**FIELD EXPERIENCE REPORT**

To be completed by the faculty or teaching staff member at the end of each field experience.

**\*Based on EEC-HES format. For guidance on the completion of this template refer to the EEC-HES handbooks**.

**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 direction on the completion of this template, refer EEC-HES guidebooks.

|  |  |
| --- | --- |
| Institution: King Saud University | Date of Report: |
| College: College of Business Administration  Program: | Department:  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. | | | |
|  | Name and Address  of the Organization | Name of Contact Person | Contact Information  (email address and mobile) |
| a. |  |  |  |
| 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**

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| 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**

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| 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. |

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| 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_