



International Education

# Mount Royal University International Field School Manual

A Professor's Guide to Proposing, Planning  
and Delivering International Field Schools

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## Introduction

This International Field School Manual has been developed to assist and guide Mount Royal University Professors in proposing, developing and leading international field school programs. This manual contains useful information for both new and experienced field school program professors as it contains up to date information about Mount Royal University's policies and procedures in regards to field school programs.

This manual is a guide to:

- Determining the feasibility of a field school program offering;
- Defining the role of the field school program professor;
- Developing a faculty-led international field school program;
- Submitting a proposal for a new field school opportunity;
- Obtaining the necessary approvals;
- Recruiting Students;
- Budgeting, organizing and leading an international field school.

As policies, procedures and general information regarding international field schools at Mount Royal University change, this manual will be kept up to date to reflect these changes. All field school professors should review the manual prior to each offering of a field school and keep a copy of the manual with them during the field school for reference.

## Profile of an International Field School

An International Field School is an intensive, credit-based experiential learning course led by a Mount Royal professor where all or part of the program and course take place off-campus at an international location. A field school incorporates a combination of coursework, assignments and field studies that allow students to integrate their learning with the international location resulting in a high-impact, international learning experience.

A field school may include faculty –led group practicum, Co-op or work experience opportunities with a cohort of 2 or more students fulfilling a program credit requirement.

Field school programs vary in length from approximately two to eight weeks and will generally include on-campus class time, coursework and preparation prior to departure for the international location. Although each field school is structured differently an example of a typical spring semester field school program may include a week of intense on-campus lectures, learning and preparation followed by 2 – 4 weeks in the field at the specified international location with a final project due following the close of the field school.

Some field school programs will end while abroad while others will require participants to return to Mount Royal following the international travel component to complete course work, participate in post-travel discussion and lectures and complete final projects.

Planning for these experiential learning experience should begin at least eighteen to twenty-four months in advance of the intended course offering with all necessary approvals to run the field school in place no later than twelve months in advance.

Logistical support for all such international programs at Mount Royal University will be provided by the International Education, as outlined in this manual.

# 24 MONTH TIMELINE FOR NEW FIELD SCHOOL DEVELOPMENT



## Profile of an International Field School Professor

The role of an International Field School Professor is both demanding and rewarding. Developing and leading an international field school requires a significant commitment of time and energy but also offers professors the opportunity to interact with students in ways not experienced in a classroom setting. The field school professor sees students mature, grow and develop their academic knowledge during the short time they are abroad. These types of international programs tend to have a significant and lasting impact on the students' education and lives.

In general, the profile of a successful Field School Professor is someone who:

- Is flexible and adaptable;
- Can remain calm and work effectively under pressure, in emergency situations and in instances of ambiguity;
- Is adventurous;
- Is willing to devote significant time and effort to the program both prior to departure and while abroad;
- Has a commitment to integrating an international perspective into the academic aspect of the course;
- Understands the value of students being exposed to an international culture and international learning environment;
- Enjoys spending time with and helping students beyond the classroom;
- Has experience, knowledge, respect and appreciation for the host culture and country;
- Is very organized and has a clear sense of the logistical arrangements necessary to develop and operate an international field school program;
- Has exceptional time-management skills;
- Is detail and deadline oriented;
- Is familiar with the various Mount Royal University policies that pertain to International Travel and Off Campus Activities;
- Has experienced a field school setting;
- Has a current First Aid certification equivalent to the Canadian Red Cross – Standard First Aid Level C Certification.

## Developing an International Field School

### Proposals and Approvals

All new International Field School programs will go through a multi-step proposal and approval process as outlined below.

**Step 1: Approval of Program Concept:** Individual professors considering proposing a new field school should first meet with their program Chair to discuss the idea and the feasibility of moving forward with a formal proposal. Considerations for this initial discussion should include the rationale for the new program offering, and the capacity within the academic department to undertake the initiative in terms of course offerings, workload, scheduling and departmental budget.

Once support from the relevant Chair has been obtained, the Chair and instructor will request a meeting with the Director, International Education and the Coordinator, International Education, to further discuss the proposed program, review information from the Field School Manual and discuss time lines and next steps.

The development of new field schools should begin 24 months before the intended first offering. Please note that some faculties have specific timelines and deadlines regarding field schools that must be adhered to by professors in those areas. Please check with your specific department.

**Step 2: Formal Written Proposal and Program Approval:** After support from the relevant Chair and the Director, International Education has been received, a formal written proposal must be developed by the professor and submitted for approval to both the appropriate department Dean (or designate) and the Associate Vice President Planning, International and Enrolment, & University Registrar, for final written approval.

The Dean must thoroughly review and vet the proposal and provide a formal written approval to be forwarded to International Education with the written proposal.

When preparing the formal proposal, the following considerations must be addressed:

- Identification of the lead Professor(s) as well as any possible plans and rationale for an assistant or additional professors;
- Rationale for the new international initiative;
- Feasibility and sustainability of the proposed program;
- Frequency of repetition;
- Roles and responsibilities of department employees if it is foreseen there will be an impact on workload beyond what is described in this Manual;
- Capacity within the academic department to undertake the initiative/workload;
- Relevant course information including:
  - Proposed course title and number.
  - Prerequisites required.
  - Program description and summary of course content including outcomes/goals for the course.
  - Number of contact hours with a breakdown for hours completed on-campus prior to or after travel and hours completed during travel component.
  - Experiential components of the program including service-learning opportunities, field work or research opportunities.
- Draft itinerary including proposed dates, locations, and activities with a description of how each activity is relevant to the course content or cultural learning;
- Description of cultural engagement opportunities and learning to take place
- A summary of the travel, safety and security concerns or other special location considerations for the destination(s);
- Timeline for developing and offering the program;
- Target group size (minimum and maximum);
- Projected program cost;
- General description of marketing and recruitment plan including marketing methods and recruitment strategies to be utilized to reach target audience;



- Description of minimum qualifications for student participants;
- Description of how the program will be evaluated and reported to the various stakeholders;
- Student orientation (pre-travel, on-site cultural orientations and re-entry) plans;
- Indication of support from program Chair and Director, International Education.

