KPU | KWANTLEN POLYTECHNIC UNIVERSITY

International Field School Guidelines for KPU Faculty

Part I: Introduction

Field Schools are short term programs that provide opportunities for participants to gain an interdisciplinary understanding of global issues. Field Schools contribute to the support and advancement of KPU's strategic and academic objectives (as outlined in *KPU's Vision 2018 Strategic Plan*, *Academic Plan 2018*, *Research Plan* and *Internationalization Plan*) by offering innovative pedagogical models of learning that promote intercultural understanding and growth.

The International Field School Guidelines for KPU Faculty was prepared by the Office of the Provost in consultation with KPU International and Academic Council. Designing and delivering a field school requires a significant amount of planning and effort. This guide is designed as a tool to assist faculty members in the creation of a new, or in the refinement of an existing, faculty-led field school program. This document outlines the academic, risk and financial aspects that must be considered in the development and administration of successful KPU-endorsed field schools. Although these guidelines are intended primarily for implementation of international field schools, they can be applied to any off campus field school offering.

1 Overview

1.1 Field School Goals and Objectives

Many departments at KPU are keen to enhance the internationalization of their curriculum and programs through the delivery of high-quality short-term field school programs. The idea for a field school can be inspired by many things: a personal connection at a partner university, a conversation with a student, or even a professional development workshop. Field schools can provide the opportunity to deliver an intentional international dimension to curriculum. Questions to consider when imagining a field school include:

1. how will the field school offer a transformative experience for participants?
2. why offer these courses abroad?
3. where should the field school be held?
4. what focus will the field school have?
5. when will the field school occur?
6. who will register for this program?
7. will the field school be offered more than just once?

By establishing clear program goals and objectives, the faculty member(s) leading the experience can guide significant learning opportunities for participants. Consideration of potential student interest, learning outcomes, academic experiences, cultural enrichment, logistical support, cost, and risk is paramount.

Examples of clear field school goals and objectives include:

1. to explore new methods of curriculum delivery
2. to connect service learning to the curriculum
3. to provide space for interdisciplinary collaboration/interaction in the curriculum
4. to develop intercultural understanding and capacity of participants, faculty and staff
5. to advance research through partnerships & foundation of projects
6. to connect to other areas of the world
7. to support and enhance international ties and interests in the surrounding community
8. to address pressing global issues such as health, education, economic development, environment, energy, inequality, human rights, and social justice
9. to support the development of global citizens

1.2 Relevant KPU Policies

SR6 - Insurance – Employees Policy
GV8 - Memorandum of Understanding/Letter of Intent
ST1 - Attendance and Performance in Indivdualized Continuous Intake Programs
ER6 - Principles of External Alliances
ER9 - Political Fundraising Expenses Policy
AC2 - Guided Study
AC4 - Student Evaluation and Grading
ST7 - Student Conduct
HR15 -Diversity and Inclusiveness
ST14 - Services for Students with Disabilities
ST16 - Practicum Placements (Work Experiences, Community Agency Visits)
SR8 - Emergency Response to Inappropriate, Disruptive & Threatening Behaviour
GV4 - Signing Authority Policy / Procedures / Schedule of Signatures 1 / Schedule of Signatures 2
SR5 - Insurance/Students
IM2 - Freedom of Information and Protection of Privacy
SR1 - Consumption of Alcoholic Beverages and the Non-Medical Use of Drugs on University Premises
FM5 - Business and Travel Expense Policy/Procedures
HR1 - Conflict of Interest Policy
ER2 - Gift Acceptance Policy & Fund Raising Coordination
SR10 - International Travel and Security

Additional policies to be developed:
Accompaniment by non-participants
Off campus safety and travel policy

1.3 Best Practices in Field Schools

Field schools at KPU are delivered in various formats but most programs consist of KPU courses taught in an international location(s) by KPU instructors. Other field schools consist of courses offered by partner institutions packaged for KPU transfer credit. Although there is not one preferred model for the delivery of field schools, the following best practices must be considered in their design and delivery:

1. there are clear learning outcomes for participants
2. the curriculum is integrated, connecting experiential and theoretical elements
3. participants and faculty are well prepared for immersion in a new culture(s)
4. participants attend pre- and post-departure sessions that provide opportunities for reflective engagement
5. self-reflective and self-evaluative components are built into the program
6. service learning elements are incorporated
7. the field school aligns with institutional priorities and has the support of senior leadership
8. field schools run on a full cost-recovery basis (excluding academic fees, if attached to an academic course, which are charged on a per-credit basis)
9. contractual obligations with/by third party providers are documented
10. risk assessment and mitigation is addressed
11. programs are subjected to KPU quality assurance standards
12. there is demonstrated participant interest in the proposed field school course(s) and/or region(s)
13. the faculty member(s) leading the field school demonstrate familiarity with the site, intended program and knowledge of the local culture(s)
14. the field school has a broad appeal and will attract qualified participants
15. the field school is sustainable and leverages existing partnerships

1.4 KPU Field School Contacts

Before developing or offering a field school, please consult with KPU International. Staff at KPU International can provide names of KPU faculty members who have developed and delivered field schools for reference.

