Course........(the course code and title)..........   Program................................

Department..   Faculty.......................................

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

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/ Trimester	Academic Year....... / Trimester.........
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)

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Course.........(the course code and title).......... Program................................

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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	Course Learning Outcomes: CLOs						Problems of the teaching methods		Problems and solutions to the problems
	CLO 1	CLO 2	CLO 3	CLO 4	CLO 5	CLO 6	Yes	No	
1.									
2.									
3.									
4.									
5.									

* State the teaching methods and tick (✔) under the CLOs that students are expected to achieve by using each method.

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		Improvement Plan
	Implemented	Not Implemented	
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	(Explain the methods used.)		
5. Others...(Identify..)......			

Course........(the course code and title)..........   Program.................................

Department..   Faculty..

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			

TQF 6 of Academic Year............

Course........(the course code and title)..........

Program................................

Department...

Faculty.......................................

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* (Choose answer a or b)

a. The result by grade and there assigned score (A-F)

Information	Grades after remedial exam*										Total
	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)	
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 = ...											

b. The result by O, S ,U and without score

Information	Result					Total
	O	S	U	X	I	
1. Number of students getting each level						
2. Percentage of students getting each level (calculated from the total students registering in the course)						
3. Number of students getting O and S (calculated from the total students registering in the course)						

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Course.........(the course code and title)...........   Program.................................

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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

☐ N/A (If course set result by O, S ,U)

3.4 Factors that caused the average score of abnormal grade

3.4.1 Grade and there assigned score have average score of abnormal grade

1. ....

2. ....

3.4.2 Courses with assessment results by O, S ,U (O > 75% or U > 25%)

1. ....

2. ....

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			

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Course........(the course code and title)......... Program.................................

Department... Faculty......................................

<u>Section 4</u> 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.			

<u>Section 5</u> 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.

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Course........(the course code and title)..........   Program................................

Department...   Faculty......................................

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 the mentors at the training									
4. Students' satisfaction of learning facilities									
5. Students' satisfaction of the establishment/ training site									
6. .... (based on the course requirement)									
7. .... (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. ....

TQF 6 of Academic Year…………

Course………(the course code and title)……….   Program……………………………

Department……………………………………………………   Faculty…………………………………

<u>Section 6</u> 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 trimester/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 ………………………………