June 2012

**Instructions for Filling Out Form C2 Computer Fill-in**

**This is not the Online Form.**

 **This Form C2 is for those who are not currently using the Online system and would like to fill out and send as an attachment instead of mailing Form. You can also print the Form and mail if you like.**

Use the “TAB Key” to navigate or move the Sensor over the first part of the line to be filled in, a blue box will appear. It will not allow fill in if not on the right location on line.

When completed “SAVE AS” School Name and Start Date.

Example: DTS 10Jan2010

There is place 65 Student on this Form, if you need to add more students than this Form allows open “Form C2 Additional Students” which will allow another 65 students – continue to save as described above. Continue to do this until the Students are all on Form C2.

**After completed email them to your International registrar as an attachment.**

**University of the Nations**

**Field Assignment/Application (Second) Phase**

Form C2

Instructions

(06/12)

**Final Student Evaluation & Report**

 (Due within 48 hours of course completion. To be filled in by school leader)

**INSTRUCTIONS – PLEASE READ CARFULLY BEFORE COMPLETING FORM**

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| 1. This Form C2 should be used every time a Field Assignment/Internship (Second) Phase takes place in order to provide a clear course description with objectives, primary strategies/activities, resource materials and method of student evaluation, plus the grades of the students who have actually taken the Field Assignment/Internship course. Use an additional Form C2 for any Third Phase.
2. Multiple dates for lecture phase / field assignment: If the lecture phase dates are multiple, (for example, a week of lecture phase is done in the middle of the outreach phase), please list the exact dates under 'additional dates' on C2 Page 1.
 |
| 1. This Form C2 should be sent to the appropriate U of N office for your region:
* For Latin America and other Latin nations: University of the Nations, International Registrar for Latin Records, P.O. Box 2266, AC EQS 104-304, Brasilia, DF 70343-970, Brazil  Email: registrar.latin@uofn.edu
* For North America and English speaking Central America / Caribbean: University of the Nations, International Registrar for NACAC, P.O. Box 1005, Grayson, GA 30017, U.S.A. Email: registrar.nacac@uofn.edu
* For Europe, Middle East & Africa nations: University of the Nations, International Registrar for EMA, Highfield Oval, Harpenden, Herts AL5-4BX, United Kingdom. Email: registrar.ema@uofn.edu
* For Asia-Pacific: University of the Nations, International Registrar for Asia-Pacific, Box 195, 75-5851 Kuakini Hwy, Kailua-Kona, HI 96740, U.S.A. Email: registrar.ap@uofn.edu
* For Asia (Southeast Asia/Australia; Indochina/Philippines/Central Asia): University of the Nations, International Registrar for Asia, P.O. Box 7, Mitchell, ACT 2911, Australia. Email: registrar.asia@uofn.edu
* For India: c/o UofN Pune, GPO Box 127, Pune 411001, M.S. India. Email: records@uofnpune.net
 |
| 1. Please keep a copy of this Form C2 at your location.
2. Explanation of grading system (See the U of N Reference Guide for a fuller explanation of letter grades).
 |
| 1. Letter grades:
 |
| A = Excellent B = High Achievement C = Moderate AchievementD = Minimum Achievement F = Failing | S = Satisfactory U = Unsatisfactory W = WithdrawnN = No Credit (for 800 level courses) | I = IncompleteT = DeferredX = Audit  |
| 1. The five grades (A, B, C, D, & S) signify various levels of achievement for which academic credit is recorded.
 |
| 1. The Satisfactory/Unsatisfactory (S/U) are used for DTS/CDTS, 700 level courses and seminars three weeks or less. All other courses/seminars are to be graded with letter grades.
 |
| 1. The remaining categories (W, I, T, N & X) apply to all courses/seminars and signify levels of achievement or cir cum stances for which credit toward graduation will not be received. For more definition refer to the current U of N catalogue.
 |
| 1. Students that leave a class during the first week of school are not to be listed for a grade. Students withdrawing between the second week and prior to the final two weeks of school receive a ‘W’ or ‘I’ grade as appropriate. Students withdrawing during the final two weeks of class receive an ‘F’ or ‘U’ grade
 |

**IMPORTANT:**

**AFTER COMPLETING THE DOCUMENTATION FORMS, PLEASE MAKE A PHOTOCOPY AND KEEP IT ON FILE FOR FUTURE REFRENCE BY OTHER SCHOOL LEADERS / STAFF**

**University of the Nations**

**Field Assignment/Application (Second) Phase**

Form C2

Page 1

(06/12)