A “Field School Proposal Course Information Checklist” is available in the appendices (Appendix 1) to assist in making the necessary considerations to develop the program.

The formal written proposal should be submitted for approval to the appropriate Dean (or designate) and the Associate Vice President Planning, International and Enrolment, & University Registrar for review and final written approval.

Once approvals are obtained, the professor can begin developing the field school course and program.

**Step 3: Course & Curriculum Approval:** Initial approval of the field school as a credit course will follow MRU curriculum approval policies and procedures. Once the proposal to offer a new field school program has been approved, the professor must submit the new course offering for curriculum approval through the appropriate curriculum approval process and channels.

As per the Guidelines for the Design and Initial Approval of International Field Schools created by the Field Schools working Group of the Provost’s Advisory Council, field school courses should be developed as standalone course in the MRU calendar with course name, number and description. These courses can be developed as location-independent shells that can be deployed for different iterations of the course in various settings over time.

A detailed course outline must be developed as part of the initial course approval process and for each subsequent offering of the course.

**Step 4: Budget Approval:** Following the course and curriculum approval, the field school Professor will begin to develop the program itinerary and will work closely with the International Education Coordinator to develop the program budget using the field school budget template.

The completed budget template should be submitted for review and final approval, along with a copy of the course outline, a copy of the itinerary and a draft version of the Off Campus Activity Safety Forms (Form One), to the relevant Chair and Dean and then by the Director, International Education and the Associate Vice President Planning, International and Enrolment, & University Registrar.

The field school program cannot be marketed to students until the final step, the Budget Approval, is complete. The Field School Coordinator in International Education will ensure that a copy of the budget with all approving signatures, once received, is sent to the Field School Professor.

## Building the International Field School Program Budget

### Budget Development

The budget for the field school program, along with a daily itinerary, will be developed by the Field School Professor with support from the International Education Coordinator, using the Field School

budget template (See Appendix 2). The budget will be presented in Canadian dollars and must be completed and approved prior to program promotion to students. Once the price has been promoted to students it cannot be increased.

The budget should be developed using the recommended ratio of 1 professor: 12 -15 students (or the approved minimum number of students as per your department's specification) and must be financially sustainable and able to cover the entire costs of the program offering. Any costs incurred beyond the program budget and/or any unapproved or unbudgeted expenses will be the responsibility of the academic department supporting the field school.

The approved budget, as determined and approved, determines the program cost per student ("Program Fees") as well as outlining the additional costs each participant will need to be prepared to pay.

A summary of the approved budget will be provided to students.

When building the budget, keep in mind that the costs must be reasonable to students and the Field School Professor's costs to be covered by students must be reasonable and fall within MRU's financial policies for international travel.

The budget template is updated yearly and is available from International Education. The budget line items can be adjusted to meet the needs of the individual field school's budget requirements.

