

TQF.4

<input checked="" type="checkbox"/> Bachelor's Degree
<input type="checkbox"/> Master's Degree

## Field Experience Specification

Course Code : FPR4902   Course Title : Work Placement in Film Production

Program: Film Production Faculty/College Suan Sunandha International School Of Art

Suan Sunandha Rajabhat University

Semester : 2 Academic Year : 2016

## Section 1 General Information

### 1. Code and Course Title :

Course Code: FPR4902

Course Title (English): Work Placement in Film Production

Course Title (Thai): ฝึกประสบการณ์วิชาชีพทางด้านภาพยนตร์

### 2. Credits : 6 (450 hours)

### 3. Curriculum and Course Category :

3.1 Curriculum: Film Production

3.2 Course Category:

☒ General Education

☐ Required Course

☐ Elective Course

☐ Others .....

### 4. Lecturer Responsible for Course and Instructional

Course Lecturer (s) :

4.1 Lecturer Responsible for Course: Pison Suwanpakdee

4.2 Instructional Course Lecturer(s):

(1) .....

(2) .....

### 5. Contact/Get in Touch

0852124330 /E-mail goodgod66@hotmail.com

## 6. Semester/ Year of Study

6.1 Semester: 2

6.2 Year of Study : 2016

7. Prerequisite Course (If any) .....

8. Co-requisite Course (If any) .....

9. Learning Location : The place that the student internship.

10. Last Date for Preparing and Revising this Course: ...

Date 26 Month April Year 2017

## Section 2 Aims and Objectives

### 1. Course Aims

At the end of this course, the student will be able to perform in the following areas of performance :

- 1) To create an opportunity for students to apply knowledge and understanding compiled from the practicum to real world situation.
- 2) To clarify the students' point of view on various business and industries relating to Tourism Industry degree program.
- 3) To ensure individual development and applicability of skills and experiences acquired for students future career.

## 2. Reasons for Field Experience Development/Modification

Students should have the following competencies:

- Be able to integrate all knowledge for using in local or in film & media industry environment.
- Be able to manage self and social responsibility as teamwork, including management of business ethics.
- Be able to prepare report on results of the Film & Media Business and or related service industry cooperative education (internship) in consultation with responsible advisor.

## Section 3 Development of Student's Learning Outcomes

### 1. Morals and Ethics

#### 1.1 Morals and Ethics to be developed

- (1) Develop professional ethics
- (2) Enhance integrity and honesty
- (3) Develop discipline, self and social responsibility
- (4) Respect and follow rules and regulation of institution and society
- (5) Respect other people's right and be a good listener

#### 1.2 Process of Activities

- (1) Orientation to students about discipline, morals and ethics before the internship
- (2) Setting internship schedule, scope of work, and how to evaluate performance

- (3) Continuing monitoring and evaluation student's behavior to follow the rules as well as employees of the organization

### 1.3 Evaluation Strategies

- (1) Self evaluation by using morals and ethics questionnaire
- (2) Staff mentor evaluate by using observation form
- (3) Responsible advisor interviews colleagues, supervisors, and others concerns including the record

## 2. Knowledge

### 2.1 Knowledge to be developed

- (1) Be able to use knowledge of theories and concepts.
- (2) Be able to relate knowledge of all subjects.

### 2.2 Teaching Strategies

- (1) Orientation to students about current theory and knowledge in various areas of business;
- (2) Participation with the supervisor at work place to arrange the source of information for students to improve knowledge and skills.

### 2.3 Assessment Strategies

- (1) Evaluate the ability to integrate theories and knowledge related to working assignments from student's report and interviewing.
- (2) Evaluate the work performance of students from host supervisor and advisor/inspector by using student assessment rubric.

## 3. Cognitive Skills

### 3.1 Cognitive Skills to be developed

- (1) Be able to search for knowledge
- (2) Develop analytical thinking
- (3) Be able to perform academic and professional skills
- (4) Develop practical skill

### 3.2 Teaching Strategies

- (1) Assign students to involve in one or more special projects to analyze problems by using analytical thinking and develop flowcharts to describe causes and provide adequate method to solve problems.
- (2) Conduct research regarding the proper preparation of airline business planning issues.

### 3.3 Assessment Strategies

- (1) Evaluate student's presentation
- (2) Evaluate student's discussion
- (3) Evaluate student's report

## 4. Interpersonal Skills and Responsibilities

### 4.1 Interpersonal Skills and Responsibilities to be developed

- (1) Responsibility for assignment (individual/group)
- (2) Be able to work in team both as a leader or a follower
- (3) Be able to express appropriate opinion

- (4) Be able to express appropriate opinion

#### 4.2 Process of Activities

- (1) Group communication and building teams
- (2) Experienced in leading / coordinating complex activities.
- (3) Listening for a variety of purposes (for information, empathy, support, criticism, etc.)

