

Title: Field Study	Policy No: 2.6
Category: Instruction and Course work	Effective: Fall 2008; Effective with revision Fall 2014

Policy Statement: A field study is a credit bearing course 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

Related Procedures:

Field Study Procedures:

- Field Study courses must be offered under the appropriate course number of 4940 for undergraduate credit or 5940 for graduate credit. Deposit and refund policies, if applicable, must be included.
- Field Study proposals will include:
 - a complete detailed syllabus (to include learning outcomes, work completed inside and outside of class) reflecting appropriate course level characteristics, academic standards, attendance requirements and student conduct expectations.
 - a detailed itinerary including location(s), mode of transportation, and activities. Multiple trips to the same site should be included.
 - a financial plan describing student costs, e.g., transportation, hotel and meal costs (best estimates), etc. Any funding request should be routed through and approved by the department chair/school director.
- Requests for domestic field studies outside of Oklahoma must be submitted for review by UCO's state authorization coordinator housed in the Center for eLearning and Customized Education.

- The Coordinator of Risk Management must be notified of dates and destination for all international field studies.
- Field Study proposals must be approved by the department chair/school director and the college dean. Proposals must be submitted and approved by the schedule building deadline for the semester in which the field study will be offered.
- No later than one-week prior to the field study, the leader should submit to his/her dean's office:
 - Signed participant release forms, contact information (cell phone numbers), emergency contact information and any pertinent medical information.
 - Contact information for leaders (cell phone numbers) and for the sites being visited. Upon request, a cell phone with international access can be provided by the University to the field study leader.
 - Site Agreement, if applicable, that incorporates student conduct issues (Statement of Behavioral Standards).
 - Other documents required by the college.

Procedures for All Participants (Group or Individual):

- Attend a session in which the Student Conduct Officer and/or designee review and clarify all appropriate UCO Student Conduct policies. Only one session per course per semester is required.
- 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.
- Failure to follow university, college, or departmental policies may prevent future participation in field studies.
- Provide contact information (cell phone number, emergency contact information, and any pertinent medical information to the field study leader.

Procedures for Group Field Study Participants:

For a Domestic Field Study:

- Provide a schedule showing official enrollment in the field study and a receipt indicating fully paid expenses (if required).
- Submit other documentation required by college (if any).
- Sign one set of appropriate materials following the Student Conduct Briefing. The dean's office will retain the original and provide a copy to the study tour leader.

For International Group Field Study:

- Have a valid passport, visa (if required), proof of current student international travel insurance, an international student identification card, schedule showing official enrollment in the field study, and a receipt indicating fully paid expenses (with the exception of course tuition and fees).
- Provide a copy of the passport and visa (if required).
- Submit other documentation required by college (if any).

- Sign one set of appropriate materials following the Student Conduct Briefing. The dean's office will retain the original and provide a copy to the field study leader(s).

Emergency Procedures for Group/Individual Field Study:

Should an emergency involving injury or serious incident occur, the field study leader should immediately contact the department chair/school director, the dean, and the Office of Academic Affairs. This notification must be followed by a formal report completed within 30 days.

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.

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

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

Policy revision approved by the Provost/Vice President for Academic Affairs on December 4, 2014

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