## Budget Development Template

International Field School Program Budget				
<b>Academic Department and Faculty:</b>				
<b>Program Title:</b>				
<b>Academic Course(s):</b>				
Course(s) CRN:		Number of Credits:		
Program Dates:				
Program Departure Date:		Program Conclusion Date:		
Total Number of Program Days:				
Pre-departure Orientation Date:				
Minimum # of Participants:		Maximum # of Participants:		
Program Application Deadline:				
Field School Professor:		Telephone:		
International Education Coordinator: Trinda Guillet		Telephone: 403-440-5002		
SUMMARY OF PROGRAM EXPENSES		Direct Field School Costs (Payable to MRU)	Indirect Costs	
<b>Section 1</b>	<b>FIELD SCHOOL PROFESSOR TRAVEL EXPENSES (to be dispersed amongst total number of student participants)</b>			
	Airfare (including Trip Cancellation and Interruption Insurance)			
	Accommodation			
	Airport Transfers			
	Local Transportation			
	Immunizations			
	Meals/Per Diems			
	Travel Health and Medical Insurance			
	Contingency			
	Promotional Materials			
	Printing/Course Materials			
	Communications (eg. Mobile Telephone)			
	Other (i.e. wire transfer fees, bank fees, etc.)			
	<b>Total Instructor Travel Expenditures</b>	<b>\$</b>	<b>-</b>	
	<b>Total Professor Expenditures/Minimum Number of Students</b>		<b>#DIV/0!</b>	
<b>Section 2</b>	<b>STUDENT TRAVEL EXPENSES (PROGRAM FEES) (Payable to MRU)</b>	<b>Program Fee</b>	<b>Indirect Costs</b>	
	Professor Travel Expenses per student as per above	<b>#DIV/0!</b>		
	MRU Administration Fee	<b>\$</b>	<b>250</b>	
	Airport Transfers			
	Local Transportation			
	Accommodation			
	Activity Fees (Field Trips, Entrance Fees, etc)			
	Contingency			
	Other			
	<b>Total Student Program Fee (Payable to MRU)</b>		<b>#DIV/0!</b>	
<b>Section 3</b>	<b>STUDENT TUITION (Payable to MRU and not included in Program Fee)</b>			
	Tuition Fees Based on Total Credits - Payable to MRU			
	General Fees Based on Total Credits - Payable to MRU			
<b>Section 4</b>	<b>ESTIMATED ADDITIONAL STUDENT COSTS (Not included in Program Fee)</b>			
	Airfare			
	Meals			
	Out of Country Travel Health and Medical Insurance			
	Immunizations			
	Passport and/or Visas			
	Miscellaneous expenses (phone cards, bank fees, etc)			
	Emergency funds			
	Other			
	<b>Sub-total (Tuition + Estimated Additional Student Costs)</b>		<b>\$</b>	<b>-</b>
	<b>TOTAL STUDENT EXPENSES (Program Fee + Tuition + Estimated Costs)</b>		<b>#DIV/0!</b>	
<b>Section 5</b>	<b>PROGRAM FEE PAYMENT SCHEDULE</b>		<b>Date</b>	<b>Amount</b>
	1st non-refundable deposit			
	2nd Payment			
	3rd Payment			
	<b>TOTAL</b>			
Prepared by - Field School Professor:		International Education Coordinator:		
<b>Section 6</b>	<b>DEAN and CHAIR APPROVAL</b>			
	The Chair and Dean/Associate Dean agree to the above budget and to cover any budget discrepancies			
	<b>Chair</b>	Name/Signature:	Date:	
	<b>Dean or Associate Dean</b>	Name/Signature:	Date:	
<b>Section 7</b>	<b>INTERNATIONAL EDUCATION APPROVAL</b>			
	<b>Director, International Education</b>	Name/Signature: Dianne MacDonald	Date:	
	<b>Vice Provost &amp; AVP, Teaching and Learning</b>	Name/Signature: Jim Zimmer	Date:	
<b>NOTES</b>				
1. For information regarding the preparation of this budget, please see the <b>International Education International Field School and Study Tour Manual</b>				
2. Supporting documentation must be included with this budget submission, including a <b>Detailed Daily Program</b> itinerary, Course Outline(s) and the MRU Off Campus Activity Safety Policy				
3. International Education will be responsible for setting up the program fees within Banner. This will be arranged through Enrollment Services and the Finance Department. This program fee will be attached to the Course CRN number.				

## Description of Budget and Fees (as per Budget Development Template)

The budget for the Field School Program will outline both Direct and Indirect Costs. “Direct Costs” are the costs associated with the program and are calculated into the Program Fee. “Indirect Costs” are additional program costs that participants must be prepared to pay in order to participate, but are not calculated into the Program Fee.

**Section 1 – FIELD SCHOOL PROFESSOR TRAVEL EXPENSES:** This section identifies all travel-related costs which will be incurred by the Field School Professor(s) as part of the Field School and are to be covered by the program fees. This cost is divided equally amongst the minimum number of student participants, as per the determined minimum ratio of instructor to students determined by the department.

The descriptions for each line item in Section 1 of the Field School Budget Development Template may include:

- *Airfare and Trip Cancellation and Interruption Insurance*- return air transportation to destination and any required air transportation during program, mandatory trip cancellation and interruption insurance, any airport departure taxes not included in the price of the air ticket;
- *Accommodation (\$/day \* # nights)*- reasonable accommodation of one Professor;
- *Airport transfers* - transportation from airport to local destination(s) and back to airport, as required;
- *Local Transportation (Buses/Trains/Taxi etc.)* - transportation during the course of the program that is relevant to program-related activities such as pre-arranged charters, public transportation, taxis etc.;
- *Immunizations* - if advised or required;
- *Meals/Per Diems (\$/day \* # days)* - all reasonable costs associated with meals and incidentals during the program. A per diem amount must be agreed upon and identified in the budget and cannot exceed the per diem amount as stated by MRU policy for the host country. “Hosted” meals or any meals already covered by other budget line items (i.e. breakfast included with cost of hotel) should not be included;
- *Travel Health and Medical Insurance* - additional travel health and medical insurance not covered through MRU Insurance benefits;
- *Promotional materials* - any materials used to promote the program to students;
- *Printing* - printing or photocopying of academic materials, promotional items;
- *Communications* – any anticipated costs regarding access to necessary communications during the field school including mobile phone plans, phone cards, internet access, etc.;
- *Other* - all “other” costs must be clearly specified and not lumped together. Additional lines can be added to the budget template to outline these costs. Costs may include hospitality gifts, tips, honorariums, gratuities, wire transfer fees, bank fees, etc.

Additional costs included within this category may include: an assistant, if required, instructional costs not covered by tuition, pre-arrival set up (upon approval).

**Section 2 – STUDENT TRAVEL EXPENSES (PROGRAM FEES):** The Student Travel Expenses are the Program Fees payable to MRU in order to participate in the international field school program. The items covered by this fee are based on the minimum number of participants and are paid out by the Field School Professor or the International Education Coordinator on behalf of the students and may include:

- *Professor Travel Expenses Per Student* - total cost per student for Field School Professor travel expenses (as per section 1);
- *MRU Administration Fee* - MRU approved fee of \$250 per student per field school;
- *Airport transfer* - prearranged transportation from airport to local destination(s), and back to airport, if required;
- *Local transportation* - prearranged transportation during the course of the program such as pre-arranged charters, public transportation, air/land/sea transportation between locations, taxis etc. This generally will not include transportation used by students during their free time;
- *Accommodation (\$/day \* # nights)* - prearranged student accommodation during the field school program;
- *Activity fees* - prearranged activities or field trips that are part of the field school itinerary and which may include entrance fees, performance fees, excursions, group meals, etc.;
- *Contingency Fee* – a set amount to help cover foreign currency conversion and currency fluctuation or to be used as an emergency fund. It is recommended that the contingency fee be equivalent to at least 10% of any costs being paid out in currencies other than Canadian Dollars;
- *Other* - all “other” costs must be clearly specified and not lumped together. Costs may include hospitality gifts, tips, honorariums, gratuities, etc.

