|  |  |  |
| --- | --- | --- |
| Institution : | ............................................................... | |
| Academic Department : | ............................................................... | |
| Programme : | ............................................................... | |
| Course title and code: | ............................................................... | |
| Report Approved Date : | | …./ … / …… H |

**Field Experience Report**

|  |  |
| --- | --- |
| **Institution:** | **Date of Report:** |
| **College:**  **Program:** | **Department:**  **Track:** |

**A. Field Experience Course Identification and General Information**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Field experience course title and code | | | |
| 2. Credit hours (if any) | | | |
| 3. Name and title of faculty or teaching staff member responsible for the field experience. | | | |
| 4. Level or year of the field experience. | | | |
| 5. Dates and times allocation of field experience activities.  a. Dates : ……………………………………………………………………………………….  b. Times : ……………………………………………………………………………………… | | | |
| 6. List names, addresses, and contact information for all field experience locations. | | | |
|  | **Name and Address**  **of the Organization** | **Name of Contact Person** | **Contact Information**  **(email address and mobile)** |
| **a.** |  |  |  |
| **b.** |  |  |  |
| **c.** |  |  |  |
| **d.** |  |  |  |

**B. Field Experience Modifications or Adaptations from Planned Field Experience Specifications**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Reason for Modification** | **Action Taken** | **Responsibility** | **Implications for Future** |
| **Student Enrollment** |  |  |  |  |
| **Field Teaching Staff** |  |  |  |  |
| **Program Faculty or Teaching Staff** |  |  |  |  |
| **Organizational**  **Arrangements** |  |  |  |  |
| **Required Activities** |  |  |  |  |
| **Student Guidance**  **and Support** |  |  |  |  |
| **Learning Outcomes** |  |  |  |  |
| **Other** |  |  |  |  |

**C. Results**

|  |  |
| --- | --- |
| 1. Number of students starting field experience: Student completing | |
| 2. Distribution of Grades   |  |  |  |  | | --- | --- | --- | --- | | **Letter**  **Grade** | **Number of**  **Students** | **Student**  **Percentage** | **Analysis of Distribution of Grades** | | **A+** |  |  |  | | **A** |  |  |  | | **B+** |  |  |  | | **B** |  |  |  | | **C+** |  |  |  | | **C** |  |  |  | | **D+** |  |  |  | | **D** |  |  |  | | **F** |  |  |  | | **Denied Entry** |  |  |  | | **In Progress** |  |  |  | | **Incomplete** |  |  |  | | **Pass** |  |  |  | | **Fail** |  |  |  | | **Withdrawn** |  |  |  | |
| 3. Analyze special factors (if any) affecting the results |

**D. Administrative Issues**

|  |
| --- |
| 1. Organizational or administrative difficulties encountered (if any) |
| 2. Consequences of any difficulties experienced for student learning in the field experience. |
| 3. Proposed process to overcome these difficulties. |

**E. Evaluation of Field Experience Activity**

|  |
| --- |
| **1. Describe the evaluation process and list recommendations for improvement of field experience activities by:** |
| a. Students,  Describe evaluation process.  List recommendations for improvement. |
| b. Supervising staff in the field setting,  Describe evaluation process.  List recommendations for improvement. |
| c. Supervising faculty from the institution,  Describe evaluation process.  List recommendations for improvement. |
| e. Others—(e.g. graduates, independent evaluator, etc.)  Describe evaluation process.  List recommendations for improvement. |

|  |
| --- |
| **2. Student evaluation of the field experience (Attach summary of survey results).** |
| a. List the most important recommendations for improvement and strengths |
| b. Response of instructor and field staff to this evaluation |
| 3. Other Evaluation (e.g. by head of department, peer observations, accreditation review, other stakeholders) |
| a. List the most important recommendations for improvement and strengths |
| b. Response of instructor and field staff to this evaluation |

**G Planning for Improvement**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Progress on actions proposed for improving the field experience in previous field experience reports (if any). | | | |
| **Actions recommended** from the most recent field experience report(s) | Actions Taken | Action Results | Action Analysis |
| a. |  |  |  |
| b. |  |  |  |
| c. |  |  |  |
| d. |  |  |  |

|  |
| --- |
| **2. List what additional actions have been taken to improve the field experience (based on previous experience, reports, surveys, independent opinion, or evaluation).** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **3. Action Plan for Next Semester/Year** | | | | | |
| **Actions Recommended for Further Improvement** | **Intended Action Points**  **(should be measurable)** | **Start**  **Date** | **Completion**  **Date** | **Person Responsible** | **Support needed** |
| **a.** |  |  |  |  |  |
| **b.** |  |  |  |  |  |
| **c.** |  |  |  |  |  |
| **d.** |  |  |  |  |  |
| **e.** |  |  |  |  |  |

**Name of Instructor** : …………………………………………………………………………………….

**Signature**: ……………………………. **Date Report Completed:** …………………………………

**Name of Field Experience Teaching Staff :** ……………………………………………………………

**Program Coordinator:** ………………………………………………………………………………….

**Signature:** ……………………………… **Date Received**: ……………………………………………