#### 4.3 Evaluation Strategies

- (1) Coordinating between the host entrepreneurs and SISA to evaluate students for improvement.
- (2) Using peer evaluation at work place.

### 5. Numerical Analysis, Communication and Information Technology Skills

#### 5.1 Numerical Analysis, Communication and Information Technology to be developed

- (1) Statistical and mathematical skills
- (2) Communication skills both oral and written
- (3) Ability to choose appropriate media of presentation
- (4) Ability to search for data and sources
- (5) Ability to use IT to follow the progress
- (6) Use correct Thai language and appropriate English language

#### 5.2 Process of Activities

(1) Search for information and data from academic resources and IT.

(2) Construct mathematical graphic presentations (in various media.

### 5.3 Evaluation Strategies

(1) Evaluate student's presentation

(2) Evaluate student's discussion

(3) Evaluate student's report

## Section 4 Characteristics and Operation

### 1. Course Description of Field Experience

Work placement in film studio, production crew as a film crew on location; making a fieldwork report; and making preparations for work placement.

### 2. Student Activities

The main activities of a field experience are:

- Integration of all knowledge for using in the Pre-Cooperative Education in film production or media studio
- Use of techniques and strategies for film production or media studio
- Use of creative problem solving to improve self-potentiality.

### 3. Student Reports or Assignments

Reports or Assignments	Submission Due
1. Student Daily Record	Daily (Submit to Host supervisor)
2. Student Weekly / Monthly Report	Monthly (Submit to SISA supervisor)
3. Final Report	Two weeks after completed the Field Experience



#### 4. Follow-up of Student Learning Outcomes from Field Experience

The activities used for follow-up student learning outcome both while training and post training are:

- (1) Using follow-up form
- (2) Using interview follow-up
- (3) Using follow-up letter

#### 5. Duties and Responsibilities of Mentors / Practicum Instructors in the Practicum Schools

- (1) Role to evaluate the effectiveness and efficiency of internship students;
- (2) Role to control the student behavior to comply with the host's rules and regulations;
- (3) Role to train working skills for internship students.

#### 6. Duties and Responsibilities of Advisors / SSRU Supervisors

- (1) Role to monitor and evaluate the student's work performance, self development, adaptability and learning capacity.
- (2) Role to be a person resource for student to consult and get information.

#### 7. Preparation for student support

- (1) Orientation by the program prior to the cooperative education program;
- (2) Study tour or institutional visit to the host workplace;
- (3) Handbook and Forms (Leave Form, Student Record Form, Student Evaluation Form, Rubric Assessment Criteria)

(4) SISA contacts the required host workplace and sends an official letter to the workplace at least one month before the cooperative education program begins;

(5) Email and Website

## 8. Facilities and Support Needed from the Training Sites

(1) The workplaces selected for cooperative education program under MOU with SISA.

(2) The workplaces selected for cooperative education program are expected to provide documents for student practice. Document may include research or trade/professional journal articles, policy manuals, and electronic sources.

(3) The workplaces selected for cooperative education program are expected to provide supervisor for internship students.

(4) The host supervisor gives assignments, monitors, and evaluates tasks and projects for student's experiences.

## Section 5 Planning and Preparation

### 1. Method of Selection of Field Experience Training Sites

Field experience advisor selects the workplaces, which join the cooperative education program, based on willingness to train students and provide the students' learning pathway.

(1) Students will improve competencies and skills.

(2) Students will experience real world work situations.

(3) Students have the opportunity to improve their communication and social skills.

- (4) Hosting partner will have extra quality human resource.
- (5) Students have opportunity to improve knowledge about other cultures and languages such as organizational culture.
- (6) Hosting partners will improves employability of the students.

## 2. Preparation of Students (Guidance and Assistance)

- (1) To explore the industry and areas in the industry which have often employed graduates from his/ her major.
- (2) To create a professional resume and have it reviewed by field experience advisor/ career counselor.
- (3) To practice interviewing according to resume.
- (4) To expand personal network through Student Organization / Professional Association/Career Counseling.

## 3. Preparation of Supervisor/Advisor

The cooperative education advisor or supervisor has a very important function to prepare:

Phase 1: Before the Cooperative Education Period:

- To prepare a good introduction to the company and a smooth start at the workplace such as the department, position or job description for the students, it will be a big stimulus for the students' motivation.

Phase 2: During the Cooperative Education Period:

- To prepare the contact person in case of problems, meet host supervisors, suggest and guide the learning process at workplace (by giving feedback and demonstrating) to increase the students' competencies, as well as to monitor and give guideline to students in terms of completing their report.