**Section 3 – TUITION:** Mount Royal University tuition and fees will be assessed onto each participant’s account at the time of registration into the course CRN(s). This includes tuition (fee as per credit hour) and general fees (MRU Fees associated with tuition).

MRU tuition and fees are never to be included in the Field School Program Fees and are to be paid by the student directly to MRU after registration into the course CRN(s) has taken place and must be paid in full prior to the tuition deadline for the semester in which the field school is occurring. If the field school is departing prior to the tuition deadline, the tuition must be paid in full by all participants prior to departure.

**Section 4 - ADDITIONAL STUDENT EXPENSES:** These are estimates of the additional costs which students will incur while part of the Field School Program. These costs are not included in the Program Fee and may or may not be applicable to all students. Students must be prepared to pay these costs out of pocket at the necessary times in order to participate.

This section may include:

- *Airfare and Trip Cancellation and Interruption Insurance*- return air transportation to destination including mandatory trip cancellation and interruption insurance, any airport departure taxes not included in the price of the air ticket;
- *Meals (\$/day \* # days)* - Daily estimate of cost of meals that students will pay out of pocket while on the Field School. A reasonable amount for meals plus some snacks/drinks each day should be determined;
- *Out of Country Travel Health and Medical Insurance* - mandatory travel health and medical insurance that meets the minimum coverage criteria as outlined by MRU to be purchased by each individual student from their provider of choice. Students must purchase coverage for the entire duration of their time abroad on the field school;
- *Immunizations* - If advised or required;
- *Passport and /or visa* - If required, the costs to obtain or renew a Passport and to apply for and obtain a required travel visa;
- *Travel Gear* – Any specific travel gear or equipment required by participants for participation in the field school and the field school activities;
- *Miscellaneous expenses*- A reasonable approximation of spending money that students should have on hand before and during the field school to cover communications such as mobile phone plans, banks fees, buying water/snacks, etc.;
- *Emergency Funds* – A set amount of money that students should have access to for various emergency situations such as currency fluctuations, emergency transportation, medical visits, etc.;
- *Other* – An approximation of any other foreseen costs which students will likely encounter by being part of the field school program. This may include specific gear each student must purchase for the trip, etc.

**Section 5 - PROGRAM FEE PAYMENT SCHEDULE:** Total program fees from section 2 are broken down into three deposits. The payment schedule and amount of each payment/deposit is determined by the International Education Coordinator in consultation with the Fees Office.

**Section 6 – APPROVALS:** Upon completion of the Field School Budget Template, signatures will be required by the Chair and Dean or Associate Dean approving the budget and agreeing that any budget discrepancies will be covered by the Academic Department and/or Faculty. The signed Field School Budget Template is then sent to International Education (located in EB 3005) along with a copy of the draft program itinerary, a draft copy of the Off Campus Activity Safety Forms and the approved course outline(s) to be reviewed and signed by the Director, International Education and forwarded to the Associate Vice President Planning, International and Enrolment, & University Registrar for final approval. The Associate Vice President Planning, International and Enrolment, & University Registrar will copy the Provost on the final documentation.

Upon approval, the Program Fee is fixed. Room for currency fluctuation or price variance must be built into the “contingency” amount. For liability purposes, the Budget Template must be completed and approved *prior* to promotion to students and/or advertising.

## Budget Timelines

The program itinerary and budget should be developed and approved no later than twelve to fifteen months before the anticipated program offering. For example, for a field school taking place in Spring Semester (May) 2022, the itinerary and final approved budget should be in place and approved between March to May, 2021.

## Student Quota Implications on Budget

The field school budget is built based on a minimum number of participants. The deadline for achieving the student quota identified in the program budget is five to six months prior to the program offering. If the program quota has not been met by this deadline, a decision will be made by the Faculty Chair and Dean/Director whether to proceed or to cancel the program.

If the program is cancelled, students will be refunded deposits not already disbursed under contractual obligations. The Faculty Dean will be responsible for covering any non-refundable payments made to vendors that cannot be covered by program fees already collected. For this reason it is preferred that payments not be made to vendors, where possible, before quota has been reached.

If the program is approved to proceed when “under quota” the Faculty Dean will assume responsibility for the additional expenses or budget shortfall which may occur.

## Budget Reconciliation

Upon return from the field school all expenses and contractual obligations (including P Card) must be immediately reconciled. Any expenses paid out during the field school preparation stage must be reconciled by the deadlines outlined by MRU Financial Services policies and processes.

As field school budgets are built on a cost recovery basis, once all expenses and payments for the field school have cleared, any unspent monies will be divided up equally and refunded to the student participants, provided that the refund is a minimum of \$100 per person.

## International Field School Program Promotion and Recruitment

### Program Promotion and Student Recruitment

Upon budget approval, field school programs can be promoted to students. The Field School Professor should have a personal commitment to get students to participate in the program as their expertise, enthusiasm and personal experience will be the strongest marketing tools. Promotional efforts will be supported by the International Education Coordinator.

