

THAILAND – CANADA HRD PROJECT
SUT – CUTC INSTITUTIONAL LINKAGE
AND TECHNICAL COOPERATION

QUARTERLY PROGRESS
AND
FINANCIAL REPORT NO. 3
1 January – 31 March 1995

submitted to:
Ryerson Polytechnic University
and
The ARA Consulting Group Inc.
April 1995

Prepared by
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QUARTERLY PROGRESS

AND

FINANCIAL REPORT

Linkage Project Title : Institutional Linkage Project
Canadian Partners : Ryerson Polytechnic University (Canadian Lead Partner)
Guelph University
University of Waterloo
Technical University of Nova Scotia
Thai Partner : Suranaree University of Technology
Project No. : 906/14868

Report No. 3

Covering the Period

1 January 1995 to 31 March 1995

Submitted to

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by

CENTER FOR INTERNATIONAL AFFAIRS

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I. REPORT SUMMARY

1. PROGRESS AND ACHIEVEMENTS TO DATE

PROGRAM 1. INSTITUTIONAL CAPACITY BUILDING PROGRAM

The Terms of Reference (TOR) for the May SUT mission to Canada consisting of eleven (11) University administrators, faculty members, coordinators and support staff have been submitted to CUTC for planning and coordination.

PROGRAM 2. INTERNATIONAL ACADEMIC PROGRAM

During the period under review, promotional activities for the SUT-CUTC International Undergraduate Program (IUP) have been undertaken. It included printing and distribution of flyers, posters and Info Sheets; press releases and advertisements through various media; formal launching of the program with press conference, picture exhibition, dinner and preparation of SUT-CUTC IUP multivision slide presentation.

Logistical preparations for processing of applications, academic placement examinations, faculty assignments, laboratory, library and dormitory facilities are in progress.

The list of Thai candidates for the joint research and Ph.D. programs have been submitted to CUTC for consideration and placement.

PROGRAM 3. UNIVERSITY-INDUSTRY LINKAGE PROGRAM

The Term of Reference (TOR) for the customized training in Canada for the chief of the SUT Co-op Program has been submitted to CUTC for consideration.

A database on industries in Thailand especially those in the northeast region is now available. A questionnaire has been formulated and sent to selected industries to determine their training needs and interests. The information to be collected will serve as basis for formulating the guidelines for industry-related training courses to be organized by SUT.

PROGRAM 4. PROJECT MANAGEMENT

The Rector, Project Manager and the Chair of the Project Review Committee called regular meetings to monitor and coordinate the various activities and programs under the project.

The Project Coordinator represented the SUT-CUTC Project in the Workshop on Thai Canada HRD Project organized by Mr. Gerry Wright, the Project Director, at Long Beach Cha-am Hotel on 2-4 February 1995.

2. PLANNED ACTIVITIES FOR THE NEXT QUARTER

The planned activities for the next quarter are summarized in Section II.2 of the Report.

3. FINANCIAL REPORTS

Expenses for the promotional activities of the SUT-CUTC have been covered by SUT. The financial requirements for the next quarter were already included in the previous Quarterly Report.

II. PROGRESS REPORT ON PROJECT PROGRAMS, ACTIVITIES AND DELIVERABLES

1. ACCOMPLISHMENTS

PROGRAM1: INSTITUTIONAL CAPACITY-BUILDING PROGRAM

1.1 Development of Academic Administration and Management Framework at SUT.

A1.11 Provision of customized training in Canada for SUT academic administrators (6 weeks each):

A four-week study tour in Canada for Dr. Weerapun Sriboonlue, Vice Rector for Planning and Development and SUT-CUTC Project Manager is being proposed.

Narrative:

This activity has been revised to consist of customized study tour instead of customized training. As of date, already four SUT staff had been to Canada under this program of activity. However, the participants did not utilize in full the allotted six weeks and so the total number of person-weeks used is only 18 instead of the planned 24. This permits an additional SUT administrator to visit Canada this year.

According to the agreement on the 1st PRC Meeting, Dr. Weerapun Sriboonlue, Vice Rector for Planning and Development and concurrently SUT-CUTC Project Manager is being scheduled this year for this activity. The Term of Reference (TOR) for his visit has been submitted to CUTC.

