PACE UNIVERSITY

INTERNATIONAL FIELD STUDY COURSES

UNIVERSITY-WIDE GUIDELINES

February 2001
INTERNATIONAL FIELD STUDY COURSES:
UNIVERSITY-WIDE GUIDELINES

Objectives

The primary objectives of an international field study course are to provide Pace University students with an opportunity to study abroad, even briefly, and to encourage Pace faculty to expand their international interests, skills, and experience.

Short-term international field study programs could be an entire course, with limited classroom meetings or Internet support. Or they could be a smaller segment of an existing course, which is taught on a Pace campus.

As the number and scope of these activities expand, it is vital that there be some basic guidelines to help faculty and Department Chairs develop programs and courses. The guidelines are not viewed as rigid requirements. Rather, they are meant to provide a University-wide planning framework. In specific instances, they may be applied more flexibly.

Guidelines

1. Structure of an International Field Study Course

   An international field study course should consist of Pace classes (either traditional or Internet) and the international experience.

   Travel courses of 7 days or more require on-campus classes of at least 15 hours but no more than 24.

   Travel courses of 7 days or less require more class time.

2. Academic Content of an International Field Study Course

   Pre-trip readings dealing with issues relevant to sites that will be visited must be required.
Student assessments are to be based on a written assignment(s), such as a paper, exams, journal, log, or other projects, and on participation in class and during international study visits.

Expectations for graduate students are higher than those for undergraduate students.

When a course is team-taught, both faculty members must be present for all class meetings, whether video-conferenced or on one campus.

3. Authorization and Support for International Field Study Courses

During planning stages, faculty members are required to consult with Chairs and/or others involved in international field study activities. Collaboration among the various schools of the University is encouraged.

A detailed proposal for an international field study course must be made by a faculty member to his or her Department Chair. This proposal must include the Faculty Application for International Field Study Course. Once the proposed course is accepted by the Department Chair, it must then be approved by an Associate Dean or other person designated by the Dean.

Faculty members must pay attention to financial, legal, safety, and procedural issues and should follow the Faculty & Administrative Procedural Checklist for Conducting an International Field Study Course.

Documents publicizing international field study must be approved by Chairs or Associate Deans.

4. International Field Study Course Faculty

Faculty members conducting international field study courses must have the approval of the Department Chair and the Associate Dean. Adjunct professors must have taught at least 15 credits at Pace in order to be eligible.
Pace policy is to encourage faculty members to take part in field study courses as “associates” before leading a course themselves.

It is unwise for a travel course to have only one faculty member. In most cases, there should be two responsible people – the faculty member and an associate or a suitable staff person. It is recommended that there be a 1:10 faculty/staff to student ratio.

All Pace faculty or staff who take part in an international field study course should have basic orientation/training to be provided by the University. In turn, faculty members are required to provide an orientation to the students enrolled in the course.

It is not recommended that spouses, other family members, or significant others of faculty/staff/course leaders take part in the international field study courses.

5. Student Participation

The full direct costs of the study trip, that is, all expenses not including tuition, must be covered by the program fee charged to the students. The program must break even, at a minimum, unless otherwise authorized by the Dean.

Beyond this, there should be a minimum number of students on any study trip (perhaps 8 or 10). Assuming 3 responsible people are leading the trip, it is suggested that no more than 30 students take part in any study trip. The final decision on the minimum or maximum number of students is made by the Department Chair, with approval of the appropriate Associate Dean or Dean.

Qualification for participation:

- For graduate students, a QPA of 3.0; for undergraduates, a QPA of 2.5

- Participants may be matriculated or non-matriculated students; preference may be given to matriculated students if the course is filled
• Students must sign a release and waiver form prepared by the Office of University Counsel

• Students will be responsible for complying with all international travel, insurance, and medical requirements

• Students must adhere to the fee payment schedule set up by the faculty member

• The individual faculty member reserves the right to determine who will be allowed to participate in the study trip based on legitimate, non-discriminatory criteria

6. Travel Arrangements

Faculty members are expected to use reputable travel agencies and tour companies when making arrangements.

It is recommended that faculty members make all trip-related payments through the Accounts Payable office using trip fees collected from students by the SARS office.

Last revised February 14, 2001
Office of International Programs & Services
Pace University