



PMU Quality Center

FIELD EXPERIENCE REPORTS

(Internship, Coop Programs, Summer Training ...etc)

Attachment 2 (k)

Kingdom of Saudi Arabia

**The National Commission for Academic Accreditation &
Assessment**

FIELD EXPERIENCE REPORT

To be completed by the field experience coordinator at the end of each field experience after receiving evaluation information and given to program coordinator.

Field Experience Report

Field Experience encompasses fieldwork, professional or clinical placements, internships and other forms of placement learning and applied learning that are part of the formal curriculum within the educational program. For guidance on the completion of this template, refer to of Handbook 2, Internal Quality Assurance Processes

Institution
College/Department

A General Information

1 Field experience course title and code
2 Program(s) in which this field experience activity is offered
3 Name of faculty member responsible for administration of field experience
4 Year/ semester to which this report applies

B Conduct of Field Experience

1 Changes (if any) from planned arrangements for preparation of students.	Comment (reasons, consequences, implications for future planning)
2 Changes (if any) from planned arrangements for preparation of field supervisors.	Comment (reasons, consequences, implications for future planning)
3 Changes (if any) in organizational arrangements for the field experience	
	Comment (reasons, consequences, implications for future planning)
a. Changes in required activity, tasks or assignments	
b. Changes in arrangements for student support	
c. Other changes (if any)	

C Results

1 Number of students starting the field experience:	<input type="text"/>
2 Number of students completing the field experience:	<input type="text"/>

3 Distribution of Grades (If percentage marks are given indicate numbers in each 5 percentile group)

	No		%	No	%	No
A		OR	95-100		70-47	
B			90-94		65-69	
C			85-89		60-64	
D			80-84		< 60	
F			75-79			
Denied Entry			Denied Entry			
In Progress			In Progress			
Incomplete			Incomplete			
Pass			Pass			
Fail			Fail			
Withdrawn			Withdrawn			

4 Result Summary:

Passed: No Percent Failed No Percent

Did not complete No Percent

5 Special factors (if any) affecting the results

D Administrative Issues

1 Administrative difficulties encountered either at the institution or in the field situations (if any).

2. Effect of any difficulties on student learning outcomes.

3. Changes needed to avoid these difficulties in future administration of the field experience. (if any)

E Evaluation of Field Experience Activity

1. Student Evaluation of the field experience: (attach survey results)

a. List the most important criticisms and strengths

b. Response of coordinator or field experience team

2 Comments (interviews, survey results etc) from field experience supervisors:

a. List the most important criticisms and strengths.

b. Response of coordinator or field experience team.

F Planning for Improvement

1. Action taken to improve the field experience this semester/year.

Provide a brief summary of significant developments this year, including professional development for faculty or support for field supervisors, modifications to the field experience, and new approaches to quality management.

2 Progress on other action identified in previous action plans:		
a. Items identified last year for action (other than those shown in item 1 above)	State whether completed, the impact, and if not completed, give reasons.	
3. Action Plan for Next Semester/Year		
Actions Required	Planned Completion Date	Person Responsible
4. Recommendations to Program Coordinator (if required)		
Recommendations to program coordinator if any proposed action to improve the field experience would require approval at program, department or institutional level or that might affect other courses in the program.		

Field Experience coordinator

Signature: _____ Date report completed: _____

Date received by Program Coordinator: _____

Attachment 2 (I)

Guidelines on Using the Template for a Field Experience Report

Institution, College/Department	Show the name of the institution and the college or department principally responsible for the course.
A. General Information	
1. Field experience course title and code	Show the title and institutional code number for the course.
2. Program(s) in which this field experience activity is offered	Write the name of the program.
3. Name of faculty member responsible for administration of field experience	Indicate name of coordinator. If report is prepared by a different person also show the name of that person.
4. Year and semester to which this report applies	Indicate the calendar year and semester.