1.2 Development of Academic Programs and Curricula at SUT

A1.21 Provision of customized training in Canada for 6 SUT faculty members and coordinators (12 weeks each):

A study tour for five (5) SUT faculty members and coordinators for three to four weeks is being proposed.

Narrative:

Similar to A1.11 this activity has been revised to consist of customized study tour instead of customized training. The period has also been reduced from 12 to 3-4 weeks. As of date, two SUT staff members had been to Canada for four weeks each. Thus, of the total 72 person-weeks (6 p x 12 wks) only 8 person-weeks (2p x 4 wks) have been utilized, leaving a balance of 64 person-weeks.

In this connection, it has been suggested that one SUT staff be added to the originally remaining four (or a total of five) persons be nominated for the study tour to Canada this year. Among them are:

- 1) Dr. Kasem Prabritputaloong, Dean Institute of Resources Technology
(for 3 weeks)
- 2) Dr. Chaiyot Tangsathitkulchoi Chair, School of Chemical Engineering
(for 3 weeks)
- 3) Dr. Sarawut Sutijorn Chair, School of Electrical Engineering
(for 4 weeks)
- 4) Mr. Suriya Smutkupt Vice the late Dr. Roongtham Sujithamrak,
Dean, Institute of Social Technology)
- 5) Dr. Vorapot Khompis Senior Lecturer in Mechanical Engineering
(for 4 weeks)
- 6) Staff from the Center for International Affairs (Still to be identified
(for 4 weeks)

Of the five nominees, two are requesting a study tour of three weeks while all the others prefer four weeks, thus, requiring a total of 18 person-weeks. This is still within the available 64 person-weeks.

The Terms of Reference (TOR) and preferred dates of each participant have been submitted to CUTC and are provided as Attachment 1.

1.2 Development of Institutional Support Service us at SUT

A1.31 Provision of customized training in Canada for SUT support personnel.

Narrative:

There are originally four training provisions under this activity i.e.: Library Automation (2), Management Information Systems (1) and Scientific

Equipment (1), each for 6 weeks or a total of 24 person-weeks. Three SUT support staffs have already undergone training for a total of 16 person-weeks since one did not use the full six weeks allotted time. There is therefore still a balance of 8 person-weeks.

During the Project Review Committee Meeting in November 1994, it was suggested that one additional SUT staff from the Center for Educational Services undergo training especially in the management of the Registrar's office; one from the Center for Computer services and two from the Center for International Affairs, a total of 16 person-weeks (4 p x 4 wks = 16 person-weeks)

The unused balance in A1.31 (8 person weeks) and A1.21 (46 person-weeks) or a total of 54 person-weeks could be utilized for this additional training. The activity would require 24 person-weeks, leaving still a balance of 26 person-weeks.

The following candidates have been nominated:

- 1) Dr. Thai Tipsuwannakul, Director, Center for Educational Services
(for 4 weeks)
- 2) Dr. Weerapong Pairsuwan, Director, Center for Computer Services
(for 4 weeks)
- 3) Dr. Ongkan Indrambaya, Director, Center for Library Resources and Educational Media (for 4 week)
- 4) Dr. Ruben C. Umaly, Director, Center for International Affairs
(for 4 weeks)
- 5) Staff from the Center for International Affairs (postponed to later date)
(for 4 weeks)

The Terms of Reference (TOR) and preferred dates of each participant have been submitted to CUTC and are provided as Attachment 1.

PROGRAM 2: INTERNATIONAL ACADEMIC PROGRAMS

2.1 International Applied Science and Engineering Undergraduate Programs:

A2.11 Academic Program Planning and Coordination

Promotional activities of the International Undergraduate Programs in Engineering and Food Technology have been undertaken.

Narrative:

The Center for International Affairs in collaboration with Academic Institutions and Centers at SUT prepared the flyer, poster and Info Sheet for the International Undergraduate Program (IUP) in Engineering and Applied Science in January.

There was some delay due to unavailability of some data like tuition fees to be charged at SUT and specific deadlines for the academic calendar of IUP activities. In addition, the New Year holiday period caused additional constraints for the printers.

The flyers, posters and IUP Info Sheets became available by mid-January. Copies of them together with application forms were mailed to International Schools in Bangkok, major high schools in the country and to parents of prospective students, i.e. those working in banks, large industries/commercial establishments, embassies, and international organizations. Copies were also sent to Ministries of Education of all Southeast Asian countries. A copy of the flyer and IUP Info Sheet is provided as Attachment 2.

