

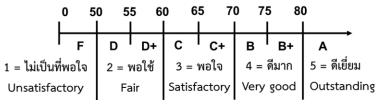
# **COOP STUDENT PERFORMANCE APPRAISAL**

No. or Document (For BEB program)

Version 2a (8 January 2023)

#### Instructions:

- 1. Students' job performances must be evaluated by their academic adviser and job supervisor or any designated individual in the company.
- 2. This evaluation form contains 26 items (25 items for student performance, 1 item for BEB co-op program, and Benefits from the co-op students' performance or co-op projects). Please fill out all the needed information to complete the evaluation.
- 3. Indicate the points in the box. The assessment marks are as follows: 5 = highest, 4 = high, 3 = middle, 2 = low, 1 = lowest. If no information is given, please mark in the box and please provide additional comments (if any).



4. When the evaluation is finished, please put this document in an envelope with a "CONFIDENTIAL" seal and give it to the student to return it to Bioenergy and Biochemical Refinery Program or send the form to beb@sci.tu.ac.th as soon as the student gets back to the university.

### To: The Director of the Bioenergy and Biochemical Refinery Program

This is the report on the evaluation of co-op student's performance

#### General Information

Full Name of Student	Studer	nt ID No.
Bioenergy and Biochemica	al Refinery Program, Faculty of Science and	d Technology, Thammasat University
Name of Employer/Organ	ization	
Full Name of Evaluator		
Position	Department	
Email	Telephone Number:	Fax:

Bioenergy and Biochemical Refinery Program, Faculty of Science and Technology, Thammasat University

# Guide for rubric scoring (0 to 3)

Points	Description for scoring rubric
3	Student clearly understanding of concept, use effective strategies to get accurate result, and
	use logical thinking to arrive at conclusion
2	Student use appropriate strategies to arrive result, and show thinking skill to arrive at
	conclusion
1	Student has limited understanding of a concept, ineffective strategies, and attempt to show
	thinking skill
0	Student lack of understanding concept, no attempt to use strategies, and no understanding

Items	Score (0 to 3)	Remarks
Work Accomplishments		
1. Workload (Quantity of Work)		
The student completed all the assigned work within the given time		
limit, comparing favorably with other students.		
2. Quality of Work		
The student has completed the work thoroughly and carefully with		
good attention to detail. Tasks are performed and completed on or		
before the due date.		
Knowledge and Abilities		
3. Academic knowledge		
The student is equipped with sufficient academic knowledge to		
perform the work assigned.		
4. Learning ability and knowledge application		
Quick to learn and understand the information as well as how it works,		
putting l knowledge into practical applications.		
5. Operational knowledge and expertise		
After the work supervisor showed the student what to do soon as co-		
op work starts, the student is able to do the job correctly whether on		
the field or in the laboratory.		
6. Critical analysis and decision making		
The student makes better decisions with fast and careful analysis of		
information and issues before actually deciding. The student can solve		
immediate problems and can decide on his/her own.		
7. Management and planning		
The student has the ability to organize, set priorities, and manage the		
job well as planned. He/she can improve, develop and adjust the plan		
for various situations suitably and successfully.		

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17. Self-confidence		
The student is capable of solving problems, coping we	ell in times of	
obstacles and challenges in life, has faith in one's idea	as and	
capabilities, knows how to make a good decision, has	one's self. a	
good common sense, trusts one's ability, is dynamic, e	efficient and can	
rely on one's self.		
18. Leadership		
The student has the ability to influence others to coop	perate,	
knows persuasive guidance, can uphold people to wor	rk together to	
achieve the objectives and can supplement acceptabl	e concepts.	
19. Discipline and follow the corporate culture		
The student is keen to learn the rules and regulations	of the	
organization and follow them willingly, including proce	edures set by	
the Human Resources Department (such as taking leav	ve, sick leave,	
etc.), as well as following general regulations, safety, so	ecurity	
procedures and quality control.		
Items	Score (0 to 3)	Remarks
20. Morality and ethics		
The student is trustworthy, honest, helpful and hospit	able.	
21. Team working		
The students able to work on the team purpose, proc	esses, roles,	
good team relationships, intergroup relations, problem	n solving, passion	
and commitment, skills and learning		
Please provide additional comments on the student's		
22. Strengths of student 2:	3. Improvement Needed	
24. Once this student graduates, will you consider o	offering him/her employment	?
	, ,	
(Please mark 🗵 )		
(Please mark 🗵 )		
(Please mark ☑ ) ☐ Yes ☐ May be ☐ No		
	e mark 🛛 )	
Yes May be No	e mark 🗵 )	
Yes May be No	_	

# 26. Further Feedback for BEB Cooperative Education

(5 Points = Highest 1 = Lowest)

Post Assessment	(Score = 1 to 5)	
26.1 Cooperative Education is beneficial for your company		
26.1.1 Benefits from the students' workmanship		
26.1.2 An opportunity to choose or hire some personnel		
26.1.3 An opportunity to collaborate with university in the future		
26.2 About program curriculum		
26.2.1 To make Cooperative Education as a compulsory course for all students		
26.2.2 Prepare workshop for student before going to workplace		
26.2.3 Co-op student must work at least 15 weeks		
26.3 The implementation process of Cooperative Education		
26.3.1 Coordination with BEB program		
26.3.2 Make appointments in advance with the instructor's supervisor and the supervision		
was performed during the appointed time		
26.3.3 The number of instructor's supervisions is sufficient		
26.3.4 The quality of the supervision of the instructors		
26.3.5 Satisfaction with the service provider/coordinator of BEB		
27. Benefits from the co-op students' performance or co-op projects		
27.1 The performance results / co-op student projects are being utilized in the workplace or n	ot	
Yes (Please skip to item 27.2)		
Not yet utilized at the moment but is expected to be useful in the future (Please skip to it	em 27.2)	
The performance results / co-op student projects do not contribute much to the workplace	e	
27.2 The performance result/co-op student project is expected to be used in the workplace		
through these varied future uses (you can have more than one choices)		
☐ performance planning		
☐ setting a budget		
☐ reduce operating costs		
☐ personnel training		
manufacturing process/operation		
☐ designing equipment/tools ☐ other, if any		
Other, if arry		
28. Other comments		
20. Other confinents		

Signature
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Job title
Data

## Remarks:

Please fill out the evaluation form within the time limit. The BEB will not allow students to pass if the assessment is late.