



**Suan Sunandha International School of Art (SISA)
Suan Sunandha Rajabhat University
Thai Qualification Framework for Higher Education (TQF5) : Course
Report**

The Course Report herein refers to the teaching and learning report of a lecturer at the end of each semester course. The report includes an assessment whether the course was conducted as planned in the course specification and, if not, suggestions for improvement. The report also presents student academic results, the number of students for the duration of the course, course management problems, an analysis of the course evaluation result from students/Head of Department or external auditor, an opinion survey of employers, and suggestions to the course coordinator for improvement and development.

The Course Report consists of 6 sections:

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Course Report

Name of Institution	: Suan Sunandha Rajabhat University
Campus/Faculty/Department	: Suan Sunandha International School of Art (SISA)

Section 1: General Information

Course title and code : IGL 1104 English Composition for Business
 Pre-requisite : IGL 1103 English Composition for Daily Life
 Responsible faculty, lecturer, and section : Mr. Samuel Raymond Forkner
 Course semester/academic year : Semester 2/2015
 Place of study : Building 38
 Suan Sunandha International School of Art (SISA),
 Room: 38027, Suan Sunandha Rajabhat University

Section 2: Teaching and Learning Management Compared to a Teaching Plan

1. Planned teaching hours compared to actual teaching hours

Specify teaching topics, teaching hours according to the plan, and actual teaching hours. If the actual teaching hours are different from the plan by more than 25%, specify the reasons.

No	Teaching Topics	Planned Hours	Actual Hours	If planned teaching hours differs from actual teaching hours more than 25%, specify reasons.
1	Course Orientation	3	3	
2	Introduction to English composition for Business	3	3	
3	Basics of English grammar for writing	3	3	
4	Parts of speech Sentence structure	3	3	
5	Phrases and clauses Usage	3	3	
6	Mechanics Prewriting	3	3	
7	Writing for Business Revising	3	3	
8	Writing for Business Revising	3	3	
9	Writing for Business Revising	3	3	
10	Writing for Business Revising	3	3	
11	Writing for Business Revising	3	3	
12	Writing for Business Revising	3	3	
13	Writing for Business Revising	3	3	
14	Writing for Business Revising	3	3	

2. Teaching topics not covered as planned

Specify topics that are not covered according to the teaching plan. The lecturer may consider whether the main points of the topics affect learning outcomes at both the course and program levels. If there is any impact on student learning outcomes, give suggestions.

Teaching Topics Not Covered As Planned	Effects to Learning Outcomes	Provide Any Suggestions
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3. Efficiency of teaching towards learning outcomes, as specified in course design

Specify whether teaching methodology can lead towards achievement of all domains of learning outcomes, as articulated in course specification. Specify problems found in teaching. Give suggestions.

Domains of Learning Outcomes	Teaching Methodology and Activities in Class	Efficiency		Setback During Teaching and Suggestions
		Yes	No	
Ethics and Morals 1. Honesty 2. Integrity 3. Responsibility 4. Punctuality 5. Tolerance 6. Confidence	1.1. Rule setting such as attending classes regularly and on time 1.2. Group discussion 1.3. Group work Responsible for given tasks and be honest in working and examination	√		Need to explain to students to understand the consequences of being late and absent.
Knowledge 1.1. Can apply knowledge in real working time	1. Explain and conclude ideas through	√		Students

<p>1.2. Creative use of the English language 1.3. Understand in working process up to standard 4. Good attitude towards profession and work based on moralities and ethics in practical situations</p>	<p>teaching documents and presentation by programs of Microsoft PowerPoint, Microsoft Word and Internet 2. Single and group assignment and discussion 3. Games for case studies understanding and conclusion 4. Quiz in class</p>			<p>have extremely limited ability in English.</p>
<p>Cognitive Skills 1. Can apply theoretical section and practical part to actual environment 2. Can analyze situations in real time</p>	<p>1. Practice and ideas conclusion by program of Microsoft PowerPoint 2. Assignment of group discussion and report 3. Group analysis based on at present film principles</p>	v		<p>Students need to get real time information in classroom</p>

Domains of Learning Outcomes	Teaching Methodology and Activities in Class	Efficiency		Setback During Teaching and Suggestions
		Yes	No	
<p>Interpersonal Skills and Responsibilities 1. Relevant interpersonal skill and classmate 2. Skill of creation and maintenance of interpersonal relationship with colleagues and gain and loss people 3. Professional practice with self-responsibility and public responsibility based on moralities and ethics of mass communicators 4. Being leader and follower</p>	<p>1. Explain and conclude ideas through teaching documents and presentation by programs of Microsoft PowerPoint, Microsoft Word and Internet 2. Group works</p>	v		<p>Students are too shy to ask questions in class Use team</p>

while working development	assignment 3. Group presentation			learnin g and studen ts ask more questio ns within the group
Numerical Analysis, Communication and Information Technology Skills 1. Effective communication skill which are listening, speaking, reading and writing skills 2. Information technology and new media usage skills to support film production such as information searching via internet and uploading produced film to youtube.com	1. Communicative technology usage practice such as assignment sending via e- mail and creation of forum for ideas sharing 2. In class discussion or playing of case studies games 3. Report presentation skill by using proper forms, tools and technology	√		

4. Teaching improvement

Suggest strategies to your department to improve teaching methodology based on problems found in Section 2, No. 3.