KPU Surrey Cedar 1145	internationalprograms@kpu.ca	604.599.2523
KPU Richmond Room 1400	internationalprograms@kpu.ca	604.599.2747

Certain faculties have established a Field School Approval process. Please consult with your Dean's Office.

2 Creating a Field School

Field schools are developed voluntarily by faculty members and require a significant amount of planning in advance of program delivery. Faculty members are responsible for much of this and for the management and administration of the program as it is delivered. When creating a field school, particular consideration must be given to academic, risk and financial aspects of the program.

2.1 Academic Considerations

The duration of a field school can vary. Most KPU field school programs run between two to six weeks and carry three to six credits. Longer programs may offer nine to twelve credits.

Field schools may be stand-alone courses or embedded within a course.

Field schools offered for credit must meet all conventional KPU academic and administrative criteria including course approval by the relevant Senate Standing Committee(s).

Field schools should reflect the vision, objectives and themes of KPU's institutional plans (Vision 2018, Academic Plan, etc.).

Courses offered in a shortened or blended format should meet the same learning outcome requirements as courses offered in a regular or summer session.

2.2 Risk Considerations

Field schools are intensive immersion situations that can be challenging. The faculty member(s) leading the field school will be responsible for participants who will be adapting to new situations and who may be looking for guidance and mentoring.

In order to ensure the academic integrity of the course and the safety and security of all participants, a maximum faculty/participant ratio must be established to reflect the nature of the course learning activities, geographic location, and physical environment.

In order to ensure the safety and security of all participants, out of town travel insurance will be required. If the field school is in a remote location, with limited access to a city, the faculty member(s) leading the field school may be required to take a course in First Aid, or explore alternate methods of ensuring first aid is available. Faculty members need to consult with their Dean as to whether or not this applies to their proposed field school.

2.3 Financial Considerations

All field schools must be financially self-supporting and operate on a cost-recovery model (excluding any academic fees).

A budget must be developed that accurately reflects the confirmed and anticipated costs associated with the full operation of the field school.

The budget should be finalized in the early planning stages and approved by Financial Services, the Dean(s), and KPU International prior to any public announcement about the program.

The faculty member(s) leading the field school is (are) accountable for the budget and are responsible for getting cost quotes for all in-country logistics and any other necessary quotes (accommodation, transportation, etc.).

All financial transactions must be transparent, with a clear itemized listing of revenues and expenditures.

Written confirmation, including contracts where necessary, must be received for any service delivered by a third-party provider. This includes contracts with partner

universities, locally hired instructors, tour guide operators, etc. Please refer to *Sections 5.1 Budget and 5.2 Contracts* for additional information.

Part II: Guidelines

3 Academic

3.1 Principles of Academic Course Design

Field schools are designed to integrate classroom education with experiential learning and to promote interdisciplinarity by incorporating academic content in relation to the host country, culture, economy, and history.

Opportunities to develop intercultural understanding should pervade all field school courses.

Although offered abroad, field school courses must reflect the vision, objectives and themes of KPU's Academic Plan and adhere to the same high standard of content, delivery and assessment.

Consideration should be given to:

1. the pre- and post-departure learning components of field school courses
2. whether the program is offered at one primary site or multiple sites requiring travel
3. whether instruction is delivered solely by KPU faculty or in conjunction with/by local instructional resources

Criteria for student selection should include consideration of required pre-requisite courses and/or equivalent experience.

Every effort should be made to provide access for students with disabilities. For additional support in the development of accessible programming, please contact KPU's *Services for Students with Disabilities* (http://www.kpu.ca/ssd).

The faculty member(s) leading the field school must ensure that arrangements are made with the KPU Bookstore, if necessary, to order any materials required for the program.

3.2 Academic Approval Process & Quality Assurance

Field schools are subject to the same approval process as other KPU curriculum. This includes the creation of new course outlines and syllabi, departmental/faculty vetting, and approval by the relevant Senate Standing Committee(s).

KPU International will administer a returning participant survey in regards to the pre-departure preparation provided by KPU International. Students will also be asked questions in regards to safety during the field school experience. This evaluation (via an anonymous online survey) will be used by KPU International and the Dean's Office to evaluate subsequent iterations of the field school.

It is expected that the faculty seeks student feedback on the academic component of the program.

Field school courses are subject to the same Program Review standards as any KPU course.

Refer to *Section 6.2 KPU Approval Process* for additional information.

3.3 Learning Outcomes

A wide variety of pedagogical approaches can be applied to field school courses.

Learning outcomes should drive the field school delivery model design.

For additional support in the development of learning outcomes, please contact KPU's Vice Provost, Teaching and Learning.

3.4 Assessment

Participant assessment should be based upon specific learning outcome requirements as outlined in the course syllabus and may include elements such as assignments, exams or papers, presentations, reflective journals, and/or field observations reports.

For additional support in the development of assessment strategies, please contact KPU's Vice Provost, Teaching and Learning.