Press releases and TV/radio announcements were also made in February and March together with one week advertisement of the program in leading Thai and English newspapers.

SUT formally launched the program with a press conference in the morning and a dinner at Siam Intercontinental Hotel Ballroom on the 2nd of March. The occasion was graced by the presence of Dr.Krasae Chanawong, former Minister of University Affairs and presently Minister of Foreign Affairs, Mr.Thavin Praison, Minister of University of Affairs and Ms. Ingrid Knutson, CIDA and Canadian Embassy representative. They, together with Dr.Wichit Srisa-an, Rector of SUT, gave speeches or remarks during the event. A picture exhibition of SUT and CUTC was also organized at the hotel ballroom lobby and the dinner was highlighted by a multivison slide presentation on the SUT-CUTC International Undergraduate Program.

It was unfortunate that only Ryerson Polytechnic University and the Technical University of Nova Scotia responded to SUT's request for CVs and pictures of staff members to be involved in the program and for pictures of activities and scenes of their Universities.

Personal promotional visits to some International Schools in Bangkok were also undertaken by the Center for International Affairs.

At present, preparations for the logistical requirements like for placement examination, faculty assignments, laboratory, library and dormitory facilities are in progress. Attached is the program of activities and deadlines for the SUT-CUTC IUP.

Academic Calendar Year 1995-96

Important Deadlines

Application Deadline :	22 April

Confirmation of Preliminary Qualification and Notification	
Academic and Placement Exam :	26 April

Academic and English: Placement Exam	1 May

Release of Results of Exam and Admission:	15 May

Registration for First Semester :	1-2 June

Intensive English Course :	5 June to 11 August

Start of First Semester :	11 September

End of First Semester :	15 December

✓ 2.2 Joint Research and Ph.D. Programs

A2.21 Selection of 10 Thai Ph.D. students and formation of joint supervisory teams in Thailand.

Dr. Parsert Suebka, Vice Rector for Academic Affairs has submitted the list of Ph.D. candidates and their possible areas of specialization together with the proposed Thai co-supervisors to CUTC for their consideration and placement.

PROSPECTIVE Ph.D. CANDIDATES

NAME	FIELD
1. Mr. Prayut Khumchana	Mechanical Engineering (major Machatronic)
2. Mr. Anand Punsilalai	Electrical Engineering
3. Miss Pomsiri Chongkol	Industrial Engineering *
4. Mr. Nimitr Chomnawang	Electronic Engineering **
5. Miss Chutima Phrommak	Telecommunication Engineering
6. Miss Kasama Charukamchorn	Material Sciences (major polymer and ceramics)
7. Miss Wimollak Nubutr	Material Sciences (major polymer and ceramics)
8. Miss Chantima Deeprasertkul	Polymer Technology' ✓

2.3 Co-op Student Exchange Program

A2.31 Provision of 16 weeks work placement and supervision for 10 Thai students in Canada by CUTC institutions.

Narrative:

The SUT Co-op Program is now in operation. The first group of international co-op program is in relation to IAESTE (International Association the Exchange of Students for Technical Experience) for the Academic Year 1995. Sixteen SUT students have already been identified as qualified to go abroad based on English language competency and high academic performance. Some of these students can therefore be considered for the SUT-CUTC Co-op Program. Request for arrangement with CUTC will be submitted soon.

The brochure of SUT-Co-op Program is provided as Attachment 3.

A2.32 Provision of 16 weeks placement and supervision for 10 Canadian students in Thailand by SUT

Narrative:

^{1*}/^{**} With TOEFL scores of 520 and 510 respectively, all others have not taken the TOEFL Exam.

The SUT Co-op Program is equally ready to welcome Canadian students (especially Graduate Students) for placement at SUT as teaching assistants (TA) especially for English language, and IUP laboratory courses. The Canadian students can also serve as Research Assistants (RA) to professors with university or external research grants. Some industries in Thailand are also willing to accept a few foreign co-op students. Negotiations with CUTC partners can therefore be initiated now.

PROGRAM 3: UNIVERSITY-INDUSTRY LINKAGE PROGRAM

3.1 Development of Cooperative Education at SUT

A3.11 Provision of customized training in Canada for SUT Co-op Program coordinator.

