



جامعة المجمعة
Majmaah University

رؤية
VISION
2030
المملكة العربية السعودية
KINGDOM OF SAUDI ARABIA

FIELD EXPERIENCE REPORT

Ramadan 1438 H , June 2017

Institution:

Academic Department :

Programme :

Course title and code:

Report Approved Date : / / H

Field Experience Report

Institution:	Date of Report:
College:	Department:
Program:	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.																				
<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #d3d3d3;"> <th style="width: 5%;"></th> <th style="width: 35%;">Name and Address of the Organization</th> <th style="width: 30%;">Name of Contact Person</th> <th style="width: 30%;">Contact Information (email address and mobile)</th> </tr> </thead> <tbody> <tr> <td style="text-align: left;">a.</td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: left;">b.</td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: left;">c.</td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: left;">d.</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Name and Address of the Organization	Name of Contact Person	Contact Information (email address and mobile)	a.				b.				c.				d.			
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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:

