

Cooperative Education & Internship

COMPANY GUIDEBOOK

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TRAINING PROGRAM

In partial fulfillment of the requirements of Creative Media and Digital Technologies 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	Code	Period
COOPERATIVE EDUCATION	142-401 6 Credits	16 weeks Year 3, Semester 2 Or Year 4, Semester 1

Option	Code	Period
INTERNSHIP	142-402 Non-credit	300 hours Year 3, Summer



THE BENEFIT GAINED FROM THE TRAINING PROGRAM

- The organization will have a continuous access to diversely talented and highly motivated students. This can solve the organization's needs of temporary staff for short-term projects and also allow employers to assess student performance and consider the permanent employment.
- The training program encourages private sectors to participate in the program in the aspect of hosting Cooperative Education students and offering rooms for their skills development. In return, the organization will earn **tax benefits** for operational expenses or other social welfares in the event that the Cooperative Education students get paid, i.e. allowances, accommodation fees, accident insurance, etc.

More information of tax
benefits for the
organization, please see
the link or scan QR code



<https://www.rd.go.th/13490.html>

THE SCOPES OF THE COOPERATION

The organization will 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 PSUIC and organization which are detailed below;

- Students shall give presentations of their work performances and experiences gained from the organization.
- The supervisors shall be qualified or experienced in each professional field of study.
- Allowance and other necessary welfares for students' training could be provided by the organizations who accept students under Cooperative Education program (mandatory) and Internship program (optional) 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.
- Orientation and coaching for students shall be provided to the students in order to inform them about the overall operation, including rules and regulations.
- Student's practice during the period of training
 - Students shall work full time during the organization's business hours.
 - A job description or proposed topic of project according to the profession of work responsibilities shall be specified.

- Standard of Supervisors
 - 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 and Internship summary 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.
- 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.
 - A measurement and evaluation process of students' training performance shall be conducted
- 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.

VIRTUAL INTERNSHIP PROGRAM

DISCOVER

Discover career paths and remote work experience opportunities

MATCH & UPSKILL

Get matched and up-skill yourself with the virtual internship and cooperative education program provided by professional enterprises

EXPERIENCE

Experienced a guaranteed 300 hour and 16 week online work placement, with access to training coach and employability webinars



Work-From-Home Training Platform

Make The Choice

Experience convenience built around the study commitments. A solution where experiences the future career without ever needing to leave home.

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

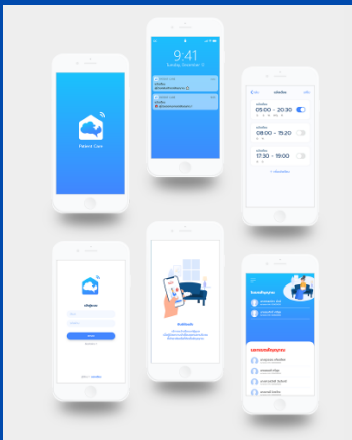
Asst.Prof.Dr.Athitaya Nitchot

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

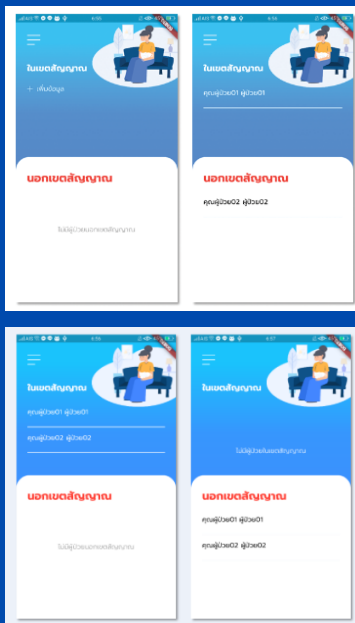
Mentor

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

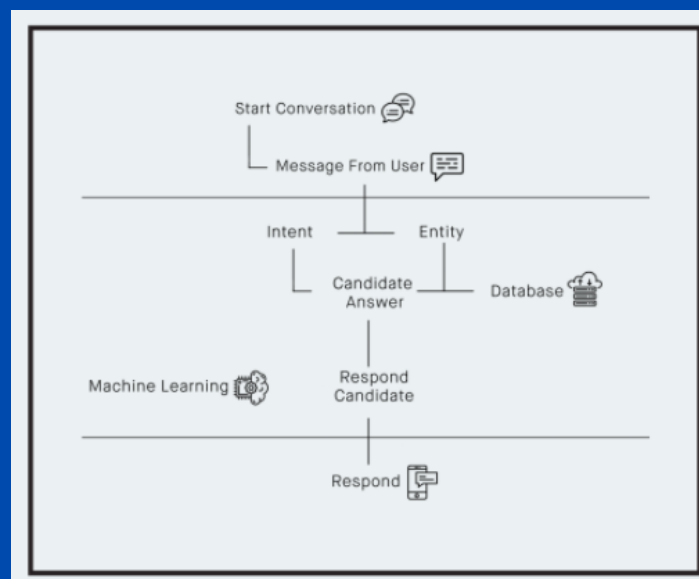
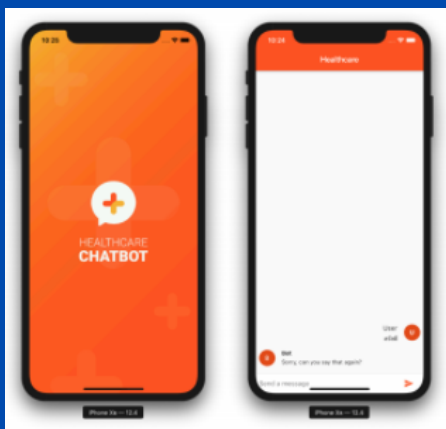
Asst.Prof.Dr.Tanate Panrat