**Final Student Evaluation & Report**

 (Due within 48 hours of course completion. To be filled in by school leader)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Course Name |  | Course Number |  | Base Leader |  |  |
|  |  |  |  |  | *Last/Family* | *First/Given* |
| Registering Base Location  |  |  |  |  |
|  | *City/Town* | *4k Omega Zone* | *Country* | *Base Name* |
| Actual Base Location  |  |  |  |  |
|  | *City/Town* | *4k Omega Zone* | *Country* | *Base Name* |
| Field Assign/Internship Phase Start Date: |  | Field Assign/Internship Phase Ending Date: |  |
|  | *Day / Spell Month / Year* |  | *Day / Spell Month / Year* |
| School Leaders *Leg*al Name: |  |  |  | Email: |  |
| *\*as in Passport / ID* | *Last/Family* | *First/Given* | *Middle* |  |  |
| Additional date(s) if needed: |  |  |  |
| Field Assign/Internship Phase Start Date: |  | Field Assign/Internship Phase Ending Date: |  |
|  | *Day / Spell Month / Year* |  | *Day / Spell Month / Year* |
| 1. Please describe how you feel you met the outcomes/objectives, as outlined in your previously submitted Form A (U of N Registration Form). Include any proposed improvements or revision for the future.
 |
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| 1. Describe your method of student evaluation and how you determined each student’s grade, including the weight given to each element. (Example: Student ministry evaluation–25%; Written assignments and reports–25%; Staff interviews–30%; Personal Growth–20 %; TOTAL 100%.). Applies to all U of N schools including DTS. Also applies to all UofN Seminars
 |
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| 1. Actual location (s) of Field Assignment / Internship:
 |
| *City/Town* | 4k Omega Zone | Country |
|  |  |  |  |
|  |  |  |  |
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*It is important that we have a short report of what actually happened during each week of your school. Please fill in the following report section along with your student grades. (page 4).*

|  |
| --- |
| Example  |
| Week 1: | Outcomes: | *Build the Team* |
|  | Primary Strategies/Activities: | *Teaching on team building, chores for students designed to interact with each* |
|  | *Other, Tape – Moving in the opposite spirit by Dean Sherman; Book Report Chapter 1, ‘We cannot but tell’ R Tooley* |
|  | Resource Materials: | *Tape recorder, books* |

(Continued)

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| **University of the Nations****Field Assignment/Application (Second) Phase**Form C2Page 2 (06/12)**Final Student Evaluation & Report *(continued)*****(Due within 48 hours of course completion. To be filled in by school leader)** |

|  |  |
| --- | --- |
| **WEEK1:** | Outcomes: Identify which outcomes (from pages 10-11 of the Form A) you will work toward or accomplish in the week |
|  |  |
|  | Primary Strategies / Activities: |  |
|  |  |
|  | Resource Materials\* |  |

|  |  |
| --- | --- |
| **WEEK 2:** | Outcomes: Identify which outcomes (from pages 10-11 of the Form A) you will work toward or accomplish in the week |
|  |  |
|  | Primary Strategies / Activities: |  |
|  |  |
|  | Resource Materials\* |  |
| **WEEK 3:** | Outcomes: Identify which outcomes (from pages 10-11 of the Form A) you will work toward or accomplish in the week |
|  |  |
|  | Primary Strategies / Activities: |  |
|  |  |
|  | Resource Materials\* |  |

|  |  |
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| **WEEK 4:** | Outcomes: Identify which outcomes (from pages 10-11 of the Form A) you will work toward or accomplish in the week |
|  |  |
|  | Primary Strategies / Activities: |  |
|  |  |
|  | Resource Materials\* |  |
| **WEEK 5:** | Outcomes: Identify which outcomes (from pages 10-11 of the Form A) you will work toward or accomplish in the week |
|  |  |
|  | Primary Strategies / Activities: |  |
|  |  |
|  | Resource Materials\* |  |

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| **WEEK 6:** | Outcomes: Identify which outcomes (from pages 10-11 of the Form A) you will work toward or accomplish in the week |
|  |  |
|  | Primary Strategies / Activities: |  |
|  |  |
|  | Resource Materials\* |  |
| **WEEK 7:** | Outcomes: Identify which outcomes (from pages 10-11 of the Form A) you will work toward or accomplish in the week |
|  |  |
|  | Primary Strategies / Activities: |  |
|  |  |
|  | Resource Materials\* |  |

\*Such as books, handouts, films, videos, etc. (Continued)