4 Risk

The University is expected to act in the best interest of all field school participants. This is achieved through three key common law principles:

1. Duty of Care: demonstrating that every reasonable effort has been made to identify risks associated with the field school, including field school conditions and service vendors;

2. Duty to Inform: making every reasonable effort to communicate and inform participants of risks associated with the field school so that particpants can make informed decisions about whether or not to participate; and

3. Duty to Remedy: demonstrating that every reasonable effort has been made to mitigate any identified risks and minimize the harm.

The faculty member(s)leading the field school should:

1. complete a rigorous risk identification and risk description plan to identify the frequency and severity of potential field school hazards
2. ensure that adequate controls are in place to mitigate the risk
3. develop an appropriate emergency response plan to address incidents that may arise by these hazards
4. develop contingency plans in case changes need to be made to the field school itinerary due to these hazards

Please refer to Appendix 12.1 *Field School Risk Assessment & Safety Planning Record.*

4.1 Risk Assessment

The University defines risk assessment as a set of three processes: risk identification, risk analysis, and risk evaluation.

1. Risk identification is a process used to find, recognize, and describe the risks that could affect the achievement of objectives. It is used to identify possible causes and sources of risk in addition to the events and circumstances that could affect the achievement of objectives.

2. Risk analysis is a process used to estimate and understand the level of risk. It identifies the impacts and consequences of risk and helps to examine the controls that currently exist and assist in developing new ones.

3. Risk evaluation is a process that is used to compare risk analysis results with risk criteria in order to determine whether or not a specified level of risk is acceptable or tolerable.

When planning a field school, a detailed risk assessment using the *Field School Risk Assessment & Safety Planning Record* (See *Appendix 12.1*) must be carried out. The assessment has been designed to help identify potential hazards, and develop the appropriate strategies to address them.

The faculty member(s) leading the field school is (are) responsible for planning the trip, ensuring the risk assessment is completed, and where applicable, ensuring consent forms are signed and appropriately stored in the Dean's Office with a copy to KPU International. The faculty member(s) is (are) also responsible for ensuring students have received appropriate safety information if they are using heavy machinery, industrial equipment or are traveling using nontraditional means of transportation.

Please refer to *Appendix 12.1 Field School Risk Assessment & Safety Planning Record.*

4.2 Emergency Response Plan

When an incident happens, the following steps should be taken promptly:

1. Complete an Incident Report Form for Field Schools (See *Section 11.3*). In the case of a serious incident (involving either injury to a person or property damage) immediately call the local police, seek emergency medical attention/an ambulance if necessary,and immediately contact KPU International. Ensure the incident is documented and provide a description of what happened within 7 days of the incident occurrence.

2. Information on the reporting form should be concise and factual. Reports should not contain opinions regarding fault or responsibility.

3. Provide details on approximate value of property loss and whether the property is owned or leased.

4. Steps should be taken to protect property from further loss or damage and appropriate emergency services personnel should be called as appropriate (i.e. 911 or country equivalent)

5. Steps should be taken to secure and preserve any items, equipment or machinery involved in the incident. Such property may be important in determining cause of loss and may be vital to establishing responsibility of others for loss recovery.

4.3 Duty to Accommodate

The factuly member(s) leading the field school must consider accommodations for persons with disabilities under "duty to accommodate" legislation. This includes access to all transportation, fieldwork, practicum sites and trip activities. All disability accommodation request should have prior approval from the Services for Students with Disabilities office (http://www.kpu.ca/ssd) or if an employee, from Human Resources. Safety and site specific considerations should be identified during the risk assessment.

4.4 Emergency Contacts

The faculty member(s) leading the field school must maintain a list of local emergency contacts. Participants should receive a list of emergency contacts as part of the pre-departure orientation and again at the on-site orientation. A copy of the list should be filed with KPU International and the Dean(s)' Office.

5 Financial

5.1 Budget

The faculty member(s) leading the field school, in consultation with KPU International, is (are)responsible for drafting the field school budget. The budget is customized for each field school based on the field school proposal and/or actual cost of the past offering of the program.

Administrative and travel related fees are either fixed or variable. Attention should be paid to which costs are fixed and which are variable in order to determine the minimum funding necessary to run the field school. Fixed costs do not change regardless the number of participants (i.e. the faculty member(s)' flight cost), whereas variable costs depend on the number of participants (i.e. participant room and board costs).

All budget proposals must receive the approval of the Dean(s) and AVP International.

KPU International will work with KPU Finance on behalf of the faculty member(s) to establish a Field School Fund which will be used to manage the financial transactions associated with the field school.

KPU International will work with KPU Finance on behalf of the faculty member(s) to make purchasing and payment arrangements to service providers abroad. The

faculty member(s) may request a travel advance upon presentation of the approved budget to cover incidental expenses and procure goods and services which are necessary during the field school.

Signing authority is determined by KPU International, in consultation with the Dean(s) and KPU Finance Department. See *Policy GV4 – Signing Authority Policy*.

