

<b>Title: Field Experience</b>	<b>Policy No: 2.8</b>
<b>Category: Instruction and Course work</b>	<b>Effective: Fall 2008</b>

**Policy Statement:** A field experience is a non-credit bearing activity within a course that occurs off-campus, at an appropriate professional site such as a school, community center, homeless shelter, and agency. It does not bear course credit independently. These field-based, on-site experiences are designed to provide students pre-professional learning opportunities beyond the classroom setting and may include observing, assisting, tutoring, instructing, counseling, coaching, and/or conducting research.

A field experience will generally entail multiple visits to the same site and can occur at any time throughout the educational program. The field experience may be supervised by the instructor of record or a designated individual on-site. A field experience differs from a field trip in that it includes multiple visits to the same site, it is not required to be supervised by the instructor of record, and the activity includes observation of or practice in one or more aspects of the profession.

**Background:** The University of Central Oklahoma considers field experiences to be a valuable educational experience. Prior to Fall 2008 there were no uniform university-wide guidelines governing field experiences.

**Purpose:** Provide a definition of field experiences, procedures for creating a field experience, guiding student and participant conduct, and ensuring the financial viability of the experience.

**Implementation Date: Fall 2008**

**Related Procedures:**

- 1) Field experiences must be a part of an approved course.
- 2) If funds are needed, a complete budget including student costs must be submitted to the appropriate department chair/school director prior to the scheduled activity. Deadlines for budget submission are set by the department chair/school director. If funding is requested from the dean's office, all budget requests must be submitted one month prior to the date of the field experience.

**Procedures for Participants:**

- 1) All participants must sign a university approved release form, which includes an agreement to adhere to all UCO policies for the duration of the field experience, emergency contact information and a waiver and release of responsibility for the university and the instructor of record.
- 2) Other documents required by the college.
- 3) The dean or department chair/school director will retain the original signed forms and provide a copy to the instructor of record.

**Emergency Procedures:**

- 1) Should an emergency involving injury or serious incident occur, the instructor of record, the department chair and/or university director, the dean and the Office of Academic Affairs must be notified immediately. This notification must be followed by a formal report completed within 30 days (see #1 under “Procedures after a field experience”).

**Procedures after a field experience:**

- 1) Any unexpected incident occurring during the field experience should be reported in writing to the appropriate department chair/school director within 30 days following the field experience.
- 2) If an incident involving student conduct occurs, an incident report must be filed within 30 days to the Student Conduct Office and the appropriate dean.
- 3) Department chairs/school directors may require notification from the instructor of record before a field experience occurs.

**Coordinating Offices:** Academic Affairs, Dean’s Office, Department/Schools’ office,

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

**Policy approved by the Vice President for Academic Affairs on August 18, 2008.**

**Key Words:** Field Experience, Field Trip, Off-campus academic experience