students' presentations of training performance and give comments.
 - The Organization shall notify the names of the supervisors to the University at least one (1) semester prior to the expected period of training.
- Standard of Measurement and Evaluation
 - The assessment process of job's description and educational quality shall be relevant to students' field of study and Organization's benefits.
 - The supervision process of students' training shall be provided.
 - The process of educational and professional consultation and recommendations for students' good integration at the workplace shall be provided.
 - A measurement and evaluation process of students' training performance shall be conducted
 - Opportunities for knowledge exchange shall be provided.

- Others
 - Work training at a Organization's branch or headquarter shall be in a field that is agreed between the Organization and students.
 - Assistance for finding suitable accommodation and transportation to the workplace shall be provided for students as appropriate, in case of working at a branch far away from their hometown.
 - The visits of educational supervisors from the University who come to evaluate the students during training shall be facilitated, and at least once on the Cooperative Education meeting with the students, job supervisors and educational supervisors from the University shall be held.
 - In case students cause any damage to the Organization, the Organization is authorized to consider and decide on any measure as deemed appropriate.
- In addition, the University agrees that the Organization takes into consideration the aforementioned standards as considered appropriate.
- The Organization shall operate and form the committee for the evaluation of student's training performances, which must provide 50% of the total evaluation score. The University supervisor shall make available another 50% of the evaluation score.
- The Organization, initially shall consider and accept the students in the position available from the University in each academic year.
- The Organization's branch or headquarter specified location of the training by the agreement made with the students.
- Students participating in the Cooperative Education do not work at the Organization's branch or headquarter as employees of the Organization. Therefore, the University firmly requires students to never declare themselves as employees of the Organization.
- The University shall not do any actions to infringe or cause to infringe the Organization's rules and regulations, copyright and/or patent rights, and/or intellectual property

CRITERIA OF EVALUATION



60% = Pass

CONDITIONS OF EVALUATION

- Cooperative education students are required to submit Cooperative Education Project Proposal with the job supervisor signature to PSUIC during 1st month of the training.
- Cooperative Education students are required to submit draft of Summary Report with the report submission form (.pdf) to PSUIC within due date and time.
- Students are required to submit Final Summary Report with the report submission form (.pdf) to PSUIC within due date and time
- Any failure to perform as mentioned above with result in student's disqualification for the final presentation.

Announcement



STUDENT PERFORMANCE EVALUATED BY THE ORGANIZATION

INTERNSHIP PROGRAM

- | | | |
|------------------------|------------------------|-------------------------|
| ➔ Disciplined | ➔ Critical Thinking | ➔ Problem Solving |
| ➔ Digital Media skills | ➔ Communication Skills | ➔ Information Searching |
| ➔ Ethics | ➔ Teamwork | |

COOPERATIVE EDUCATION PROGRAM

- | | | |
|------------------------|------------------------|-------------------------|
| ➔ Disciplined | ➔ Critical Thinking | ➔ Problem Solving |
| ➔ Digital Media skills | ➔ Communication Skills | ➔ Information Searching |
| ➔ Ethics | ➔ Teamwork | ➔ Creative Design |
| ➔ Idea Initiation | | |

SUMMARY REPORT EVALUATED BY EDUCATIONAL SUPERVISOR

Summary report should contain the following sections (in their order of appearance) and the criteria of report evaluation vary depending on the assessment area.

INTERNSHIP PROGRAM

- Cover page
- Report Submission Form with Job Supervisor Signature
- Acknowledgement
- Timesheet
- Introduction
- Weekly Report in Descriptive Format
- Achievement and Lesson Learned

Guidelines



COOPERATIVE EDUCATION PROGRAM

- Cover page
- Report Submission Form with Job Supervisor Signature
- Executive Summary
- Acknowledgement
- Introduction
- Routine Task Outcomes
- Achievement and Lesson Learned
- Cooperative Education Project (Optional)
- Weekly Report in Descriptive Format

Guidelines



COOPERATIVE STUDY PROJECT REPORT

Sections

- Project Name
- Short Description of the Project
- Job Responsibility in Details
- Statement of Problems
- Objectives
- Expected Outcomes
- Gantt Chart or Project Planning Flowchart
- Research Process
 - Literature Survey
 - Development of Working Hypotheses
 - Preparing the Research Design
 - Determining Sample Design
 - Collecting Data
 - Execution of the Project
 - Hypothesis-testing
 - Generalizations and Interpretation

FINAL PRESENTATION EVALUATED BY EDUCATIONAL SUPERVISOR

- Presentation Skills
- Cognitive Skills
- Integration of Skills to Visual Aids
- Conclusion and Analysis of Training Experiences
- Skills of Answering Questions
- Time Management

PROCESS TIMELINE



INTERNSHIP PROGRAM: YEAR 3, SUMMER

day 1

Students meet their job supervisors and mentorship at organizations. Students provide the student performance evaluation forms and time sheet.

week 1

Students submit 1st weekly report.