5.2 Contracts

All field school contracts with third-party service providers must:

1. specify deliverables and timelines
2. contain a cancellation clause that limits financial loss for KPU in the case of program cancellation
3. be reviewed by the Dean's Office, KPU International and KPU's legal counsel prior to signature

Once contracts have been vetted, any additional institutional approvals must be obtained as outlined in *Policy GV4 – Signing Authority Policy.*

Refer to *Section 6.9 Contracts* for additional information.

5.3 Faculty FTE

Field Schools are normally offered as part of a KPU instructor's normal course load and in certain circumstances may be taught as an overload with the Dean(s)' approval. The viability and status of the course will be determined according to the normal assignment process within a department. This information should be clearly stated on the Field School Proposal. (See *Section 6.1*)

5.4 Establishing Program Fee

The faculty member(s) leading the field school will consult with KPU International and any third-party service provider being used (must have agreement with KPU) to set program fees.

Promotional materials should accurately reflect what is included and excluded from participant fees, as well as all travel-related expenses.

The final program fee amount must receive the approval of the Dean(s), KPU Finance, and AVP International.

Program fees comprise four components:

1. **Academic Fees**: These fees are charged on a per-credit basis. They cover registration, tuition, and ancillary fees for courses delivered by KPU instructors. The fees are set according to the regular university fee schedule in the university calendar. Payment of academic fees, due dates, withdrawal charges, refund policies, and associated policies for academic fees are set as per the university calendar.

2. **Non-academic Fees**: These fees are determined by the faculty member(s) in consultation with the Dean's Office, KPU International, and any third-party provider (if applicable). These fees include: cost of specific course materials; travel-related costs of the instructor(s) such as accommodation, meals, etc.; honoraria to non-KPU participating experts, and instructional stipends (if any), etc. Faculty members' salaries are NOT included as they are covered by the department.

3. **Administration Fees**: A fee of $150 per participant covers administrative support, pre- and post-departure briefings and associated orientation materials provided by KPU International.

4. **Travel-related Fees**: These fees cover the direct and indirect additional travel costs of participants such as local transportation, accommodation, meals, third party good and services (i.e. admission costs to sites), etc.

5.5 Payment Schedule and Deposits

All published deadlines for payment should be available at the time the field school is first publicized.

Participants must pay a non-refundable deposit by a pre-arranged date prior to departure. The date and amount is set by KPU International in alignment with other field schools.

Payment refund policies must be made available to participants along with payment schedule deadlines.

Participants pay all field school program fees to Student Enrollment Services (SES) (available at all four campuses). SES will provide participants with a receipt and apply the Academic Fees towards the participants' tuition for the field school course(s). SES will apply the remainder of the program fees to the Field School Fund.

KPU International, in consultation with Financial Services, will spend the program fees from the Field School Fund as per the approved budget assembled by the faculty member(s) leading the field school.

Should a participant decide to withdraw from a field school after the deposit deadline, s/he will forfeit the non-refundable deposit and this money will remain in the Field School Fund.

Should a decision be made by KPU to cancel a field school due to low enrolment or other academic/risk issues (see *Section 6.12 Program Viability*), participants will be entitled to a full rebate of any payments made including the deposit. This disclaimer must be clearly stated in documentation.

In the event a field school is cancelled by KPU and non-refundable payments to service providers (i.e. hotels, airlines, museums etc.) have already been made, KPU will be responsible for covering these costs. The faculty member(s) leading the field school should, whenever possible, try to secure refundable bookings for any services being

rendered (for example, many online hotel bookings may be cancelled without charge up to 24 hours in advance).

Every effort should be made to avoid late program cancellation.

5.6 Financial Aid

KPU seeks to ensure that participating in a field school will not adversely impact student eligibility for *Student Financial Aid and Awards*. Students may be eligible to maintain academic scholarships while studying abroad. Please note that federal and provincial legislation governing the administration of government student loan and grant programs has specific requirements regarding study period duration, course load, eligible equipment and other costs which may impact student eligibility. Please contact *Student Awards & Financial Assistance*.

5.7 Student fundraising

Fundraising is optional. Fundraising may be tied in with course learning outcomes such as the development of leadership skills but should not be made mandatory.

Fundraising activities may include but are not limited to: silent auctions, fundraising dinners, personal and corporate donations, pub nights, etc. Other fundraising activities that require additional accreditation include: raffles, 50/50 draws, and bake sales, these activities can only be held with the support of the Office of Advancement and require a minimum of 6 weeks lead time to deliver necessary licenses.

Faculty and field school participants must confirm a fundraising plan with the Office of Advancement prior to the commencement of any fundraising initiatives and must present a schedule of proposed fundraising activities and estimated expenses.

As funds are collected cash, cheque and credit card transactions should be counted, recorded and submitted to the Office of Advancement within 48 hours of their receipt unless other arrangements have been made. Funds should be accompanied by the date, time, location, and contact person for each fundraising activity or event. If the funds include donations that are to be receipted by the KPU Foundation the donation amount, name, address, phone number and email address for each donor is also required in writing at the time the donation is submitted. The fundraising leader must track all fundraising activity on a spreadsheet; KPU International will check in with the leader once a month leading up to the field school to ensure expenses and revenue are being accurately tracked.

