Practice School - Planning and Report Guide

Guide 01 | Practice School

Aim

To plan and document 150 hours of practice school and prepare the required report for the selected domain.

Principle

- The course requires 150 hours evenly distributed through the semester in one selected domain. A printed report is submitted in triplicate and must not exceed 25 pages.
- A training or project report links the stated objective to documented activity, observations and conclusions.
- Report only work actually completed and protect confidential institutional and patient information.
- Choose one domain: phytomedicine; formulation development; quality control and quality assurance; drug design and process chemistry; pharmaceutical software; artificial intelligence; 3D printing; nutraceuticals; cosmeceuticals; or alternative medicine.

Materials and Apparatus

- Approved domain and supervisor, semester timetable, hour log and permitted activity evidence.
- Supervisor-approved plan, institutional instructions, observation log and permitted supporting records.
- Report-writing software and a dated activity log.

Method

1. Agree the scope and expected deliverables with the academic and site supervisor.
2. Plan the activities and record attendance or progress against the required duration.
3. Maintain a dated log of activities, learning outcomes and supervisor feedback.
4. Organize evidence around the approved objectives and distinguish observation from interpretation.
5. Write the report using a consistent structure, clear tables and anonymized permitted material.
6. Review the completed report with the supervisor and submit the required copies through the institution.

Planning the Work

Objective

Define one focused learning question and choose tasks that can be completed and documented within the approved domain.

Semester timetable

Distribute the 150 hours across the semester. For example, an institution-approved 15-week plan could schedule 10 hours per week; actual attendance must still be verified.

Evidence

Use dated observations, permitted screenshots, process diagrams, calculations or product evaluations linked to the objective.

Domain Activities

Laboratory and product domains

For formulation, phytomedicine, nutraceuticals or cosmeceuticals, document material identity, the approved activity, quality attributes and interpretation.

Quality and chemistry domains

For quality systems or drug/process chemistry, connect the chosen records or structural/process study to the defined objective and verification method.

Software, AI and 3D printing

Record the task, input data/model or design, software/settings, evaluation criteria and reproducible outputs. Separate predicted output from experimentally verified results.

Alternative medicine

Study the approved system and documented quality/learning objective. Do not present an unverified clinical claim as a measured outcome.

Report Arrangement

Within 25 pages

Use title and student details, objective/domain, activity plan, work completed, observations/results, discussion, learning outcomes, conclusion and permitted annexures. Reserve space for the institution's required attendance confirmation.

Hour log

Tabulate date, activity, actual hours, cumulative hours and supervisor confirmation. Keep all entries consistent with the report.

Final check

Confirm one domain, 150 verified hours, even semester distribution, no more than 25 pages and three printed copies. Check any additional institution requirements.

Observation Record

Complete this record using actual laboratory findings or the provided teaching data.

Observation / parameter	Record / finding
Date	_____
Activity	_____
Hours completed	_____
Learning outcome	_____
Supervisor confirmation	_____

Calculations and Interpretation

- Total verified hours = sum of completed activity hours.
- Remaining hours = 150 - verified completed hours; scheduled hours are not completed hours.

Result

Present the completed activity log, learning outcomes and report prepared from actual work, with the required supervisor confirmation.

Finding: _____

Conclusion: _____

Precautions

- Use actual attendance and findings rather than invented completion records.
- Obtain permission for institutional material and remove identifying patient details.
- Verify the submission requirements in the supplied course instructions and the institution.

Viva Questions

1. What makes a report reproducible?

A clear objective, documented method, traceable observations and a conclusion supported by those observations.

2. Why distinguish observation from interpretation?

The reader needs to know which statements are directly recorded and which are reasoned explanations.

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