

FIELD OBSERVATION TEMPLATE

Date & Time: 9th December 2025 at London College of Communication

Location: Room M311

My Objective: Observe students' behaviours, time to finish the task and anything that will interfere with their tasks.

TASK 1: FILLING OUT INTRODUCTORY QUESTIONNAIRE

Task Objective: Gauge students' perceptions of soft skills development and whether they have actively engaged /with them throughout the term.

Dimension	What to Observe	Objective Description	Subjective Reflections/Interpretations	Prompts
Emotions & Engagement	Facial expressions, tone, energy			Are participants engaged, bored, confused, frustrated, excited?
Time Use	Pacing, transitions, attention span			How long do tasks take? Are there lulls or peaks?
Occurrences that affected the task	Peoples' behaviour			Did anything affect the students that affected the task ?

TASK 2: DEBUGGING CHALLENGE

Task Objective: Connect daily VFX work with the soft skills required to solve technical problems.

My Objective

Groups and Members:

Group Number	How Many people
Group A	
Group B	

Observation 2A – Group Activity

Dimension	What to Observe	Objective Description	Subjective Reflections/Interpretations	Prompts
Emotions & Engagement	Facial expressions, tone, energy			Are participants engaged, bored, confused, frustrated, excited?
Time Use	Pacing, transitions, attention span			How long do tasks take? Are there lulls or peaks?
Occurrences that affected the task	Peoples' behaviour			Did anything affect the students that affected the task ?

Observation 2A – Group Activity

Soft Skills Used	Observed ?	Notes / Examples		Prompts
		Objective Descriptions	Subjective Reflections/Interpretations	
Communication	<input type="checkbox"/>			<ul style="list-style-type: none"> Are students clearly expressing ideas? Do they listen actively and respond constructively?
Teamwork	<input type="checkbox"/>			<ul style="list-style-type: none"> Are roles distributed?

				<ul style="list-style-type: none"> • Is there mutual support and shared responsibility?
Problem-Solving	<input type="checkbox"/>			<ul style="list-style-type: none"> • How do they approach challenges? • Are they proposing solutions collaboratively?
Adaptability	<input type="checkbox"/>			<ul style="list-style-type: none"> • Do they adjust to unexpected changes or feedback? • Are they flexible in their approach?
Initiative	<input type="checkbox"/>			<ul style="list-style-type: none"> • Who takes the lead? • Volunteering for Extra Tasks • Suggesting Improvements • Acting Without Prompt • Introducing New Ideas or Tools • Helping Others Beyond Own Task • Enhancing Quality
Proactivity	<input type="checkbox"/>			<ul style="list-style-type: none"> • Anticipating Issues • Preparing ahead • Suggesting preventive measures • Testing before final output • Organizing workflow
Creativity	<input type="checkbox"/>			<ul style="list-style-type: none"> • Are they generating original ideas or visual solutions? • Is there evidence of imaginative thinking?
Resilience	<input type="checkbox"/>			<ul style="list-style-type: none"> • How do they respond to setbacks or technical issues? • Do they persist or disengage?
Conflict Resolution	<input type="checkbox"/>			<ul style="list-style-type: none"> • Are disagreements handled constructively? • Is there compromise or escalation?
Time Management	<input type="checkbox"/>			<ul style="list-style-type: none"> • Are they aware of the time constraints? • Is the task progressing efficiently?

Emotional Intelligence	<input type="checkbox"/>			<ul style="list-style-type: none"> • Are they sensitive to others' feelings or stress levels? • Is there empathy or emotional regulation?
Attention to Detail	<input type="checkbox"/>			<ul style="list-style-type: none"> • Attention to visual errors • Organization • Quality control: achieving accuracy and precision • documentation
Self Motivation	<input type="checkbox"/>			<ul style="list-style-type: none"> • Determination to finish the task • Work independently • Takes responsibility for learning • Troubleshoot problems alonge • Improving without waiting for instruction • Maintain focus and productivity

Observation 2B – Individual Questionnaire

Dimension	What to Observe	Objective Description	Subjective Reflections/Interpretations	Prompts
Emotions & Engagement	Facial expressions, tone, energy			Are participants engaged, bored, confused, frustrated, excited?
Time Use	Pacing, transitions, attention span			How long do tasks take? Are there lulls or peaks?
Occurrences that affected the task	Peoples' behaviour			Did anything affect the students that affected the task ?