Fundraising related expenses should be estimated and approved by the KPU Dean(s) and KPU International prior to any purchase or transaction. Personal expense forms should be completed and submitted within two weeks of incurred expenses and include the date, time, location and contact person for the fundraising activity or event.

Criteria and processes to allocate fundraising revenue must also be established and approved by the KPU Dean(s) and KPU International prior to the commencement of fundraising activities. Any funds collected through promotion of KPU's involvement

and without proper approval may become subject to the discretion of the Dean(s) and KPU International with regard to the distribution of funds.

The Office of Advancement must be consulted and Dean(s) approval sought prior to a donation of any fundraised money being made.

Refer to *Policies ER6-Principles of External Alliances; ER2-Gift Acceptance Policy & Fund-raising Coordination; HR1-Conflict of Interest*

See *Section 11.7 Fundraising Activity Guidelines and Fundraising Program Activity Form*

5.8 Record-keeping and Reporting

The faculty member(s) leading the field school will manage funds and expenses before and during the program, and must submit a complete record of expenditures within 30 days of completion of the field school to KPU International, with a copy to the Dean(s) and KPU Finance.

All original receipts must be submitted with the budget reconciliation.

Refer to *Policy FM5 – Business and Travel Expense Policy/Procedures*.

5.9 Budget Surplus or Deficit

Field Schools are not intended to be revenue generating for the University. Every effort should be made ensure that all final budgets do not result in significant surpluses or deficits.

Any deficit will be the responsibility of the sponsoring department; KPU International is responsible for notifying the sponsoring department in the event that this occurs.

Any surplus will be split between KPU International (40%) and the sponsoring Faculty (40%) to seed fund the development of new international field school opportunities. The remaining 20% of any budget surplus will go to the centralized operating fund.

Part III: Procedures

6 Before the Field School

6.1 Field School Proposal

All field school proposals must have written support from:

1. the Chair of the department
2. the Dean(s) of the Faculty(ies)
3. the VP Academic
4. KPU International

Any significant change to an existing field school requires resubmission of a proposal.

Certain faculties have established a Field School Approval process. Please consult with your Dean's Office.

The field school proposal should contain the following information:

1. Field School name
2. The faculty member(s)' name(s) and workload assignment(s) to the field school
3. goals and objectives of the field school
4. location(s)
5. number of credits
6. number of participants (minimum/maximum)
7. component of a degree requirement (yes/no; which)
8. learning outcomes
9. itinerary and links to learning outcomes
10. prerequisites including language requirements, if any
11. methodology/assessment (including plans for pre-and post-departure course work and preparation)
12. logistics (term offered, program dates, length, accommodation, transportation, etc.)
13. service providers (partner institutions, instructional providers, etc.)
14. Faculty member(s)' contacts and linkages with proposed site(s) (all in-transit and in-country accommodation, transportation, service provider, staff, volunteers, host institution, Canadian Embassy or Consulate contact details)
15. marketing (demonstration of student interest, recruitment plan)
16. budget
17. any fundraising activity and recipient of fundraising effort
18. risk assessment (contingency plan in case of incapacitated faculty member(s), etc.)
19. alignment with Vision 2018, Academic Plan and Faculty Plan(s)

See *Section 11.1 KPU Field School Proposal.*

6.2 KPU Approval Process

Field school proposals are recommended to be submitted 14-16 months prior to the anticipated start date of the field school.

Proposals must be endorsed by the respective Faculty Council(s), Dean(s), VP Academic and KPU International.

Field school courses are subject to the same approval process as other KPU curriculum.

The faculty member(s) leading the field school must adhere to agreed upon responsibilities as per the approved field school proposal after consultation with KPU International and the Dean(s).

Refer to *Section 3.2 Academic Approval Process & Quality Assurance* for additional information.

6.3 KPU International

KPU International assists with administrative and logistical support as agreed in the field school proposal and should be consulted as early in the development process as possible, a recommended 14-16 months prior to the field school.

KPU International will work with the faculty member(s) leading the field school and the department to market the program at KPU as well as other post-secondary institutions once the field school has been vetted and approved.

KPU International remains a key point of contact for participants and distributes information and documentation as required.

6.4 Marketing

The faculty member(s) leading the field school should submit detailed information to KPU International regarding the specific courses, budget, and other relevant information for the brochure/poster at least 8 months prior to the proposed start of the field school.

KPU International will assist with the production of marketing materials for the field school including brochures and will maintain the KPU International Field School website. If available, the faculty member(s) should provide photos of past field schools for the web site. The faculty member(s) should work with KPU International to arrange a link to departmental websites as appropriate.

The faculty member(s) must:

1. be available for a minimum of three information sessions for prospective applicants at least 6 months prior to the field school
2. be available for student advising regarding course content, pre-requisites, etc., during the field school recruitment phase
3. provide input to KPU International as to where off-campus promotional material should be directed (i.e. specific post-secondary programs in BC or elsewhere; name of programs or colleagues in other institutions, etc.)