There are many different ways of promoting field school programs. Below is a list of possible marketing methods to explore:

- Announcements on MyMRU;
- Announcements on the Omnivex screens throughout campus;
- Program brochures and promotional materials (printed or electronic);
- Program posters;
- Information meetings;

- Classroom visits/announcements;
- International Education Website (Note: The International Education Coordinator will work with the Field School Professor to obtain the necessary information and images to create a specific web page for each individual field school. These pages will be added to the International Education website);
- Links to the field school web page from departmental website;
- Electronic messages to students in relevant departments via email or departmental newsletters;
- Announcements on Social Media;
- Presentations to discipline-specific groups or relevant student groups on campus;
- Information tables around campus or as part of study abroad fairs;
- Field School Open House.

All promotional materials should be reviewed by the International Education Coordinator prior to being released to ensure clear and consistent messaging, particularly around program costs in order to avoid confusion for students. Any information on released marketing material becomes legally binding therefore it must be ensured that all messages are clear, accurate and are supported by MRU policies and guidelines. All eligibility criteria should be stated clearly in program publicity and informational materials, at information meetings and on the website. It is important to clearly disclose the academic and physical rigor of participating in a field school program prior to having students apply for the program.

If budget has been allocated to print promotional materials, the FOAP to which the printing can be charged will be given to the Field School Professor by the International Education Coordinator.

### Student Applications and Selection

As the expert on their particular field school program, the Field School Professor is ultimately responsible for the recruiting, advising and selection of students for their particular program. These efforts will be supported by the International Education Coordinator to the level requested by the Field School Professor.

Each Field School Professor can determine the application process and develop/adjust the application package they would like to use in order to best assess the eligibility and fit of applicants for the program.

For liability purposes, all students should complete the same application and admission process for the program. Even if the Professor knows a student well, each applicant should still be assessed on their formal application, letters of recommendation, transcript, etc. When reviewing and selecting candidates the Field School Professor should include a second person in the process, such as another Professor or the Department Chair, for due diligence.

Each field school may have different application requirements, however a typical field school application would have the student submit the following items by the application deadline:

- Application form to collect the student's personal information (Note: International Education has a pre-existing Field School Application and Registration Form that can be used. It is recommended that this form be used as part of the application process as it requires students to confirm that they have read the Field School Student Manual and agree to the information, policies and procedures contained within before joining the field school. See Appendix 3.);



- A copy of the student's unofficial transcript (printed from MyMRU);
- A statement of purpose that indicates the academic and personal reasons for wanting to be part of the particular program, or other information that the instructor is interested in hearing about;
- A Faculty recommendation/reference or personal reference.

Interviews or individual meetings with program applicants are strongly recommended to get a better sense of the applicant and their fit with both the program and the rest of the group. International Education can advise or assist with student screening and selection at the request of the Field School Professor.

As a general rule, only current MRU students in good standing should be selected to participate in an International Field School Program. Field School Professors wishing to accept non-MRU students to participate in the Field School Program should first obtain approval from their department Chair and then meet with the International Education Coordinator to determine appropriate process for doing so.

## International Field School Financial Logistics

### Program FOAP

A FOAP specific to each field school program will be set up by the Director, International Education. All direct costs associated with the field school will be charged to this FOAP. The FOAP will be monitored by the International Education Coordinator and any discrepancies or significant variances will be reported to the Director, International Education as soon as they are noted.

### Finance Department

The International Education Coordinator will work closely with the appropriate Finance and Planning Analyst to monitor the budget and ensure that all transactions are occurring at the appropriate times.

### Vendor Payments and Disbursements

All costs associated with the Field School Program Fee will be disbursed by International Education. This will include payments directly to vendors for various travel costs, accommodation costs, entrance fees, etc. as well as reimbursement to the Field School Professor for any eligible program costs incurred personally.

Where possible, arrangements should be made to pay the various vendors directly from Mount Royal prior to departure rather than have the Professor incur the cost during the field school and later be reimbursed. Alternately, the instructor may be given the choice to apply for a Purchasing Card (P Card) to charge field school related expenses. Alternate payment options can be discussed with the International Education Coordinator and the Finance Department.

Disbursements that are to be made by payment requisition or wire transfer can sometimes take up to 30 days to be processed and have the monies sent therefore any invoices received for payment by the Field School Professor should be given to the International Education Coordinator well in advance of the payment due date.

## Vendor Documentation

Prior to making payments to vendors all required supporting documentation from the vendor must be in place which include the following:

- *New Vendor Form* – required for all new vendors. If MRU has made payment to the specific vendor in the past than this form is not required (See Appendix 4);
- *Electronic Fund Transfer (EFT) Form* – required for payments that can be made by Electronic Fund Transfer rather than wire transfer or mailing a cheque. EFT is the preferred payment method of MRU Finance department and can be made to both Canadian and U.S. vendors (See Appendix 5);
- *Wire Transfer Form* – required to be completed in full by the vendor for all payments to be made by wire transfer (See Appendix 6);
- *Contract* – A legal MRU-approved contract is required to be in place any time there is any kind of risk (financial or other) or potential liability involved in a transaction. In field schools this is often the case when engaging with vendors for large sums of money such as long-term accommodation, charter transportation, etc. The International Education Coordinator will liaise with MRU Legal and the Field School Professor to get necessary contractual agreements in place when needed. The Field School Professor must inform vendors during their negotiations that this will be a requirement to have in place;
- *Invoice* – All requests for payment must be backed by a formal invoice from the vendor.