Suggestions: Classroom has no air conditioner. Students find it very hard to concentrate. Classroom with computers also distract the students because they browse the internet instead of listening to their teachers.

Section 3: Summary of Teaching and Learning Results

- 1. Number of students registered for the course : 18 students
- 2. Number of students at the end of the semester : 18 students
- 3. Number of students who withdrew from the course : 0 students
- 4. Distribution of scores level (grade)

Student's Score as Percentage	Grade	Total	Percentage
86-100	A	4	22
82-85	A-	0	0
78-81	B+	1	6
74-77	B	6	33
70-73	B-	0	0

66-69	C+	5	28
62-65	C	2	11
58-61	C-	0	0
54-57	D+	0	0
50-53	D	0	0
46-49	D-	0	0
0-45	F	0	0
-	W	0	0

- 5. Factors influencing unusual scores level: None
- 6. Errors from (grade) assessment plan
 - 6.1 Errors about setting time for assessment
 - 6.1.1 Specify errors and reasons.

6.1 Errors Due To Timing	Reasons
Students come at different times, then take time to get settled in.	Students have very short attention spans.

- 6.2 Errors about assessment techniques
 - 6.2.1 Specify errors and reasons.

6.2 Errors Due To the Assessment Techniques	Reasons
Peer evaluation might be bias.	Students tend to give their best friend a better evaluation and students do not understand the rubric score thoroughly.

- 7. Revision of student efficiency
 - Specify methods of revision and summarize the results

Method of Revision	Conclusion
Instill in the students a sense of professional reverence for their work so that they will hold themselves and their peers to a high standard.	Decrease unnecessary stressors in the classroom. Don't be strict unless it relates to the subject matter. Take students to see real world examples. Maintain better classrooms.

Section 4: Problems and Effects of Course Management

- 1. Teaching resources and facilities problem
 - 1.1 Specify problems about teaching resources and facilities and their impact.

Problems	Impacts
The screen is too small for the students to see clearly.	It causes unclear presentation on screen that makes the students cannot see and understand the content clearly.

- 2. Management and organization problem
 - 2.1 Specify problems about management and organization and their impact on student learning.

Problems	Impacts
There are too much trouble and procedures to take students to field trip off campus such as process of getting and approving for a bus.	Students lose their opportunities to learn from real things outside.

Section 5: Course Evaluation

1. Result of student course evaluations (please see attachment.)

1.1 Feedback from student evaluations

1.1.1 Specify strengths and weaknesses.

Students need to do their homework so they are ready for the midterm and final.

1.2 Lecturer’s opinion of student feedback

Students do not care very much about learning English. They only just barely begin to see its importance to their future in expansion.

2. Result of course evaluation from other evaluation methods.

2.1 Feedback from other evaluation methods

2.1.1 Specify strengths and weaknesses.

Strength : This course is enjoyable.
Weakness : There is too much homework.

2.2 Lecturer’s opinion of feedback

There can be no growth in mastery of the subject matter without dedication to it.

Section 6: Improved Teaching Plan

1. Progression of improved teaching plan as presented in the previous course report.

1.1 Specify an improved teaching plan that was proposed in the previous semester/academic year, and describe whether it was conducted as planned. If not, give reasons.

An Improved Plan	The Result
Continue reading out loud in class, appropriate subject matter. Teach remedial grammar.	Provide two additional practice exercises that students can do at home via FaceBook.

2. Other methods for course improvement

2.1 Briefly describe how to improve the course, e.g., new teaching methods for the current semester/academic year or new teaching instruments.

Adjustment of the speed of the lecture in the classroom depends on the English ability of students and their prior knowledge of the subject matters.
Create a more positive learning environment.

3. Suggestion an improvement of the plan for the next semester/academic year
3.1 Specify a plan with expected deadlines and person who is responsible.

Proposed Plan	Deadline	Responsible Lecturer
Students travel to an English only environment where participation is mandatory.	About the fifth week of the class	Mr. Samuel R. Forkner

Reported by : Mr. Samuel Raymond Forkner

Submitted Date : June 6th 2016