Note: Upon approval of any field school, KPU International & the faculty member(s) will work together to create a planning timeline that clearly outlines the appropriate person responsible for all required tasks. Refer to *Appendix 12.3 Field School Planning Timeline* for additional information.

6.5 Participant Selection

Field schools may be open to non-KPU students who meet university eligibility & course requirements.

Participants must be a minimum age of 19 at the time of departure.

KPU International will provide application and other forms for the field school.

The faculty member(s) leading the field school must give careful consideration to waiving prerequisite requirements for field schools.

Refer to *Policy G.2 - Human Rights Policy*

See *Section 11.2 Field School Forms*.

6.6 Payments

All deposits and field school fees paid by participants are collected by Student Enrolment Services (SES) on behalf of KPU International.

Refer to *Section 5.5 Payment Schedule and Deposits* for additional information.

6.7 Course Registration

Students will be made aware of the course they need to register into in order to participate in the field school via both the faculty member(s) leading the field school and KPU International.

6.8 Logistics

The faculty member(s) leading the field school is (are) responsible for arranging in-country logistics such as:

1. accommodation for all participants
2. instructional space
3. ground transportation
4. field trips and local excursions
5. selection and hiring of local instructors and/or guest lecturers
6. tour guides
7. meals and end of program "group dinner" if applicable

NOTE: KPU has a designated travel agent to possibly assist with the above

KPU International can assist with arranging for:

1. payments to service providers
2. visas
3. health insurance
4. contacting consulates and other government authorities, as applicable

Unless otherwise agreed, participants should be expected to make their own travel arrangements to and from the initial meeting and departure points for the field school.

6.9 Contracts

Contracts should be arranged at least 8 months prior to the field school.

The faculty member(s) leading the field school, together with the support of the department Dean and KPU International, is (are) responsible for coordinating all contracts and procuring goods and services which are necessary during the formal duration of the course.

Budgeted goods and services may be purchased on behalf of the participants by the faculty member(s), in consultation with KPU International, using travel-related fees (i.e. bus rentals, leasing of facilities, etc.) collected in advance by KPU International.

The field school may involve working with an existing or new partner organization abroad. For new partners, a formal written agreement should be developed in consultation with KPU International.

Refer to *Section 5.2 Contracts* for additional information.

6.10 Preparatory Study

The participant orientation session(s) is organized by KPU International in consultation with the faculty member(s) leading the field school.

Pre-departure orientation generally takes place 6-8 weeks prior to departure.

The faculty member(s) must participate in all aspects of the pre-departure orientation.

The faculty member(s) is (are) responsible for conducting any pre-departure academic programming prior to departure.

The goal of the orientation is to enable the faculty member(s) to:

1. meet with the participants
2. discuss academic expectations (link to course objectives)
3. address health and safety considerations/risk
4. explore host country cultural issues/engage in discussion regarding cultural safety with participants
5. enable team-building

During the pre-departure, participants will review:

1. the planned logistics and itinerary
2. the academic requirements and standards
3. awareness of the host country culture and intercultural communications
4. the student code of conduct and expectations
5. health and safety considerations
6. emergency contact information (police, ambulance, Canadian consulate or embassy etc.)

6.11 Health Care Considerations

Part of the risk assessment and due diligence in the selection of field school locations includes identifying the level of health care available in the location and planning accordingly in the case of a medical emergency.

It is recommended that the faculty member(s) leading the field school have valid Emergency First Aid certification and provide evidence of the certification to KPU International.

KPU International will work with participants and the faculty member(s) to coordinate the necessary health insurance. All participants and the faculty member(s) need to complete the required medical information and consent form.

Participants should be informed of what they should consider including in their personal travel medical kits (i.e. Gravol, Bandaids, antiseptic, Imodium, sunscreen, etc.) during the pre-departure orientation

Participants are responsible for any personal prescription and over-the-counter medications.

6.12 Program Viability

When determining program viability, academic, risk and financial considerations must be weighed carefully.

The VP Academic, in consultation with the faculty member(s) leading the field school, the Dean(s) and the AVP International, has final decision at any time as to whether a field school will run, or be cancelled.

Reasons for cancelling a program may include:

1. travel advisories issued by the Government of Canada
2. default by the local service provider or partner
3. low enrollment
4. financial non-viability of the field school
5. illness/unavailability of faculty member(s)to lead the field school
6. insufficient progress in the development/promotion of the field school

Should a program be cancelled prior to departure, a full refund to participants should be made within ten business days (KPU International to handle the request to Finance). The faculty member(s) and the Dean's Office will work with KPU International to ensure that all registrants are informed of the decision.

7 During the Field School

The management and administration of the field school while abroad is the primary responsibility of the faculty member(s) leading the field school. This includes communicating with KPU International during the program to report:

1) safe arrival of all participants
2) mid-point completion
3) formal close of the program
4) any emergencies or unusual occurrences

7.1 On-site Orientation

The faculty member(s) leading the field school must ensure that an on-site orientation is held for participants upon arrival. This may be done in conjunction with a local representative (from a partner institution, etc.) and must serve to orient participants to

the location of accommodation, instructional spaces, transportation, as well as local customs, etc.