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 2024 ACHIEVEMENT



CONGRATULATIONS

Mr.Ratchapol Nuan-iad

Awarded 2nd Runner-up

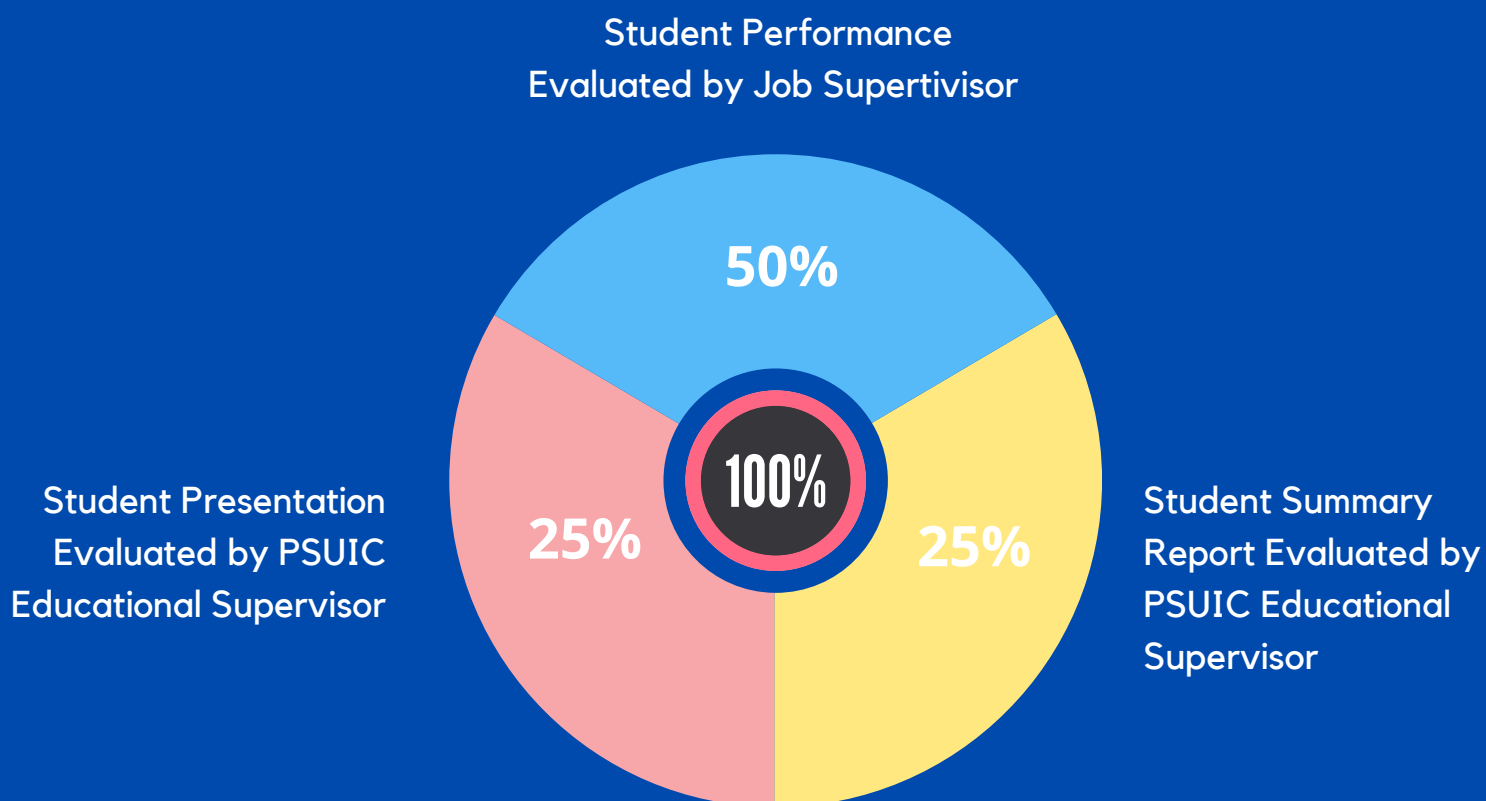
**Outstanding Cooperative and
Work-Integrated Education (CWIE)**

**Student Project Competition
(Science and Technology Category)**

Project Advisor : Asst.Prof.Dr.Athitaya Nitchot



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.

STUDENT PERFORMANCE EVALUATED BY THE ORGANIZATION

INTERNSHIP PROGRAM

- | | | |
|------------------|-----------------------|------------------------|
| ➔ Teamwork | ➔ Work Behavior | ➔ Interpersonal Skills |
| ➔ Responsibility | ➔ Organization Skills | ➔ Quality of Workpiece |

COOPERATIVE EDUCATION PROGRAM

- | | | |
|-------------------------|------------------------|---|
| ➔ Timeliness | ➔ Learning Ability | ➔ Dedicate to Work |
| ➔ Interpersonal Skills | ➔ Problem Solving | ➔ Responsibility |
| ➔ Teamwork | ➔ Prioritization | ➔ Mannerism and Respectfulness |
| ➔ Work Self-Efficacy | ➔ Communication Skills | ➔ Work Ethics |
| ➔ Quality of Work Piece | ➔ Initiative | ➔ Compliance with Organization Rules and Regulation |

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

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

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.



CONTACT INFORMATION

CMDT - Creative Media Digital Technologies



Head of Creative Media and Digital Technologies Program (International Program)

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