

**Abdelhafid Boussouf University Center of Mila**  
**Faculty of SNV**  
**Common Core Natural and Life Sciences**  
**1st year**

**Module T.C.E 2** COMMUNICATION AND EXPRESSION TECHNIQUES 2 (English)

**Cours N-06**

**6. Writing a field trip report**



Conducting teaching is not limited to theoretical classes, your laboratory, your library or your workplace. As part of an educational or professional course, you may be required to go into the field (any place other than your university laboratory or your usual workstation) to collect raw data or even to understand the modalities of the functioning of a phenomenon in a field study report. In this part, we will discuss the elements of a field study report and the key points to consider when writing it.

## **Course Map**

Field trips in the field of Biology

- Essential tools
- How to write field notes?
- The structure and style of writing the report of an educational outing
- Advice and instructions

### **1- Outings in the field of Biology**

Educational outing in the field of biology, consisting of a visit to establishments or institutions where the student can pursue his field of study in the future or field sampling outings, for example:

- **Food sciences:** output at the agri-food units.
- **Ecology:** Forest, ONA, lake, Nature reserves, National Parks, Meteorological station...
- **Biochemistry:** Medical analysis laboratory, Pharmaceutical boxes...
- Microbiology and biotechnology: ONA wastewater treatment plant, ...
- **Genetics:** The scientific police.....

## 2- Essential tools:



- Notebook
- Pencil (preferably) or pen
- If the outing consists of observing phenomena in the field (ecological outing for example) it is necessary to plan
- A camera
- A compass (Phone application)
- GPS (Reliable phone application)
- Material specific to the study module

## 3- How to write field research notes?

A field study report begins with an idea and ends with a solution. Therefore, when conducting a field trip, one must follow a planned route to take notes in order to properly document the observations made. A successful field study report begins when the student becomes involved in the observational research process by taking appropriate notes. Based on the methods, field research notes are classified into three different types:

### a. Taking working notes:

Students use this method to take field notes as they conduct the study. These notes are taken close to and within sight of the subject of the study. These notes are brief, concise and can be used by the student when writing the report.

### b. Field notes themselves:

This method of taking field notes involves developing them immediately after the end of the study. These notes are detailed and the words should be as close as possible to the terms that will be used in the final field study report.

### **c. Methodological notes:**

The methodological notes this method concerns outputs whose aim is to deal with a practical case by carrying out sampling. They are either attached to the field notes or classified separately. These notes are always placed at the end of the field study report.

Collecting data in a field report (sampling techniques)

The process of collecting data in a field study is also known as sampling. This is the process used to select a portion of the population to study. Selecting an ideal sampling technique is imperative to obtain the richest source of information possible to meet the output objective

## **4- The structure and style of writing the report of an educational outing**

A field study report does not have a standard format; however, the following factors determine its structure and writing style:

The nature of the research problem

The theoretical perspective that guides the analysis of observations made in the field  
specific guidelines established by your teacher.

has.

### **a. Introduction**

The introductory section should describe the purpose and important theories or concepts underlying your field study. Most importantly, it should describe the nature of the organization or setting in which you are conducting the observation - the types of observations made, the purpose of your study, what was observed and the methods used to collect the data. data.

### **b. Process of the field trip**

It is imperative for students to provide readers with information about what happened during the field study. You should therefore include details of all events that took place during your field trip.

The description section helps answer the five questions mentioned below:

**Where:** Where is basic information about the research context observed and reported?

**Why:** Why are you doing this field trip? The reason a particular thing is happening, and why have you included or excluded specific information?

**What:** What did you see and hear in your study area?

**Who:** Who are the participants in terms of gender, age, ethnicity and other relevant variables from your observation?

**When:** When is the study conducted (day or time when actions occurring are observed and recorded)? Analysis and interpretation.

**How:** describe the different stages of the exit and the knowledge acquired in each stage.

### **c. Conclusion**

The conclusion of your field study report should summarize your report and emphasize the importance of your observations. This section should be concise and relevant to your field

study and should not include new information. Additionally, it is imperative to highlight any recommendations you may make to readers for conducting a similar study. Additionally, describe any unforeseen problems you encountered and note the limitations of your study. Limit your conclusion to about two or three paragraphs.

#### **d. Annex**

This section includes information that is not essential to explain observations, but which supports your analysis (example: raw field survey, survey questionnaire, etc.). This helps the reader understand the entire field study report.

### **5- Advice and instructions**

A field study report focuses on the factual and observational details of a project case. It should help the reader understand how the theory applies to real-world scenarios. Below are the main points to consider when writing a field study report:

**\* Define the objective of your field study report**

Be sure to clearly state the purpose of your field study report. Determine the objective of your study and provide relevant information. Define the framework for observations and the methods used to collect data.

**\* Record observations and analysis of the study**

Take notes of your observations based on the defined scope of work (SOW). Additionally, make and save the detailed plan on how to achieve the set goals.

**\* Include photographic evidence of the elements observed**

Validate the raw data collected with photographs or videos as evidence. This reinforces the authenticity of your report and the conclusions you draw from it.

**\* Record the overall assessment and recommendations**

Document all observed aspects of your study based on the analysis and observations collected. Additionally, clearly explain the observations and discuss the challenges and limitations you faced while conducting the study.

**\* We write the exit report in the past tense: we took the bus, we ate, we walked....**

**\* In writing we use the pronoun “we” instead of “we”.**

**\* We reread the work and correct any spelling errors**

#### **Références**

- Lofland, J. (1974). Styles of reporting qualitative field research. *The American Sociologist*, 101-111.
- Clancy, K. B., Nelson, R. G., Rutherford, J. N., & Hinde, K. (2014). Survey of academic fieldexperiences (SAFE): Trainees report harassment and assault. *PloS one*, 9(7), e102172.