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| **University of the Nations****Field Assignment/Application (Second) Phase**Form C2Page 3 (06/12)**Final Student Evaluation & Report *(continued)*****(Due within 48 hours of course completion. To be filled in by school leader)** |

|  |  |
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| **WEEK 8:** | Outcomes: Identify which outcomes (from pages 10-11 of the Form A) you will work toward or accomplish in the week |
|  |  |
|  | Primary Strategies / Activities: |  |
|  |  |
|  | Resource Materials\* |  |
| **WEEK 9:** | Outcomes: Identify which outcomes (from pages 10-11 of the Form A) you will work toward or accomplish in the week |
|  |  |
|  | Primary Strategies / Activities: |  |
|  |  |
|  | Resource Materials\* |  |
| **WEEK 10:** | Outcomes: Identify which outcomes (from pages 10-11 of the Form A) you will work toward or accomplish in the week |
|  |  |
|  | Primary Strategies / Activities: |  |
|  |  |
|  | Resource Materials\* |  |
| **WEEK 11:** | Outcomes: Identify which outcomes (from pages 10-11 of the Form A) you will work toward or accomplish in the week |
|  |  |
|  | Primary Strategies / Activities: |  |
|  |  |
|  | Resource Materials\* |  |
| **WEEK 12:** | Outcomes: Identify which outcomes (from pages 10-11 of the Form A) you will work toward or accomplish in the week |
|  |  |
|  | Primary Strategies / Activities: |  |
|  |  |
|  | Resource Materials\* |  |

|  |
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| \*Such as books, handouts, films, videos, etc.  |
|  |
| Please take a moment at this point and review what you have already filled in: |
| [ ]  Have you completely filled in all information requested?[ ]  Did you put the beginning and ending dates of the Field Assignment (Second) Phase?On the next page, please be sure to answer all questions completely, and to include students’ grades. Please remember that DTS grades are given as satisfactory or unsatisfactory (S *or* U) instead of letter grades. See Form C instruction page 1, point 5.A-E for other details on grades. If the field assignment dates are multiple, (for example, a week of outreach is done in the middle of the lecture phase), please list the exact dates under ‘additional dates’ C2 page 1.4. |

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| **University of the Nations****Field Assignment/Application (Second) Phase**Form C2Page 4 (06/12)**Final Student Evaluation & Report *(continued)*****(Due within 48 hours of course completion. To be filled in by school leader)** |

PLEASE ANSWER THE FOLLOWING QUESTIONS:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Course Name |  | Course Number |  | Base Leader |  |  |
|  |  |  |  |  | *Last/Family* | *First/Given* |
| Registering Base Location  |  |  |  |  |
|  | *City/Town* | *4k Omega Zone* | *Country* | *Base Name* |
| Actual Base Location  |  |  |  |  |
|  | *City/Town* | *4k Omega Zone* | *Country* | *Base Name* |
| Field Assign/Internship Phase Start Date: |  | Field Assign/Internship Phase Ending Date: |  |
|  | *Day / Spell Month / Year* |  | *Day / Spell Month / Year* |
| School Leaders *Leg*al Name: |  |  |  | Email: |  |
| *\*as in Passport / ID* | *Last/Family* | *First/Given* | *Middle* |  |  |

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| PLEASE TYPE or PRINT/BLOCK THE FOLLOWING IN ALPHABETICAL ORDER (by last name): |

|  |  |  |  |
| --- | --- | --- | --- |
| **Students Complete Legal Names** | Letter Grade | Weeks completed | Added comments about grads if needed: (*example: student completes less than 12 weeks*) |
| Family/Last name(s) | Given / First, Middle |
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**PLEASE CHECK Have You:**

 [ ]  Put all the students’ legal names? [ ]  Filled in grades? [ ]  Filled in the week by week of Form C2?

[ ]  Paid student course charges? (Due with Form B). [ ]  Made a copy to keep on file?

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| **University of the Nations****Field Assignment/Application (Second) Phase**Form C2Page 4 (06/12)**Final Student Evaluation & Report *(continued)*****(Due within 48 hours of course completion. To be filled in by school leader)** |

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| PLEASE TYPE or PRINT/BLOCK THE FOLLOWING IN ALPHABETICAL ORDER (by last name): |

|  |  |  |  |
| --- | --- | --- | --- |
| **Students Complete Legal Names** | Letter Grade | Weeks completed | Added comments about grads if needed: (*example: student completes less than 12 weeks*) |
| Family/Last name(s) | Given / First, Middle |
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**PLEASE CHECK Have You:**

 [ ]  Put all the students’ legal names? [ ]  Filled in grades? [ ]  Filled in the week by week of Form C2?

[ ]  Paid student course charges? (Due with Form B). [ ]  Made a copy to keep on file?