**Report on execution of the course’s field experience sessions in compliance with Thai Qualifications Framework for Higher Education (TQF 6)**

**Updated May 22, 2019**

**Academic Year ................**

**--------------------------------------------------------------**

**Section 1 General Information**

|  |  |
| --- | --- |
| **Topic** | **Details** |
| 1. Course Code and Title | (Thai)..............................................(English)............................................ |
| 2. Course Type | 🞎 General Education 🞎 Free elective 🞎 Compulsory .................................... |
| 3. Pre-requisite (if any) |  |
| 4. Course Coordinator |  |
| 5. Lecturers (by group):  | Number of Lecturers .......(Please attach the Lecturers’ names in the appendix. )  |
| 6. Academic Year/ Semester | Academic Year....... / Semester......... |
| 7. Study Site Location on the Campus (outside of the faculty) | Total: ......... places 1. ........................................................ 2. ......................................................... |
| 8. Study Site Location off the Campus | Total: ......... places 1. ........................................................ 2. ......................................................... |

**Section 2 The Course’s Teaching and Learning Experience Management**

**2.1 Course learning outcomes (CLO) as stated in the course’s TQF 3**

By the end of the course, students who successfully complete the course will be able to:

|  |  |
| --- | --- |
| **CLO 1** |  |
| **CLO 2** |  |
| **CLO 3** |  |
| **CLO 4** |  |
| **CLO 5** |  |
| **CLO 6** |  |

(All CLOs stated in the course’s TQF 3 of the same academic year as of this report)

**2.2 Effectiveness of the teaching methods used for completing the CLOs stated in the TQF 3**

 **2.2.1 Appropriate teaching methods for each CLO**

|  |  |  |  |
| --- | --- | --- | --- |
| **Teaching and learning experience** **management**State the teaching methods and tick (🗸) under the CLOs that students are expected to achieve by using each method.  | **Course Learning Outcomes: CLOs** | **Problems of the teaching methods** | **Problems and solutions to the problems** |
| CLO1 | CLO2 | CLO3 | CLO4 | CLO5 | CLO6 | **Yes** | **No** |
| 1. .............. |  |  |  |  |  |  |  |  |  |
| 2. .............. |  |  |  |  |  |  |  |  |  |
| 3. .............. |  |  |  |  |  |  |  |  |  |
| 4. .............. |  |  |  |  |  |  |  |  |  |
| 5. .............. |  |  |  |  |  |  |  |  |  |

 **2.2.2 Significant process management for students’ effective learning**

 **a. Preparation of involved parties**

|  |  |  |
| --- | --- | --- |
| **Preparation**  | **Results** | **Improvement plan** |
| **Carried out as planned** | **Carried out but altered from the plan (clarify)** | **Not carried out** |
| 1. Student preparation  |  |  |  |  |
| 2. Advisor/Supervisor preparation  |  |  |  |  |
| 3. Preparation of instructors or mentors at the training sites/establishments |  |  |  |  |

 **b. Provision of support for students’ effective learning**

|  |  |
| --- | --- |
| **Provided Support** | **Results** |
| **Implemented** | **Not Implemented** | **Improvement Plan** |
| 1. Updated student handbook  | (Year of the latest updating) |  |  |
| 2. Use of information technology  | (Identify the information technology used for enhancing the teaching and learning experience.) |  |  |
| 3. System for acknowledging problems | (Explain the methods used.) |  |  |
| 4. System to help students who have problems  |  |  |  |
| 5. Others...(Identify.)...... |  |  |  |

 **2.2.3 Changes of field experience sessions compared to plan in the TQF 4** (if any)

 **a. Field experience sessions were carried out as planned or altered and its consequences**

 **(positive and negative sides) and guideline for further operation**

|  |  |  |  |
| --- | --- | --- | --- |
| **Altered field experience sessions compared to the TQF 4** | **Carried out as planned** | **Altered from the plan and its consequences** **(+ or - )** | **Factors that caused the altering and opinions/plan for further operation** |
| **High** | **Moderate** | **Low** |
| 1. Activities and/or assignments |  |  |  |  |  |
| 2. Facilities and supports for students  |  |  |  |  |  |
| 3. Establishments/ location of the training sites |  |  |  |  |  |
| 4. Others Identify .......... |  |  |  |  |  |