As previously stated, the SUT Co-op Program is now in operation and its activities can be extended to Canada. SUT has nominated Dr. Thawatchai Teekachunhatean as Chief of Co-op Program and participant and to the SUT mission to Canada in May. The Terms of Reference (TOR) for such training has been submitted to CUTC for consideration. The implementation of activities A2.31 and A2.32 will be among the major agenda for discussion

3.2 Joint University-Industry Cooperation and Training Initiatives.

A3.21 Development of guidelines and framework for 4-6 joint industrial training seminars in Thailand.

Narrative:

Dr. Kasem Prabripitallong Dean, Institute of Resources Technology is responsible for this activity. A database of industries in Thailand especially in the northeast region where SUT is located is now available.

A questionnaire has been formulated and sent to selected companies to assess the training requirements and interests of industries in the region. The results of the analysis will be made available in the next quarterly report. It will serve as the basis for the planning of the industry-based training seminars in Thailand (A3.22)

PROGRAM 4. PROJECT MANAGEMENT

4.3 Project Supervision and Coordination

Narrative:

The Rector, Project Manager or the Chair of the Project Review Committee called regular meetings to monitor and coordinate the various activities and programs under the project.

Mr. Gerry Wright, Project Director of the Thai Canadian HRD Project of which the SUT-CUTC Project is a component, convened a Project Managers Workshop for Lead Thai Partners at Long Beach Cha-Am Hotel, Petchburi on 2-4 February 1995.

The Workshop provided a forum for Thai linkage project partners to begin network in areas of mutual interest like environment and food technology. The discussion also allowed the participants to build upon and benefit from each other's experience in project management, institutional capacity building, fostering mutual benefits and long-term relationships. The participants considered possible indicators for monitoring and evaluating the individual projects and the entire HRD cooperation. A Workshop of Project Managers and their Canadian linkage partners is being planned for June 1995 to discuss further the above mentioned items.

SUT was represented by Dr. Ruben C. Umaly, The SUT-CUTC Project Coordinator and Director, Center for International Affairs.

2. PLANNED ACTIVITIES FOR THE NEXT QUARTER: 1 APRIL-30 JUNE 1995

PROGRAM 1. INSTITUTIONAL CAPACITY BUILDING PROGRAM

ACTIVITY	DATES	RESPONSIBILITY
1.1 DEVELOPMENT OF ACADEMIC ADMINISTRATION AND MANAGEMENT FRAMEWORK AT SUT		
A1.11 Provision of customized study in Canada for SUT Academic Administrator	May	CUTC
1.2 DEVELOPMENT OF ACADEMIC PROGRAMS AND CURRICULA AT SUT		
A1.21 Provision of study tour in Canada for five (5) SUT faculty members and coordinators	May	CUTC

1.3 DEVELOPMENT OF INSTITUTIONAL SUPPORT SERVICES AT SUT

A1.31 Provision of customers training for four (4) SUT staff	May	CUTC
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PROGRAM 2. INSTITUTIONAL ACADEMIC PROGRAM

2.1 International Applied Science and Engineering Undergraduate Program

A2.11 International Undergraduate Program

Promotional Campaign	April	SUT
Processing and Notification of Applicants	April	SUT
Academic Placement Examination	1 May	SUT
Release of Examination Results	15 May	SUT
Registration of Students	1-2 June	SUT
Intensive English Course	June	SUT

2.2 Joint Research and Ph.D. Program

A2.21 Ph.D. Program

Placement of Ph.D. Candidates	April-June	CUTC
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PROGRAM 3. UNIVERSITY-INDUSTRY LINKAGE PROGRAM

3.1 Development of Cooperative Education at SUT

A3.11 Provision of customized training in Canada for the Chief of Program SUT Co-op Program. and discussion on implementation strategies of A2.31 and A2.32	May	CUTC
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3.2 Joint University Cooperation and Training Initiatives

A3.21 Development of guidelines and framework for 4-6 joint industrial training seminars in Thailand	April-May	SUT
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PROGRAM 4. PROJECT MANAGEMENT

4.3 Project Supervision and Coordination

Participation in the Thai Canada HRD Project Workshop in Thailand	June	SUT-CUTC
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3. FINANCIAL REPORTS

1. SUT-CUTC International Undergraduate Program

All the expenses for the promotional activities including printing of flyers, posters, Info Sheets and other forms; mailing; TV/Radio announcements; press releases and newspaper advertisements; IUP Launching dinner; press conference; multivision slide presentation; picture exhibition, visits to schools, etc.. have been covered by SUT.