## Funds Advance to Field School Professor

When a payment situation does not allow for pre-payment, nor for payment by P Card by the Field School Professor on site (see below), a Travel Advance can be processed through the Finance Department with the funds being deposited directly in to the bank account of the Field School Professor. The Field School Professor is responsible for ensuring they can access these funds while abroad either by bank/debit card, cheque or direct withdrawal prior to departure.

Field School Professors wish to obtain a Travel Advance are responsible for meeting with the International Education Coordinator a minimum of SIX WEEKS prior to departure to determine the amount of the Travel Advance, complete the formal Funds Advance Request (Appendix 7), and to allow adequate time for processing.

MRU Finance Department will not process a Travel Advance Request until the Field School Professor's Pre-Travel Authorization has been submitted and approved through Lotus Notes (See section: Pre-Travel Authorization).

## MRU Purchasing Card (P Card)

Field School Professors will be able to apply to obtain a MRU Purchasing Card (P Card) for use for field school expenses. The P Card will be tied to the program FOAP with the Director, International Education being the approver.

Professors who obtain a P Card are responsible for ensuring they adhere to all P Card policies and procedures. P Card holders are required to review and reconcile their purchases online monthly (training will be provided) and must send an electronic copy of each month's statement/reconciliation along with the receipts to the International Education Coordinator for final budget review and tracking.

Following the close of the field school the P Card must be returned to Supply Chain Services to be deactivated. It will be reactivated for the next offering of the field school.

The International Education Coordinator will assist the Field School Professor in applying for a P Card.

Professors who may already have a P Card through their academic department will need to request a change of FOAP for the duration of the Field School to ensure that all Field School transactions are tracked in the proper Field School FOAP and budget. They must also request a change of FOAP at the end of the Field School to ensure other purchases made are not being charged to the field school budget.

### Third Party Service Providers

Professors who plan to engage the services of third party service providers such as charter transportation companies, tour operators and providers, etc. must meet with a representative from Financial Services and Supply Chain Services to determine the proper process to negotiate the Tour Operator and/or Service Provider Agreement and obtain any necessary supporting documents from the service provider such as proof of adequate insurance, detailed quotes and cancellation information, etc. Third party service providers cannot be hired nor will payment be made until appropriate contractual agreements and documentation is in place. Failure to follow these processes may cause a delay in payment to the vendors and/or MRU may deem that the vendor cannot be used.

### Expense Reimbursement Policy

All field school expenses must be claimed using the MRU Expense Policy (Finance Reimbursement Policy, POL 820-1). This policy and related procedures apply to all MRU related expenses and shall apply to all funds administered by MRU. As an employee of MRU, The Field School Professor is responsible for reviewing and understanding all procedures outlined in *the Expense Reimbursement policy*.

The provisions contained in the MRU Expense Policy are mandatory and provide for the reimbursement of reasonable expenses necessarily incurred while travelling on MRU business and to ensure that employees are appropriately reimbursed.

The provisions outlined in the policy do not constitute salary income or other compensation that would provide for personal gain.

In addition, Field School Professors must be aware that any expenses not budgeted for in the Field School Program Budget or not otherwise approved in advance will not be eligible for reimbursement.

### Reconciliation of Expenses

Upon completion of the field school, an expense report which accounts for expenses incurred during the field school will be completed by the Field School Professor through ChromeRiver. An electronic copy of the submitted expense report must be sent to the International Education Coordinator for review, and in turn it will be approved and signed off by the Director, International Education before submission to MRU Finance department. All expenses must be accounted for and will be reviewed and finalized by the Finance Department prior to final reconciliation.

Detailed receipts must be kept on file and electronic copies of the receipts must be submitted in ChromeRiver to support the request for reimbursement. It is the responsibility of the Field School Professor to submit all detailed receipts and supporting documentation for expense reimbursement. If the Field School Professor foresees any situation where funds will need to be disbursed but where a

receipt may not be available they must discuss options for providing appropriate back up for these expenses with the International Education Coordinator prior to the commencement of the trip.

Expense reports must be completed and submitted within two weeks of the published end date of the field school. Field School Professors whose field schools end in the month of June need to be aware of Fiscal Year End deadlines as expenses must be submitted prior to the deadlines specified by MRU Finance department.

Student refunds of unused program fees will only be processed once all expenses have cleared. Refunds are also subject to Fiscal Year End deadlines.

## International Field School Risk and Liability Considerations

Field School Professors should be aware of the various liability issues related to international field school programs. It is the responsibility of the Field School Professor to identify and review all liability and risk issues and comply with both professional and legal standards of liability issues for related risks. This aspect of the Field School will be supported by MRU Risk Services.

### Travel Advisories

International travel outside of Canada can pose both manageable and unmanageable risk to the participants. For each International Field School activity the Field School Professor along with the Department Chair must complete a thorough risk assessment.

Activities that might involve unmanageable risk include travel to unstable areas or war zones, areas or activities with high medical risk, areas with a high threat of terrorist activity, travel to regions prone to natural disasters or engaging in high risk (“extreme”) activities.

For all international travel through MRU, travel and health advisories posted by external agencies such as Global Affairs Canada (formerly DFAIT), International SOS, Health Canada and the World Health Organization (WHO) must be reviewed and considered.

MRU policy states that there will be no institution-sponsored travel to regions or countries with a formal Global Affairs Canada travel advisory against it (“Avoid non-essential travel” and “Avoid all travel”). Please note that medical insurance is not available to travel to locations where the formal travel advisory is at this level and any coverage currently held can become null and void by traveling to these locations.