B. Conduct of the Field Experience	
1. Changes (if any) from planned arrangements for preparation of students.	Describe any variations that occurred from what was planned. Comments should include reasons for the changes and the likely effects of those variations. Implications for future planning could include suggestions for avoiding problems that caused changes that were not wanted, or changes in plans if new ideas tried were successful.
2. Changes (if any) from planned arrangements for preparation of field supervisors.	Describe any variations that occurred from what was planned. Comments should include reasons for the changes and the likely effects of those variations. Implications for future planning could include suggestions for avoiding problems that caused changes that were not wanted, or changes in plans if new ideas tried were successful.
3. Changes (if any) in organizational arrangements for the field experience.	Changes referred to under items a. b. or c. below could include either changes that were planned and implemented, or changes that resulted from unanticipated events that prevented plans being followed or created new unexpected opportunities.
a. Changes in required activities, tasks or assignments	Describe change and note reason for it being made, indicate consequences of the change (if any) and comment on implications for the future. Implications for future planning could include suggestions for avoiding problems that caused changes that were not wanted, or changes in plans if new ideas tried were successful.
b. Changes in arrangements for student support.	Describe change and note reason for it being made, indicate consequences of the change (if any) and comment on implications for the future. Implications for future planning could include suggestions for avoiding problems that caused changes that were not wanted, or changes in plans if new ideas tried were successful.
c. Other changes	Describe change and note reason for it being made, indicate consequences of the change (if any) and comment on implications for the future. Implications for future planning could include suggestions for avoiding problems that caused changes that were not wanted, or changes in plans if new ideas tried were successful.

C. Results	
1. Number of students commencing the field experience	Show the number of students commencing the field experience activity.
2. Number of students completing the field experience	Show the number of students who completed the course, including any who completed and failed.
3. Distribution of Grades	Enter numbers in the table to show the distribution of grades or percentage marks. (Follow the grading system used by your institution)
4. Result Summary	Show the numbers and percentages of those who commenced the field experience activity who passed, failed or did not complete.
5. Special factors. (if any) affecting the grade distribution.	Describe any unusual events or special factors that might have affected the numbers or percentages noted above and explain what effect those events or factors might have had.
E. Administrative Issues	
1. Administrative difficulties encountered (if any)	Briefly describe any administrative difficulties that were encountered
2. Effect of any difficulties on student learning outcomes.	Comment on any likely effects on student learning in the field experience as a result of those difficulties.
3. Changes needed to avoid those difficulties in future administration of the field experience	Provide suggestions for future planning that might avoid similar problems emerging in the future.
F. Evaluation of Field Experience Activity	
1. Student evaluation of the field experience.	Attach most recent survey results
a. List the most important criticisms and strengths	List the most common and the most significant criticisms and strengths as shown in the student evaluations
b. Response of coordinator or field experience team	Provide explanation or comment. This may acknowledge or disagree with strengths or areas in need of improvement or provide an explanation or interpretation.
2. Comments from field experience supervisors	
a. List the most important criticisms and strengths	Describe how comments were obtained from supervising staff in the field situation.. List the most common and the most significant criticisms and strengths.
b. Response of instructor or field experience team	Provide explanation or comment including comments from supervising faculty from the institution. These may acknowledge or disagree with strengths or areas in need of improvement or provide an explanation or interpretation.
G. Planning for Improvement	
1. Action taken to improve the field experience activity this semester/year	Provide a summary description of any actions that were implemented to improve the activity in the current semester/year and comment on the results achieved.
2. Progress on other actions proposed.	List other actions to improve the field experience that were proposed in previous years and that have still to be fully implemented. For each one indicate progress made and if not undertaken or completed as planned, give reasons.

3. Action Plan for Next Semester/Year	List action proposed to improve the field experience for the next semester/year noting for each action the planned completion date and the person responsible.
4. Recommendations for Program Coordinator	List recommendations for consideration by the department or program coordinator that would require decision at that level or that might affect other courses in the program.