TASK 3: MIRACLE QUESTION

Task Objective: Use a solution-focused tool to help students define and identify soft skills, fostering ownership of their lifelong learning.

Dimension	What to Observe	Objective Description	Subjective Reflections/Interpretations	Prompts
Emotions & Engagement	Facial expressions, tone, energy			Are participants engaged, bored, confused, frustrated, excited?
Time Use	Pacing, transitions, attention span			How long do tasks take? Are there lulls or peaks?
Occurrences that affected the task	Peoples' behaviour			Did anything affect the students that affected the task ?

TASK 4: FINAL QUESTIONNAIRE

Task Objective: Assess whether students can finally connect soft skills development with long-term career success.

Dimension	What to Observe	Objective Description	Subjective Reflections/Interpretations	Prompts
Emotions & Engagement	Facial expressions, tone, energy			Are participants engaged, bored, confused, frustrated, excited?
Time Use	Pacing, transitions, attention span			How long do tasks take? Are there lulls or peaks?
Occurrences that affected the task	Peoples' behaviour			Did anything affect the students that affected the task ?

Soft Skills		Indicators
1	Problem-solving and debugging	Identifies issues and generate solutions quickly and independently, analyzes and investigates the cause, applies logical steps and uses systematic troubleshooting, collaborates when needed by sharing findings with the team or asking for input if stuck.
2	Technical Engagement	Explore tools and features, ask technical questions, apply new knowledge learned from tutorials or peers, actively look up documentation or online resource to troubleshoot issues, connect different concepts to deliver the work, experiment and test different approaches.
3	Attention to detail	Setup accuracy (object placement and proper naming conventions for files and assets), Visual Consistency (follows art direction and fix visual technical errors), Render Quality (correct output, fix any artifacts like flickering, noise, motion blur errors and fireflies), Keep Quality Control and proper documentation for the team.
4	Feedback receptiveness	Active listening to feedback, gives positive response, clarify questions, implement changes and follow-up to confirm that expectation has been met.
5	Adaptability	Adjusts to changes quickly (workflows or tasks), learn new tools and techniques, handles unexpected problems calmly, flexible to take different responsibilities, open to feedback and revision, maintains productivity under change i.e. deadlines or priorities shift.
6	Communication	Clarity in sharing ideas, active listening, timely updates and offers / receives constructive feedback.
7	Team-working	Active communication, sharing ideas and progress, works cooperatively rather than isolating, takes accountability for group outcomes and not just personal tasks, encourages participation, resolve conflicts, respects for peoples' roles
8	Initiative	Researching solutions independently, proposing improvements to workflow, helping others beyond own task, introducing new tools or techniques, suggesting creative or technical enhancements
9	Proactivity	Prepares Before Problems Occur, Anticipates Workflow Issues, Runs Early Tests, Communicates Risks Early, Suggests Preventive Measures, Allocates Time for Fixes
10	Creativity and vision	Aligns technical decisions with the overall narrative or aesthetic goal, thinks in terms look and feel, ensures visual consistency in terms of style or theme, generates original ideas, explore alternatives in terms of different visual styles or techniques, combines technical and artistic thinking, adds artistic details.
11	Time management	Prioritizes tasks effectively, works within deadlines, allocates time for testing, avoids wasting time, monitors progress and balances quality and speed.
12	Resilience	Stay calm under pressure, handles unexpected issues, persists through challenges, adapts after setbacks and tries alternative solutions, maintains positive contribution even when things go wrong, shows determination and commitment to completing tasks despite obstacles, learns from errors and applies lessons to improve future work.
13	Ability to Work Independently	Completes assigned tasks without constant guidance or reminders, manages own workflows by organizing time and resources effectively to finish their part in the project, troubleshoots alone, shows confidence in decision-making without waiting for approval, maintains productivity by

		staying focused and engaged even working remotely, delivers quality work without relying heavily on others.
14	Self-Motivation	Works without supervision, shows initiative in learning, troubleshoots problem alone, improves beyond minimum requirements, maintains focus and productivity and demonstrates persistence.
15	Ability to Interpret Brief	Understands key requirements, clarifies ambiguities, aligns work with creative and technical goals, prioritizes correctly by focusing on essential elements first, avoids Scope Creep, checks compliance by reviewing work against brief before submission.