This report will be submitted until week 8 before the ending of training period.

week 8

Job supervisors submit the student performance evaluation results to PSUIC.

week 9

Students submit the final summary report to PSUIC for evaluation. Report submission form with job supervisor's signature is required.

COOPERATIVE EDUCATION PROGRAM: YEAR 4, SEMESTER 1

day 1

Students meet their job supervisors and mentorship at organizations.

week 1

Students submit 1st weekly report. This report will be submitted until week 16.

week 4

Students submit Cooperative Study proposal to PSUIC.

week 8

PSUIC Educational Supervisors visit students and their job supervisors at organization.

week 9

Students submit the draft of summary report (.pdf).

week 16

Job supervisors submit evaluation results to PSUIC.

week 18

Students submit final summary report with their job's supervisor signature.

week 19

Students are required to attend the final presentation and seminar at PSUIC within due date and time.



Outbound Cooperative Education Scholarships (PSUIC)



The Announcement

Outbound Cooperative Education Scholarships (PSUIC)

Scholarship Purpose:

- Support PSUIC students to gain international work experience
- Encourage integration of academic knowledge with real-world practice



Highlights:

 For Co-op placements abroad (private companies, government agencies)

 Duration: Up to 4-5 months (16 weeks)

 5 scholarships available, each worth **10,000** THB

 Financial support based on actual expenses, covering:

- International airfare (economy class)
- Accommodation expenses
- Passport and visa fees
- Health insurance
- Other necessary expenses related to Co-op abroad

Eligibility:

- PSUIC undergraduate student enrolled in Co-op course 142-401
- English proficiency (IELTS 4.5 / TOEFL iBT 41 / TOEIC 500 / PSU-EST 56)
- Health clearance, academic standing, and parental consent required
- Must have an official acceptance letter from a host institution abroad



Required Documents:

- Co-op project proposal
- Host organization's acceptance letter
- Proof of course enrollment & expense receipts



Note: Students can receive this scholarship only once during their studies.

EXCELLENT SCHOLARSHIP COOPERATIVE EDUCATION STUDENTS

CATEGORY 1: COOPERATIVE EDUCATION PROJECT AWARD

In order to fulfill the requirements of the cooperative education program which is required students to do the cooperative education study, those students who have a cooperative education project are entitled to get the “Excellent Cooperative Education Project Scholarship.”

1) Students can claim just only one type of award prize

1.1 Campus level

- The winner award **10,000.-** baht
- 1st Runner-up award **9,000.-** baht
- 2nd Runner-up award **8,000.-** baht

1.2 University level

- The winner award **15,000.-** baht
- 1st Runner-up award **14,000.-** baht
- 2nd Runner-up award **13,000.-** baht

1.3 Regional level

- The winner award **20,000.-** baht
- 1st Runner-up award **19,000.-** baht
- 2nd Runner-up award **18,000.-** baht

1.4 National / International level

- The winner award **25,000.-** baht
- 1st Runner-up award **24,000.-** baht
- 2nd Runner-up award **23,000.-** baht

EXCELLENT SCHOLARSHIP COOPERATIVE EDUCATION STUDENTS ACADEMIC YEAR 2021

CATEGORY 2: COOPERATIVE EDUCATION WORK

The Excellent Scholarship” aims to give inspiration to excellent students in the cooperative education program. The **5,000-baht** grant is for students who meet the qualifications as below;

- 1) Students are required to practice under the cooperative education program with a worldwide recognizable or reliable company/institution.
- 2) The result of student performance evaluation is greater than or equal to 80%; and
- 3) The result of the summary report evaluation is greater than or equal to 80%; and
- 4) The result of the student presentation evaluation is greater than or equal to 80%; and
- 5) The scholarship is limited to only the top 5 students with the highest average evaluation results in this category.

Announcement



CONTACT INFORMATION

CMDT - Creative Media Digital Technologies



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Internship Program**

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