The following links can be used to help review and monitor international travel risks:

- Global Affairs Canada [www.travel.gc.ca](http://www.travel.gc.ca)
- International SOS [www.internationalsos.com/members](http://www.internationalsos.com/members) (Member Number: 27AYCA498883)
- Health Canada [www.hc-sc.gc.ca](http://www.hc-sc.gc.ca)
- The World Health Organization (WHO) [www.who.int/](http://www.who.int/)

### International Insurance and Risk Management – Off Campus Activity Safety Policy

Any MRU sanctioned off-campus activities involving staff and/or students require a formal *risk assessment* with appropriate documented risk mitigation and final approval from a Dean or Director of the

Department before commencing with the activity. This is to be done by completing the Off Campus Activity Safety Policy Forms, Pol 1510 – Form One.

Guidelines and policies for assessing and documenting risks and risk mitigation are found on the Mount Royal Website (<http://notesweb.mtroyal.ca/President/MRUCPolic.nsf>) under Part 15 – Insurance and Risk Management: Off-Campus Activity Safety Policy POL 1510

As cited in the *Off-Campus Activity Policy*, the Field School Professor is responsible for filling out the required documentation (Form 1: Off Campus Activity Safety Policy – Safety Planning Record) available on the “P” Drive – “forms” folder, “*Off-campus Activity Safety*” outlined in the policy and for adhering to the terms. The Field School Professor must also work with the contact in the Risk Services department to appropriately update the “Acknowledgement of Risk” form to reflect the specific Field School and Location(s) and ensure that all students understand the risks of participating in the field school as well as the risk mitigation plan and that they sign this form in advance of the field school.

The completed Off Campus Activity Safety Forms (*Form One* and *Acknowledgement of Risk – Field Trip*) must be completed and submitted along with a copy of the program/itinerary a minimum of 4 weeks prior to program departure, it is suggested, however, that the forms be submitted at least 8 weeks in advance of departure. This will allow for the reviewers of the risk management plan to complete the review, make suggestions and sign-off prior to program departure.

The completed documentation must be sent to the Office of Risk Management ([riskservices@mtroyal.ca](mailto:riskservices@mtroyal.ca)) and Security Services ([security@mtroyal.ca](mailto:security@mtroyal.ca)) with copies sent to the International Education Coordinator. The original forms must be kept on file in the academic department. A sample of a completed Form One for an International Field School is included in the appendices of this document (Appendix 8).

### MRU Emergency Response Plan

During the field school, should a serious event such as a safety concern, medical emergency or serious accident occur, the Field School Professor should immediately inform Mount Royal University by calling Security Services (403-440-6897 for non-emergency, 403-440-5900 for emergencies)) so that the Emergency Response Plan can be activated and the necessary support and action deemed by the situation can be initiated.

The Field School Professor will be responsible for completing an Incident Report (Pol 1510 – Form Three) for all serious incidents or situations.

Non-serious concerns such as non-emergency illnesses or injuries should be communicated to the International Education Coordinator and department Chair (or designate) by email so that the information is on file and recorded.

### Out of Country Travel Health and Medical Insurance

The Field School Professor as well as all field school participants are responsible for purchasing adequate Out of Country Travel Health and Medical Insurance for the entire period they are abroad.

The International Education Coordinator will explain the Insurance Requirements to participants and collect a confirmation from each participant stating that appropriate insurance has been purchased. Participants who do not complete and submit the Confirmation of Out of Country Travel Health and Medical Insurance Form (see appendix 9) will not be permitted to depart on the Field School.

The Field School Professor must also ensure that their personal Out of Country Travel Health and Medical Insurance is adequate and meets the minimums outlined in the confirmation form as well as any additional personal needs. MRU Staff and Faculty covered under the Manulife Insurance Plan should still review and confirm the details of the Travel Health Coverage directly with the provider prior to travelling.

### First Aid

It is required that the Field School Professor have a current First Aid certification equivalent to the Canadian Red Cross – Standard First Aid Level C Certification prior to departure. For Professors not certified at the time of the Field School Proposal, the cost of the certification may be built in to the Field School Program budget.

Security Services will provide a basic First Aid Kit which is to be carried throughout the trip by the Field School Professor. If it is anticipated that additional or different first aid items not furnished in the kit will be required, the cost of obtaining these supplies should also be built in to the program budget.

### Student Risk and Liability

To help mitigate student risk and liability each student participating in an International Field school will be required to complete, sign and submit the following documents for the Office of International Education prior to being formally approved for International Travel through MRU:

- International Education Field School Program Application and Registration Form (to be signed by the Field School Professor) (See Appendix 3);
- International Education Acknowledgement of Responsibility & Liability Waiver (See Appendix 3);
- International Education Agreement of Participation (See Appendix 3);
- Confirmation – Out of Country Travel Health and Medical Insurance (See Appendix 9);
- Copy of passport;
- Copy of travel itinerary (flight booking);
- Proof that the necessary travel visa has been received, if required for the field school.

Students may be asked to provide proof of additional documentation depending on the specific logistics of a given field school.

It is extremely important that the field school participants clearly understand and agree to accept all risks, expectations, rules, policies and procedures of the specific field school. A Field School Student Manual has been developed for all student participants that outlines the overarching policies and procedures for all MRU International Field Schools. Students must agree to the information contained within the manual prior to registering for a Field School.