 **2.3 Measurement and Evaluation System**

|  |  |  |
| --- | --- | --- |
| **System/process** | **Plan** | **Guideline for improvement** |
| **Yes** | **No** |
| 1. Use of appropriate evaluation tools for the course learning outcomes |  |  |  |
| a. Rubrics |  |  |  |
| b. Others Identify.............. |  |  |  |
| 2. Participants in the evaluation process |  |  |  |
| a. Lecturers or mentors at the training sites/establishments |  |  |  |
| b. Course coordinator  |  |  |  |
| c. Students’ peers  |  |  |  |
| d. Others Identify......... |  |  |  |
| 3. Giving feedbacks to students individually |  |  |  |
| 4. Use of evaluation results for student assisting plan |  |  |  |
| 5. Setting clear criteria for evaluation  |  |  |  |
| 6. Use of standard judgement / grading system |  |  |  |
| □ criterion-referenced □ norm-referenced  □ Others .............. |  |  |  |
| 7. Learning evaluation verification |  |  |  |

**Section 3 Summary of the course management**

**3.1 Number of students**

|  |  |  |
| --- | --- | --- |
| **Types** | **Number of students** | **Remarks** |
| 1. Students who registered in the course (on the last day of adding/withdrawal) |  |  |
| 2. Students who withdrew the course (W) |  |  |
| 3. Students who remained in the course until the end |  |  |
| 4. Students who re-registered in the course (those who had failed the course)  |  |  |

**3.2 Grade distribution after remedial exam\***

|  |  |
| --- | --- |
| **Information** | **Grades after remedial exam\*** |
| **A**(4.0) | **B+**(3.5) | **B**(3.0) | **C+**(2.5) | **C**(2.0) | **D+**(1.5) | **D**(1.0) | **F**(0.0) | **X**(0.0) | **I**(0.0) | **Total** |
| 1. Number of students getting each grade |  |  |  |  |  |  |  |  |  |  |  |
| 2. Percentage of students getting each grade (calculated from the total students registering in the course) |  |  |  |  |  |  |  |  |  |  | 100 |
| 3. Weight of each grade multiplied by number of students getting the grade  |  |  |  |  |  |  |  |  |  |  |  |
| 4. Number of students getting grades A-F  |  |  |  |  |  |  |  |  |  |  |  |
| 5. Average score of the whole class  | Calculation = result from no.3 / result from no.4 |  |
| **Remark:** the course’s pass grade = …….. |

**3.3 Average score**: 🞎 The average score is between 2.5 and 3.5

🞎 The average score is below 2.5

🞎 The average score is above 3.5

**3.4 Factors that caused the average score to be below 2.5 or above 3.5**

1. ......................................................................................................................................

2. .......................................................................................................................................

 **Remarks \* If the grading system uses O, S, U symbols**

1. In the table in number 3.2, change the grades from A, B,… to O, S, and U, and do not add information in numbers 3 – 5.

b. Fill NA in numbers 3.3 and 3.4.

**3.5 Deviation from the course evaluation plan as stated in TQF4**

|  |  |  |  |
| --- | --- | --- | --- |
| **Areas of deviation** | **Yes** | **No** | **Causes of deviation** |
| 1. Timing  |  |  |  |
| 2. Evaluation methods |  |  |  |
| 3. Students achievement validation  |  |  |  |
| 3.1 Score recording |  |  |  |
| 3.2 Grading method |  |  |  |

**Section 4 Problems that affect the course operation**

**4.1 Learning resources and facilities**

|  |  |  |
| --- | --- | --- |
| **Problems** | **Affected parties** | **Impacts and carried-out solution or guidelines/plans of solution to the problems**  |
| **Students** | **Lecturers** |
| 1. |  |  |  |
| 2. |  |  |  |

**4.2 Course/Institute management**

|  |  |  |
| --- | --- | --- |
| **Problems** | **Affected parties** | **Impacts and carried-out solution or guidelines/plans of solution to the problems**  |
| **Students** | **Lecturers** |
| 1. |  |  |  |
| 2. |  |  |  |