7.2 Emergencies

KPU International is to be notified immediately of serious problems with any:

1. participant's health
2. participant's behavior (i.e. endangering him/herself or others, etc.)
3. program finance
4. local or regional political unrest
5. natural disaster such as flood, storm, earthquake
6. troubled relationship with the partner institution or its Faculty/faculty members
7. any KPU faculty member's health (i.e. incapacitated for any reason)

The faculty member(s) leading the field school must complete an *Incident Report Form for Field Schools* (See *Section 11.3 Incident Report Form for Field Schools*) for each emergency incident that occurs during the field school. Copies of the form should be faxed or emailed to KPU International as soon as possible and the original included in the Field School Report (See *Section 8.5 Final Report*) submitted after completion of the field school. If a life threating incident occurs, it is also the responsibility of the faculty member(s) to notify the nearest Canadian government office of the situation.

Participant medical incidents requiring completion of the form include:

1) hospitalization
2) food poisoning
3) severe illness
4) injuries such as fractures/sprains, etc.
5) heat stroke/dehydration
6) mental health incidents such as severe depression/anxiety, etc.

7.3 Inappropriate Behaviour

It is recommended that the faculty member(s) leading the field school establish behavioural guidelines with the group prior to departure. These guidelines provide a framework upon which inappropriate behavior of participants may be addressed.

KPU is currently developing a framework to prevent harm and respond to students in distress . The faculty member(s) must make themselves familiar with this document and should follow the processes and procedures as outlined. KPU International will provide the faculty member(s) with a copy of this document once it is available.

Students should also be referred to *Policy ST7 - Student Conduct.*

The relationship between the faculty member(s) and participants must remain professional at all times. Any divergence from a professional role during the field school may result in the recall of the individual(s) concerned or eventual termination of the field school at the discretion of the VP Academic.

	7.4	**Counselling**
	The experience of being abroad and away from familiar points of reference can be challenging for some people. Field school participants may find themselves grappling with academic, personal or cultural adjustment issues while abroad. Although faculty members are not expected to be professional counsellors, they may be called upon to provide informal advice on personal, emotional, financial, and health problems as well as academic and cultural adjustment issues. When needed, faculty member(s) and participants can contact KPU's Counselling Service for support and information (http://www.kpu.ca/counselling).	
	7.5	**Health Care**
	All participants must be covered by adequate health and travel insurance while on the KPU-endorsed field school. With the support of KPU International, the faculty member(s) leading the field school will provide assistance to ensure that medical insurance procedures and policies are followed. All participants are required to show proof of adequate medical insurance prior to any travel. The faculty member(s) leading the field school must notify KPU International of all illness or injury, particularly if hospitalization is required.	
	7.6	**Student Withdrawal**
	The faculty member(s) leading the field school must contact KPU International immediately should a student wish to withdraw from the field school while abroad. Once in the field, refunds will not normally be issued. Exceptions to this rule will follow KPU's standard appeal process.	
	7.7	**Evaluation**
	Each participant is requested to complete an online field school survey. KPU International will provide the participants with the necessary link upon the participants' return. Faculty member(s) should remind participants to complete the survey at the close of the program. Results from the evaluation are used to improve any future delivery of the field school. The faculty member(s) may choose to administer a mid-field school evaluation to gauge participant satisfaction so as to make adjustments as necessary. The field school evaluation is not a substitute for a course form.	
8	**After the Field School**	
	8.1	**Debrief Sessions**

In consultation with KPU International, the faculty member(s) leading the field school should hold a debrief session with the participants within four weeks of the end of the field school.

8.2 Reporting of Grades

The faculty member(s) leading the field school has (have) oversight as primary instructors of the field school to ensure all participant final marks have been submitted by the established deadlines for the semester. This will require the faculty member(s) to coordinate the submission of final grades with all field school instructors to ensure grades have been submitted online through KPU's web-for-faculty portal.

If grades are not available by the semester deadlines, it is recommended the faculty member(s) work with the student(s) to submit an *Incomplete Contract* (I-Contract) in accordance with University Policy AC4- *Student Evaluation and Grading,* which requires approval of the Dean(s). I-Contracts should normally be completed within two-to-four weeks of being drawn up.

8.3 Financial Records

The faculty member(s) leading the field school is (are) expected to submit to KPU International the following within 30 days of returning from the field school:

1. a detailed accounting for the field school including all original receipts
2. completed travel expense claim form
3. any outstanding independent contractor forms
4. any surplus advance monies in a cheque payable to KPU

The faculty member(s) is (are) personally liable for any expenditure not permitted under University regulations.

Refer to *Policy FM5 - Business and Travel Expense Policy/Procedures.*

8.4 Final Report

The faculty member(s) leading the field school is (are) expected to submit a final written report to KPU International with a copy to the Dean(s) within 30 days of returning from the field school.

A template for the Field SchoolReport can be found in *Section 11.5*.

