**TQF 5 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:**

**Section 1 General Information**

**Section 2 Comparing Class Management to Teaching Plan**

**Section 3 Report of Course Management**

**Section 4 Problems and Impacts**

**Section 5 Course Evaluation**

**Section 6 Improvement Plan**

**Course Report**

Institution Name Kasem Bundit University

Faculty/Program

**Section 1 General Information**

**1. Course Code and Course Title**

**2. Prerequisite Course (if any)**

**3. Course Instructor and Section**

 Report in section

**4. Semester/Academic Year**

**5. Venue**

Identify campus of university where course taken place

Campus, Kasem Bundit University

**Section 2 Comparing Class Management to Teaching Plan**

**1. Number of actual teaching hours compared to the teaching plan**

Provide topics and number of planed teaching hours and actual teaching hours. Also, justify the discrepancy if it exceeds 25 %.

|  |  |  |  |
| --- | --- | --- | --- |
| **Topics** | **No. of planed teaching hrs.** | **No. of actual teaching hrs.** | **Reason(s) (in case the discrepancy is more than 25%)** |
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**2. Topics that were not taught as planned**

Identify topic(s) that were not taught as planned and significant of the topic that couldn’t be taught that may impact on learning outcome and program. Provide remedy plan if it highly significant.

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| --- | --- | --- |
| **Topic(s) that couldn’t taught as planned (if any)** | **Significant of topic(s)**  | **Remedy Plan** |
|  |  |  |
|  |  |  |
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**3. Effectiveness of the teaching methods specified in the Course Specification**

Identify teaching methods that induce learning outcome as specified in Course Specification, effectiveness of the methods, problem of applying the method (if any), and suggestion

|  |  |  |  |
| --- | --- | --- | --- |
| **Learning Outcome** | **Teaching methods specified in the course specification** | **Effectiveness** | **Problems of the teaching method(s) (if any) and suggestions** |
| **Yes**(/) | **No****(X)** |
| Morals and Ethics |  |  |  |  |
| Knowledge |  |  |  |  |
| Intellectual Development |  |  |  |  |
| Interpersonal Skills and Responsibilities |  |  |  |  |
| Numerical Analysis, Communication and Information Technology Skills |  |  |  |  |

4. **Suggestions for Improving Teaching Methods**

Identify suggestion for improving teaching method and for solving problem found in (3)

**Section 3 Report of Course Management**

1. **Number of course enrolled student** Students

(as of the last day adding/withdrawal)

**2. Number of student in course at the end of semester** Students

**3. Number of withdrew student (W)** Students

**4. Grade Distribution**

Identify number and percentage of student in each grade

|  |  |  |
| --- | --- | --- |
| **Grade** | **No. of Students** | **Percentage** |
| A |  |  |
| B+ |  |  |
| B |  |  |
| C+ |  |  |
| C |  |  |
| D+ |  |  |
| D |  |  |
| F |  |  |
| I (Incomplete) |  |  |

**5. Factors causing unusual grade distribution (If any)**

**6. Discrepancies in the evaluation plan specified in the Course Specification**

Identify discrepancies in evaluation plan as specified in course specification (TQF 3) Section 5 item 2

 6.1 **Discrepancy in evaluation time frame**

Identify the discrepancy and justify

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| --- | --- |
| **Detail of Discrepancy** | **Reasons** |
|  |  |

 6.2 **Discrepancy in evaluation methods of learning Outcome (If any)**

Identify the discrepancy and justify

|  |  |
| --- | --- |
| **Detail of Discrepancy** | **Reasons** |
|  |  |

**7. Verification of student’s achievement**

Identify verification methods and the results

|  |  |
| --- | --- |
| **Verification Methods** | **Results** |
|  |  |

**Section 4 Problems and Impacts**

**1. Teaching and Learning Resource**

Identify problems in employing teaching and learning resource (if any) and the impacts

|  |  |
| --- | --- |
| **Problem of Teaching and Learning Resource (if any)** | **Impact** |
|  |  |

**2. Administration and Organization**

Identify problems of administration and organization (if any) and the impacts on student learning outcome

|  |  |
| --- | --- |
| **Problem of Administration and Organization (if any)** | **Impact on student learing outcome** |
|  |  |

**Section 5 Course Evaluation**

**1. Result of course evaluation by students** (see attachment)

 **1.1 Important student comment from the evaluation**

 Identify both strengths and weaknesses

 **1.2 Instructor response/opinion to student comment in (1.1)**

**2. Result of course evaluation in other method**

 **2.1 Important comment from the evaluation**

 Identify both strengths and weaknesses

 **2.2 Instructor response/opinion to student comment in (2.1)**

**Section 6 Improvement Plan**

**1. Progress of teaching and learning improvement recommended in the previous Course Report**

Identify improvement plan proposed in prior semester/academic year and report the implementation. Please justify if the plan were not implemented or incomplete.

|  |  |
| --- | --- |
| **Improvement plan in prior semester/academic year** | **Achievement of plan implementaion** |
|  |  |

**2. Other Improvement**

Briefly identify other improvement such as changing teaching method in current semester/academic year, applying new learning resource

**3.** **Suggestions for improvement in subsequence semester/academic year**

Identify suggestions, deadline, and responsible person

|  |  |  |
| --- | --- | --- |
| **Suggestions** | **Deadline** | **Responsible person** |
|  |  |  |
|  |  |  |

**4. Suggestions of course instructor**

Course Instructor:

 Signature..................................................Submission Date...................................................

Chair Person/Program Director:

 Signature..................................................Receipt Date.........................................................