Phase 3 At the end of / after Cooperative Education Period:

- To prepare the process of assessing the student's competencies and evaluating the project as a learning process.

#### 4. Preparation of Host Supervisor

The field supervisor has a role as teacher and trainer and must be able to:

- (1) Provide organization orientation to students.
- (2) Assist students in the preparation of a learning contract that requires the selection of appropriate task assignments
- (3) Provide the process of evaluation for student's performance through written evaluation and verbal feedback.
- (4) Notify the responsible faculty of any concerns or problems related to student performance by using various media (meeting, telephone, email, letter, etc.).

#### 5. Risk Management

Program lecturers convened to prevent the risk of student internship:

- (1) The lecturers research and evaluate all areas of potential liability and risk.

- (2) The lecturers develop a policy manual specifies the responsibilities and roles of the institution, students, and hosting for injury, loss, claims, or damages arising from negligent operation and other problems arising during work.

## Section 6 Student Evaluation

### **1.** Criteria for Field Experience Evaluation

Student evaluation of cooperative education or internship of work experience data base on the following criteria:

Item	Evaluation Criteria	Marks
1	Skills	10
2	Behavior	10
3	Time	10
4	Place	10
5		10
6		10
7		10
8		10
9		10
10		10
Total Score		100

The SISA supervisor / advisor / or inspector compiles all scores for evaluating the student's grading. The Grading Criteria are as follows:

Student's Score (%)	Grade	Result/Remark
86.00 – 100	A	4.00
82.00 – 85.00	A <sup>-</sup>	3.75

78.00 – 81.00	B <sup>+</sup>	3.50
74.00 – 77.00	B	3.00
70.00 – 73.00	B <sup>-</sup>	2.75
66.00 – 69.00	C <sup>+</sup>	2.50
62.00 – 65.00	C	2.00
58.00 – 61.00	C <sup>-</sup>	1.75
54.00 – 57.00	D <sup>+</sup>	1.50
50.00 – 53.00	D	1.00
46.00 – 49.00	D <sup>-</sup>	0.75
0.00 – 45.00	F	0
-	I	Incomplete
-	W	Withdraw

## 2. Process of Student's Performance Evaluation

- (1) The staff mentor / supervisor of workplace evaluates by using the criteria of Cooperative Education Program.
- (2) The SISA advisor summarizes the result of evaluation and report to SISA Director.

## 3. Host Supervisor's Responsibility in Student's Performance Evaluation

The field experience supervisor evaluates student's performance during training and at the end of training in the cooperative education program by using Forms for Evaluation.

#### 4. Advisor's Responsibility in Student's Performance Evaluation

SISA advisor has to evaluate student's performance by using the host supervisor's report and student's weekly and final reports, which express the application of student's knowledge to actual practice.

#### 5. Conclusion for Difference Evaluation Results

The Head of the Program Coordinator and the host enterprise discuss about the differences of evaluation results (if any) and determine the conclusion.

### Section 7 Field Experience Evaluation and Improvement

#### 1. Process for Field Experience by All Concerned

##### 1.1 Student

Student evaluates the field experience by using provided questionnaire. Moreover, students have their oral presentation after they finished their internship, to share their experiences received from the internship workplace to other friends as well as to sophomore and freshmen students about benefits and obstacles to practice for future career.

##### 1.2 Host Supervisor

The field supervisor records assignment result and evaluates the field experience program by using provided questionnaire and randomly oral evaluation.

##### 1.3 Advisor

The advisor responsible in the cooperative education program records student's performance after consultation in report from training of field experience.

##### 1.4 Others (i.e. New Graduates)



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## 2. Feedback of Evaluation Methodology and Planning for Course Review and Improvement

### 2.1 Developing a Learning Contract

- The students and SSRUIC work together to plan all aspects of the cooperative education and complete a Learning Contract, which includes discipline-specific learning objectives and relevant learning outcome measures.
- The learning objectives describe what the students hope to learn from the overall experience, especially as it pertains to their course of studies.
- The learning outcome measures are vital for assessing learning and attainment of the learning objectives.

### 2.2 Reviewing Direction and Support

- SISA role is primarily to serve student experience, answering question, and encouraging students in necessary ways.
- Another role of SSRUIC is to make an agreement and understanding with the host enterprises about the requirements and supports expected from them, while also taking into account the nature of the host enterprises. This will help win- win situation between SSRUIC and the selected host enterprises.
- The internship students contact with SSRUIC advisor for ongoing guidance and support (by e-learning, email, social network, or in person, etc.) for assistance.
- Feedback received from the host supervisors should be noted as one of SSRUIC supporting idea to improve the plan.