**4.3 Establishments/ location of the training sites management**

|  |  |  |
| --- | --- | --- |
| **Problems** | **Affected parties** | **Impacts and carried-out solution or guidelines/plans of solution to the problems**  |
| **Students** | **Lecturers** |
| 1. |  |  |  |
| 2. |  |  |  |

**Section 5 Course evaluation**

**5.1 Course evaluation made by students**

 **5.1.1 Course evaluation by students using an evaluation form**

|  |  |
| --- | --- |
| **a. Students participation** | **Academic Year** |
| 201X-2 | 201X-1 | 201X\* |
| 1. Number of students answering the evaluation form |  |  |  |
| 2. Percentage of students answering the evaluation form (calculated from the number of all students registering in the course in each academic year) |  |  |  |
| Remarks: 256X\* is the latest year of the TQF 5 report. |  |  |  |

**b. Summary of students’ satisfaction and dissatisfaction of the course** from 5-level criteria survey:

(1) Percentage of students who were satisfied-very satisfied : a sum of percentages of students who gave 4 and 5 points in the survey

(2) Percentage of students who were dissatisfied-very dissatisfied : a sum of percentages of students who gave 1 and 2 points in the survey

 (3) Average satisfaction score from students

|  |  |  |  |
| --- | --- | --- | --- |
| **Evaluation Topics** | (1) Percentage of satisfied students**Academic Years** |  (2) Percentage of dissatisfied students**Academic Years**  | (3) Average satisfaction score**Academic Years** |
| **201X-2** | **201X-1** | **201X\*** | **201X-2** | **201X-1** | **201X\*** | **201X-2** | **201X-1** | **201X\*** |
| 1. Students’ satisfaction of the course’s overall teaching and learning experience management |  |  |  |  |  |  |  |  |  |
| 2. Students’ satisfaction of the lecturers’ teaching quality |  |  |  |  |  |  |  |  |  |
| 3. Students’ satisfaction of learning facilities |  |  |  |  |  |  |  |  |  |
| 4. Students’ satisfaction of the establishment/ training site |  |  |  |  |  |  |  |  |  |
| 5. ....... (based on the course requirement) |  |  |  |  |  |  |  |  |  |
| 6. ....... (based on the course requirement) |  |  |  |  |  |  |  |  |  |

**c. Students’ significant comments** from the evaluation form

**Strengths :** .....................................................................................................

**Weaknesses :** .....................................................................................................

**5.1.2 Other means used for course evaluation by students**

Identify ............................................................................

**5.2 Significant comments from involved parties in the training site/ advisor**

**Strengths :** .....................................................................................................

**Weaknesses :** .....................................................................................................

**5.3 Course coordinator’s opinion on the comments**

1. ...................................................................................................

2. ...................................................................................................

**Section 6 Plans for the Field Experience Course Improvement**

**6.1 Improvement made in this academic year compared to the plan proposed in the previous academic year**

|  |  |  |
| --- | --- | --- |
| **Improvement plans proposed in the previous semester/academic year**  | **Execution in this academic year** | **Impacts caused by unachieved plans** **and plans for management/ improvement for effectiveness** |
| **Succeeded** | **Not succeeded / Not executed** |
| 1. .......................................................................... |  |  |  |
| 2. .......................................................................... |  |  |  |

**6.2 Other executions for the field experience course improvement beyond those proposed in the previous academic year’s plan**

1. ...................................................................................................

2. ...................................................................................................

**6.3 Improvement plan for the next academic year’s field experience course**

|  |  |  |
| --- | --- | --- |
| **Plans / activities** | **Expected time of finishing** | **Responsible person** |
| 1. .......................................................................... |  |  |
| 2. .......................................................................... |  |  |
|  |  |  |

**6.4 Suggestions / opinions from the course coordinator to the Head/Chair of the Program / Program responsible persons**

1. ...................................................................................................

2. ...................................................................................................

Course coordinator ..............................................................

Sign ............................................................... Date of report ......................................

**Head/Chair of the Program / Program responsible person** ..............................................................

Sign ............................................................... Date of report ......................................