8.5 Program Evaluation

All field schools are subject to an evaluation upon completion. The faculty member(s) final report and the participants' evaluations are used by KPU International and the Dean(s) to determine whether the field school should be approved to run again and/or to identify areas of improvement for subsequent field schools.

The Dean(s), together with KPU International, will meet to discuss the following:

1. Was the field school successful enough to run again?

2. What changes/improvements could be made?
3. A timeline for the next offering
4. Succession plan for Faculty/faculty member(s) leading the field school

Part IV: Resources

9 Roles & Responsibilities

9.1 Role of Faculty Member(s)

The faculty member(s) leading the field school is (are) responsible for:

1. creating the curriculum and itinerary
2. organizing in-country logistics (KPU designated travel agent available to assist)
3. arranging contracts with third party providers (together with KPU International/the Dean's office)
4. managing safety and risk through due diligence
5. developing and reconciling the budget
6. recruiting and orientating participants including participating in pre and post-departure sessions
7. leading the group for the duration of the field school abroad
8. administering program evaluations
9. submitting the post-field school report and debriefing

9.3 Role of Staff

Staff in KPU International and within the sponsoring department(s)are responsible for providing assistance with:

1. arranging contracts with third party providers (together with faculty member(s) leading the field school/the Dean's office, as required)
2. promoting the field school both internally & externally
3. assisting in the development of marketing materials (with faculty member(s)' input)
4. developing and providing potential participants with the necessary application materials
5. administrative support (contacting Finance to ensure program charges are put on student accounts, collecting of medical & code of conduct forms from students, etc.)
6. ensuring students are familiar with KPU's fundraising processes and checking in with the designated student fundraising leader(s) to ensure expenses and revenue are being tracked appropriately
7. organizing and leading predeparture orientation/participating in debrief session(s) upon return
8. providing emergency contact numbers/information in the form of a wallet card students and faculty can carry with them at all times
9. Communicating with the official Canadian government contact in host country (Trade Commissioner, embassy, consulate etc.) prior to departure

9.4 Role of Participants

In addition to meeting all standard course outline and Calendar expectations for a course taken at KPU, field school participants are responsible for:

1. arranging travel to and from the field school site, unless otherwise arranged
2. obtaining and paying for all visas, immunizations, and insurance
3. payment of all academic, non-academic, administrative and travel-related field school fees
4. attending all pre- and post-departure orientation and debriefing sessions
5. familiarizing themselves with the responsibilities, expectations, liabilities, hazards and constraints of travel and study in an international context
6. familiarizing themselves with the social, cultural, economic and political contact and conventions of the destination country(ies), so that they are prepared to interact in a safe, responsible, and non-offensive fashion with local people in social, commercial or civil interactions
7. informing the faculty member(s) leading the field school and KPU International of any significant medical conditions (allergies, food sensitivities, diseases, mental illnesses, etc.) which may be significant in an international study-abroad context, and assuming all responsibility and liability for such conditions

9.5 Role of Local Service Providers

Local service providers are responsible for:

1. adhering to negotiated contracts
2. providing in-country support for field school activities as identified by program requirements

10 Resources

10.1 Internal Resources (KPU)

Refer to this guide and all forms and appendices

10.2 External Resources

Standards of Good Practice for Short-Term Education Abroad Programs
http://www.forumea.org/wp-content/uploads/2014/10/PublicComment-ForumEA-Standards-of-Good-Practice-5thed-2014-.pdf

NAFSA: The Guide to Successful Short-term Programs Abroad
https://www.nafsa.org/wcm/Product?prodid=54

NAFSA: Supporting Education Abroad (resources)
http://www.nafsa.org/Find_Resources/Supporting_Study_Abroad/

Simon Fraser University: Field School Director Manual
http://www.sfu.ca/students/studyabroad/fieldschools/field.html

Go Global UBC: Initiate a Group Study Program (for faculty & staff)
http://www.students.ubc.ca/global/faculty-staff/initiate-a-program/

NAFSA Short-term Study Abroad Faculty Handbook – Towson University
https://www.nafsa.org/_/File/_/faculty_handbook_towson.pdf

Carnegie Mellon University: Guide for Short-term Study Abroad Programs
http://www.studentaffairs.cmu.edu/oie/sab/resourcesFaculty/faculty.html

11 Forms & Templates

11.1 KPU Field School Proposal

See attached

11.2 Field School Forms

See attached

11.3 Incident Report Form for Field Schools

See attached

11.4 Disability Accommodation Checklist for Off-Campus Events & Trips

See attached

11.5 Field School Report

See attached

11.6 Field School Budget and Costing Template

See attached

11.7 Fundraising Activity Guidelines and Fundraising Program Activity Form

See attached

12 Appendices

12.1 Field School Risk Assessment & Safety Planning Record

See attached

12.2 Field School Guide for Students

See attached

12.3 Field School Planning Timeline

	See attached

13 Acknowledgments

KPU would like to acknowledge TRU World and SFU International Services for Students for their permission to use elements of their field school resources.