2. Budget for Next Quarter

Estimated expenses for activities during the next quarter have been included in the previous Quarterly Report.

TERMS OF REFERENCE (TOR) FOR

THE THIRD MISSION OF SUT STAFF TO CANADA*

PROGRAM 1: INSTITUTIONAL CAPACITY-BUILDING PROGRAM

1.1 Development of Academic Administration and Management Framework at SUT

A1.11 Provision of concutanined study touring Canada for academic at SUT

1) Dr.Weerapun Sriboonlue

Vice Rector for Planning and Development

Chair, School of Civil Engineering

Visit to the four partner Universities and discussion with Academic Administrators, Deans of Faculty of Engineering and staff members the following areas of interest:

- International Program Linkage Management
- Academic Policies concerning promotion, graduation, student conduct, code of ethics etc.;
- Faculty appointment, supporting staff appointment, tenure-track and tenure requirement etc.;
- Research administration matters
- Co-op administration and implementation
- Professional program accreditation procedures
- Post graduate program planning and implementation
- Enrollment planning and implementation
- Budget allocation and control mechanism
- Staff exchange and joint research activities
- Student Life

As Project Manager-to discuss with partner Universities-issues, programs and strategies for improvement of project management. (4 weeks)

1.2 Development of Academic Programs at SUT

A1.21 Provision of customized study tours in Canada for SUT faculty members and coordinators.

1) Dr.Kasem Prabriputaloong

Dean Institute of Resources Technology

* Originally-two groups were proposed, one to leave in March and another in May. It was however, decided that it's expedient to have only one group for leaving in May.

Dean Institute of Resources Technology

Associate Professor of Chemical Engineering project manager.

1.1 Visit to TUNS (Chem. Eng. Dept.) (10 days) to discuss with Canadian counterparts on:

- Final version of chemical engineering curriculum of the IUP.
- Assignment of teaching staff for the first two-year courses of the program.
- The Joint Ph.D. Program and plan of implementation.
- Laboratory and research facilities tour of chemical engineering and related field.

1.2 Visit to WATERLOO (Chem. Eng. Dept.) (4 days)

- Discussion with Chair of Chemical Engineering Department on academic collaboration.
- Tour of Chemical Engineering Laboratory and research activities.
- Discussion on implementing the Joint Ph.D. Program

2) Dr. Chaiyot Tangsathitkulchai

Chair, School of Chemical Engineering

Associate Professor of Chemical Engineering

Same as Dr.Kasem and any other additional activities that may be suggested.

3) Dr.Sarawut Sujitjorn

Chair, School of Electrical Engineering

Assistant Professor of Electrical Engineering

To discuss with Head and staff of Mechanical Engineering Department, University of Waterloo and Head and staff of Electrical Engineering Department, Ryerson Polytechnic University on:

- Academic policies concerning promotion, graduation, student conduct, code of ethics etc.;
- Faculty appointment, supporting staff appointment, tenure-track and tenure requirement etc.;
- Research administration matters;
- Curriculum planning, development and implementation;
- Co-op administration and implementation;

- Professional program accreditation procedures;
- Management issues and functions authorities and responsibilities, morale and the collegial system of governance;
- Post graduate program planning and implementation;
- Enrollment planning and associated human resource allocation;
- Budget allocation and control mechanism;
- Staff exchange and joint Research activities.

4) Mr.Suriya Smutkupt

Institute of Social Technology

Acting Dean

4.1 To visit the four partner universities (4-5 days) and discuss with counterparts the structure and organization of general education curriculum especially general education courses designed for technology students and to observe classes where appropriate;

4.2 To meet administrator and lecturers in the School of Business at University of Waterloo, who are familiar with technology management courses and structure and organization of the MBA program;

4.3 To visit local anthropological museum and to meet anthropology faculty and/or Thailand specialists and learn how these Canadian universities deal with Canadian cultural heritage preservation.

5) Dr. Vorapot Khompis

Assoc. Prof. Mechanical Engineering

Same schedule as Dr. Sarawut's is being proposed.

