



TQF4

Specification of Field Training Experience

Program

Course

Course Name

(Course Code and Course Name in Thai)

(Course Name in English)

(Semester.....)

Specification of Field Training Experience

Name of Institution
Campus/Faculty/Program

Section 1 General Information

1. Course Code and Title
2. Total Credits or Hours
3. Program and Course Type <i>(Specify the program offering this course and indicate whether the course is compulsory or elective.)</i>
4. Course Instructor/ Field Training Advisor
5. Semester/Year (that the field experience course is being held according to the curriculum of the course)
6. Pre-requisite (if any)
7. Co-requisites (if any)
8. Venue
9. Latest Date of Field Training Course Specification Development or Modification

Section 2 Aims and Objectives

1. Field Training Course Aims
2. Objectives of Field Training Course Development/Modification <i>(Describe briefly the objectives in developing or revising the field training course or major changes that have occurred and actions which will lead to objective achievement.)</i>

Section 3 Development of Student Learning Outcomes

The learning outcomes in each aspect must be developed in accordance with those specified in the program curriculum (TQF 2). The standard of learning outcome in each aspect are presented in the followings details:

Learning Standard (individual)	Teaching Method	Evaluation Method
1. Morals and Ethics being Developed <i>(such as building up discipline, curiosity, honesty, responsibility, and kindness)</i>	<i>(such as including case studies in the course)</i>	<i>(Evaluation methods such as an evaluation of the change on students' behaviors)</i>
2. Knowledge <i>(describe knowledge being acquired such as knowledge/understanding of the subject matter)</i>	<i>(such as lectures, exercise drills, tutorials, laboratory practices, and writing reports)</i>	<i>(such as an evaluation on the achievement of assigned tasks)</i>
3. Intellectual Development <i>(describe cognitive skills being developed such as applying knowledge in problem solving)</i>	<i>(such as business planning, special projects, interpretation and problem solving in the professional line)</i>	<i>(evaluation methods on the intellectual skills of students)</i>
4. Interpersonal Skills and Responsibilities <i>(such as group works and joint responsibility)</i>	<i>(such as giving group-work assignments)</i>	<i>(such as an evaluation on the achievement of assigned tasks)</i>

<p>5. Numerical Analysis, Communication, and Information Technology Skills <i>(such as skills on the use of computer/internet in seeking for information, managing the information, applying mathematics or statistics in information analysis and management)</i></p>	<p><i>(such as assignments requiring searching, managing, and presenting information)</i></p>	<p><i>(such as an evaluation on the achievement of assigned tasks)</i></p>
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Section 4 Description and Implementation

<p>1. General Description of Field Training Experience or Course Description <i>(Describe as given in the curriculum.)</i></p>	
<p>2. Student Activities <i>(Describe the main student activities during the field training experience.)</i></p>	
<p>3. Reports or Assignments</p>	
<p align="center">Reports or Assignments</p>	<p align="center">Deadline</p>
<p>4. Monitoring of the Student Learning Outcome in Field Training Experience <i>(Specify the activity in monitoring the learning outcome during and at the completion of the training.)</i></p>	
<p>5. Duties and Responsibilities of the Field Mentor at the Field Training Activities <i>(such as planning activities to develop student skills, giving advice to students, and evaluating field training outcome)</i></p>	
<p>6. Duties and Responsibilities of Advisor /Field Supervisor <i>(such as giving advice to students, coordinating and co-planning with field mentor, evaluating students' performance, planning for observation and supervision.)</i></p>	

7. Preparation in Guiding and Assisting Students

(Specify ways to provide guidance / assistance to students before, during, and after the operation.)

8. Facilities and Support Needed in the Field Training/ on the Job

(such as accommodation, travel, other supporting equipment and materials, such as allowances.)

Section 5 Planning and Preparation

1. Selection of Field Training Site

(Specify how to select a field training site.)

2. Student Preparation

(Specify ways to prepare students before taking a practicum such as an orientation for assessing students' readiness.)

3. Advisor / Field Supervisor Preparation

(Specify ways to prepare advisors/field supervisors.)

4. Preparation of Field Training Site Mentors

(such as describe course details to mentors/field supervisors at the training site/institution)

5. Risk Management

(Instructors responsible for the course specify the risk management methods that may occur during the field training, such as supervision, contact with the mentor/mentor/student representatives to coordinate with the teacher responsible for the course.)

Section 6 Student Evaluation

1. Evaluation Criteria

(such as the evaluation criteria such as practice.....points, punctuality.....points, and responsibility.....points)

2. Student Performance Evaluation Process

(such as evaluation from supervision/ training reports/ the use of standardized tests/ evaluation results from company/institution)

3. Responsibilities of the Field Training Mentor in Student Evaluation

(such as staff mentors/supervisors assessing students' behaviors with the supervisors.)

<p>4. Responsibilities of Instructors in Charge of Field Training in Student Evaluation <i>(Specify ways in which instructors responsible for the course co-operates with students involved in assessing the students considering the results of the student performance records.</i></p>
<p>5. Summary of Evaluation Diversification <i>(Specify the solution if the evaluation results are different such as a supervisor consulting with staff mentors/mentors.)</i></p>

Section 7 Evaluation and Improvement of the Field Training Implementation

<p>1. Process of Field Training Evaluation including:</p> <p>1.1 Students (such as assessing the adequacy of the learning support in the training facility in training sites and assessing the format of the evaluation criteria used)</p> <p>1.2 Field training mentors or entrepreneurs (such as assessing the availability of training facilities, assessing performance of their duties)</p> <p>1.3 Field training advisors <i>(such as assessing the students' achievement of the objectives, assessing the readiness of the training sites and sufficiency of learning supports)</i></p> <p>1.4 Other (such as new graduates)</p>
<p>2. Process of Evaluation Review and Improvement Plan <i>(Specify ways to revise evaluation results and improvement plans such as preparation of an evaluation committee.)</i></p>

Section 8 Integrating Courses corresponding with Other Missions (if any)

Integration Model	Course Description
<i>(such as research, project, study visit, for example)</i>	

Responsible Instructor

Signature..... Date of Report.....
 (.....)

Responsible Instructors

Signature..... Date of Report.....
 (.....)

Signature..... Date of Report.....
 (.....)