

Title: Field Study	Policy No: 2.6
Category: Instruction and Course work	Effective: Fall 2008

Policy Statement: A field study is a credit bearing activity which includes a long-term immersion into the topic being studied at a location pertinent to the topic and may include at least one overnight stay. It is an intensive on-site experiential learning or research based activity. A field study may be designed for a group of students or an individual student and may include multiple visits to the same site. Unlike a study tour, any associated travel is secondary to the subject being researched or the practical experience of the course. Field study courses may be international or domestic.

Two days on site or sixteen academic work hours equates to one academic credit hour. An academic work hour is defined as an hour in a class setting (in the U.S. or abroad), or an hour spent actively in on-site activities. No more than six credit hours will be awarded for any single field study.

Background: The University of Central Oklahoma considers a field study to be a valuable educational experience. Prior to fall 2007 there were no uniform university-wide guidelines governing field studies.

Purpose: Provide a definition of field studies, procedures for creating a field study, guiding student and participant conduct, and ensuring the financial viability of the trip.

Implementation Date: Fall 2008

Emergency Procedures:

- 1) Should an emergency involving injury or serious incident occur, the field study tour leader should immediately contact the department chair and/or university director, the dean, and the Office of Academic Affairs. This notification must be followed by a formal report completed within 30 days (see #1 under “Procedures after a Group/Individual Field Study Tour”).

Related Procedures for a Group Field Study:

- 1) Field Study courses must be offered under the appropriate course number of 4940 for undergraduate credit or 5940 for graduate credit (graduate credit option begins Fall 2009).
- 2) The field study leader will submit the appropriate travel plan to his/her chair at least one-month prior to the date of the field study. Multiple trips to the same site should be included in the plan. Attached to the travel plan should be:
 - a. A complete detailed itinerary including a statement of purpose, mode of transportation and expected learning outcomes.
 - b. The date the field study leader has scheduled the meeting with the Student Conduct Officer.

- c. A complete budget including student costs. Any funding request should be routed through the department and approved by the department chair/school director.
- 3) After the department chair approval, the paperwork (see #2 above) will be submitted to the dean's office. If funding is requested from the dean's office, all paperwork must be submitted one-month prior to the date of the field study.
- 4) No later than one-week prior to the field study, the leader should submit to his/her dean's office:
 - a. Signed participant release forms
 - b. Contact numbers for leaders (cell phone numbers) and for the sites being visited.
- 4) Before leaving on the field study, the leader must secure a first aid kit and emergency procedure sheet. These must be with the leader at all times during the trip.

Procedures for participants:

- 1) All participants are required to attend a session in which the Student Conduct Officer and/or UCO attorney review and clarify all appropriate UCO Student Conduct policies. Only one session per course per semester is required.
- 2) All participants are required to sign and submit the university approved release form, which includes a waiver and release of responsibility, student emergency contact information, and an agreement to abide by all UCO policies for the duration of the field study.
- 3) All participants who fail to follow university, college, or departmental policies may be prevented from participating in future field studies.

Procedures after a group field study:

- 1) If an incident involving student conduct or an emergency deviation from the submitted field study plan occurs, an incident report must be filed within 30 days to the appropriate dean, and in cases involving student conduct, the Student Conduct Officer.

Related Procedures for an Individual Field Study

- 1) Field Study Leader will obtain and submit:
 - a. Site Agreement which incorporates student conduct issues (Statement of Behavioral standards)
 - b. Other documents required by the college.

Procedures for all individual participants:

- 1) All participants are required to sign and submit the university approved release form which includes a waiver and release of responsibility, student emergency contact information, and an agreement to abide by all UCO policies for the duration of the field study.
- 2) All participants who fail to follow university, college, or departmental policies may be prevented from participating in future field studies.

Procedures after an individual field study:

- 1) If an incident involving student conduct or an emergency deviation from the submitted field study plan occurs, an incident report must be filed within 30 days to the appropriate dean, and, if appropriate, the Student Conduct Officer.

Coordinating Offices: Academic Affairs, Dean's Office, Department/School Office, Student Conduct Officer

Academic Affairs Point of Contact: Vice Provost/Associate Vice President for Academic Affairs

Policy approved by the Vice President for Academic Affairs on March 14, 2008.

Key Words: Field Study, Field Trips, Off-Campus academic experiences, domestic or international travel