1.3 Provision of Institution Support Services at SUT

A1.31 Provision of customized training in Canada for SUT support personnel

1) Dr.Thai Tipsuwanakul

Director, Center for Educational Services

Associate Professor of Educational Management and Evaluation

Visit to at least two partner universities for comparative information and discussion on:

- Student admission, registration and examination for undergraduate, graduate and international program;
- Teaching evaluation and development; policy and implementation;
- Registrar's Office and Testing Bureau: Organization and Management;
- Teaching Evaluation and Development Office: Organization and Management

2) Dr. Weerapong Pairsuwan

Director, Center for Computer Services

Associate Professor of Physics

2.1 Areas of Interest:

- Computer and Communication Services
- Operation of Central Academic Computing Systems
- Design, Installation and management of campus-wide multiprotocol, multimedia network
- Appropriate information technology

2.2 Proposed Schedule:

Arrival in Toronto

Visiting University of Waterloo (4 days)

Visiting University of Guelph (4 days)

Visiting Technical University of Nova Scotia (4 days)

Visiting Ryerson Polytechnic University (3 days)

Departure for Bangkok

2.3 Institutions to Visit:

- University of Waterloo – Engineering WATSTAR
 - Micro-Computer Network
 - Engineering Education Research Center
 - Mathematics Faculty Computing Facility
- University of Guelph – Computer Center
 - Campus Network Facility
- Technical University – Computer and Communication

- of Nova Scotia Service Center
 - TUNS* Net facility
- Ryerson Polytechnic - Ryerson Information Network
 - Information Technology Facility

3) Dr.Ongkan Indrambaya

Director, Center for Library Resources and Education media (for 4 weeks)

3. 1 Areas of Interest

- Library Automation: All Functions and Electronic Book,
Electronic Journal
- Inter Library Services (SUT-CUTC)
- Share Resources (SUT-CUTC)
- Education Media

3.2 Purpose of the Visit:

- To Discuss with Chief Librarian and Education Media Head of each Institution on the matters mentioned.
- To Visit each Institution Library and education media division

4) Dr.Ruben C Umaly

Director, Center International Affairs

Professor of Biology

Project Coordinator

4.1 Visit to the four partner universities and dialogue with counterpart Directors for International Affairs on:

- Organization and management of Center for International Affairs;
- Modalities of initiating, sourcing funds, managing and evaluating linkages, networking and other cooperative programs.

4.2 Dialogue with project coordinators of the four partner universities on:

- Issues and ways of solving them
- Improvement in project implementation
- Criteria to be used in project monitoring and evaluation
- Preparation of reports
- Planning of future activities.

4.3 Visit to AUCC, ACC, CIDA office: to discuss other possible collaborative activities with the four partner universities and other universities especially in relation to "Additional Programs" component of the MUA-CIDA IIRD Program. This is particularly concerning possible SUT-CANADA-Indochina Collaborative Project.

4.4 A possible extra week in Quebec

Meeting with Ministry of International Affairs of Quebec and visit to University of Quebec, University of Montreal, Concordia University, McGill University and Laval University and Institute Armand Frappier to discuss possible collaboration in the fields of engineering, technology and applied science especially biotechnology and Environmental Science.

4.5 Visit to Faculty of Biology

Dialogue with Chairpersons of Biology Department in the field of biotechnology and environmental biology.

5) Staff, Center for International Affairs

Training in one or two partner universities on:

- International Affairs Management and Administration including Personnel Administration Development.
- Project Management
 - Project proposal preparation
 - Financial
 - Sourcing
 - Implementation Management
 - Monitoring Management
 - Budgeting
- Databases for International Affairs: Component, Uses, Organization
 - MIS (Management Information System)
 - EIS (Executive Information System)
 - FIS (Financial Information System) ✓

PROGRAM 3: UNIVERSITY-INDUSTRY LINKAGE PROGRAM

3.1 Development of Cooperative Education at SUT

A3.11 Provision of customized training in Canada for SUT Co-op program coordinator

To visit counterparts in the four partner universities and discuss:

- Administration and program development;
- Implementation planning for each term and the whole year;
- Participation in the ongoing activities co-operative education management, such as student orientation, job counseling, on campus interview, on job visit, evaluation process, student report/seminar etc.
- Promotion procedure to the target companies;
- Information management among co-op office, students, co-op advisors, and companies including MIS data base.