

uofnUniversity of the Nations
Field Assignment/Application (Second) Phase
Final Student Evaluation & Report

Form C2
Instructions
(06/12)

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

INSTRUCTIONS – PLEASE READ CAREFULLY BEFORE COMPLETING FORM

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.
3. 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
4. Please keep a copy of this Form C2 at your location.
5. Explanation of grading system (See the U of N Reference Guide for a fuller explanation of letter grades).
 - A. Letter grades:

A = Excellent	S = Satisfactory	I = Incomplete
B = High Achievement	U = Unsatisfactory	T = Deferred
C = Moderate Achievement	W = Withdrawn	X = Audit
D = Minimum Achievement	N = No Credit (for 800 level courses)	
F = Failing		
 - B. The five grades (A, B, C, D, & S) signify various levels of achievement for which academic credit is recorded.
 - C. 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.
 - D. The remaining categories (W, I, T, N & X) apply to all courses/seminars and signify levels of achievement or circumstances for which credit toward graduation will not be received. For more definition refer to the current U of N catalogue.
 - E. 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 REFERENCE BY OTHER SCHOOL LEADERS / STAFF

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Field Assignment/Application (Second) Phase
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(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: _____
Day / Spell Month / Year

Field Assign/Internship Phase _____
Ending Date: _____
Day / Spell Month / Year

School Leaders *Legal Name*: _____ Email: _____
**as in Passport / ID* *Last/Family* *First/Given* *Middle*

Additional date(s) if needed:
Field Assign/Internship Phase _____
Start Date: _____
Day / Spell Month / Year

Field Assign/Internship Phase _____
Ending Date: _____
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.

2. 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

3. Actual location (s) of Field Assignment / Internship:

<i>City/Town</i>	<i>4k Omega Zone</i>	<i>Country</i>
1.		
2.		
3.		
4.		
5.		

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

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WEEK 1: 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* _____

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* _____

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.

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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* _____

*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.

**Field Assignment/Application (Second) Phase
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 _____ Field Assign/Internship Phase _____
 Start Date: _____ Ending Date: _____
Day / Spell Month / Year Day / Spell Month / Year

School Leaders Legal Name: _____ Email: _____
*as in Passport / ID Last/Family First/Given Middle

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

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

Family/Last name(s)	Given / First, Middle	Letter Grade	Weeks completed	Added comments about grads if needed: (example: student completes less than 12 weeks)

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?