To address specific risk, expectations and rules for a particular field school it is strongly encouraged that each Field School Professor also develop and require students to sign a Participant Agreement specific to that field school. A sample Participant Agreement is available in Appendix 10. These such agreements should be made available to students at the time of registration in to the field school and students must be given the opportunity to thoroughly review, understand and voice any questions that they have regarding the agreement prior to signing it.

## Program Cancellation

Approved field schools which become subject to a high level of unmanageable risk will be cancelled. This will include countries or regions deemed unsafe to travel by Global Affairs Canada (“Avoid non-essential travel” and “Avoid all travel”). Both the Field School Professor and the students must purchase trip cancellation and interruption insurance to cover any potential loss in the event of a field school cancellation.

## Pre-Travel Authorization

All international travel through MRU must be summarized and approved using the *MRU Pre-Approval Report* in Chrome River. The Field School Professor will be required to submit the Pre-Approval Report to the Department Chair for approval and must send a copy of the approved Pre-Approval Report to the International Education Coordinator. Initially, costs indicated in the *Pre-Approval Report* may be a close ‘estimate’ and reconciled upon completion of the program.

All pertinent documentation should be attached to the *Pre-Approval Report* including signed budgets, risk management forms, partnerships agreements and vendor agreements (where applicable) so that the Pre-Approval Report database serves as an electronically-accessible database to Deans/Chairs, etc. The Pre-Approval Report should be completed and approved at least 4 – 6 weeks prior to departure.

Upon return, email alerts requesting Expense Report submission, will be sent weekly from the Finance Office until the *Pre-Approval Report* is connected to the final expense report and status is set as “Complete” by Finance.

## Program Implementation - Student Logistics

### Non-Mount Royal University Student Participants

Typically MRU Field Schools are marketed only to current MRU students however there may be exceptions where a Field School Professor determines it may be beneficial to include non-MRU students in the field school. This detail should be discussed both with the Department Chair and International Education prior to making the decision to do so.

Any non-MRU students accepted into the program are considered to be MRU students for the duration of the International Program, including during the preparatory phase. Non-MRU students are subject to the same responsibilities, policies, procedures and guidelines as MRU participants. Field School Professors should consider how they will ensure full participation of non-MRU participants in all aspects of the field school such as the group meetings/activities, pre-departure orientations, etc. before determining plans to include them.

Non-MRU students will need to apply to MRU as an Open Studies student for the field school semester by completing the necessary application forms and paying the associated application fees. They will then receive a MRU Student Identification Number and will be registered as an open studies student to obtain credit for the program. The International Education Coordinator will work directly with any non-MRU students to guide them through this process and make the necessary arrangements around field school program fee deposit deadlines, etc.



## International Students

Any international student (both MRU and non-MRU) who enrolls in a MRU Field School will be assessed International Student Fees and Tuition as per the MRU calendar in addition to the Field School program fees.

Non-Canadian citizens are responsible for ensuring they are aware of the entry requirements for the destination country and can obtain the necessary visas, if necessary, on time.

## Group Orientation Sessions

All students participating in a MRU International Program will participate in a mandatory pre-departure orientation facilitated by International Education. The orientation will cover multiple topics including travel logistics such as finance and banking abroad, health care insurance requirements, health and safety issues and practices and cultural issues related to international travel.

Student packages (containing emergency contact information, and other materials prepared by both International Education, Wellness Services and Global Affairs Canada) will be made available and discussed during this pre-departure orientation.

Students who do not attend the mandatory pre-departure orientation session will not be permitted to participate in the program. The Field School Refund Policy will apply (See Field School Student Manual).

The Field School Professor will ensure that all of their students attend the mandatory pre-departure orientation. Should a student fail to attend the original orientation, or should the student miss a portion of the presentation, they will be required to sign an additional waiver releasing MRU and International Education from any and all responsibility and will still be required to make up the missed session. Reasonable attempts will be made to arrange the make-up session at a mutually convenient time, however it is the student's responsibility to arrange their schedule to attend. Failure to attend the make-up session will result in the student being removed from the field school.

Non-MRU Program participants (including out-of-town participants) are also obliged to be in attendance at the orientation. If this is not possible, other mutually agreed upon arrangements will be made by the International Education.

The Field School Professor is responsible for conducting one or more Program-specific and, where possible, country or culture-specific meeting(s) prior to departure.

## Student Manual and Handbook

A Field School Student Manual as well as a Field School Student Handbook are available to all field school participants on the International Education Website ([www.mtroyal.ca/fieldchools](http://www.mtroyal.ca/fieldchools)).

The Field School Student Manual outlines important information and the various policies and procedures to which students are bound when participating in an International Field School. The Field School Professor should be familiar with contents of this document and will assist in holding students accountable to the information contained within.



The Field School Student Handbook outlines general travel advice and information that will assist students in preparing for their travel experience. Please note that the handbook is not field school or country-specific. Students are expected to use the information and further investigate its application to their specific travels.

## Student Registration and Payment Procedures

### CRN Creation

CRNs for field school courses are not advertised in the course schedule nor are they made public. This is to avoid having someone register in the course who has not been accepted into the field school program.

Upon confirmation of a Field School program, a CRN will be set up by International Education with the Scheduling office.

Information required to create the CRN will include:

- Term;
- Subject;
- Course number;
- Start and end date (Note: This should include mandatory pre-departure classes and any mandatory post-field school requirements);
- the number of weeks the course is being offered if other than a full semester;
- maximum student enrolment;
- Professor name;
- program restrictions (if any);
- relevant course information/description;

Scheduling will create the Course Registration Number (CRN) and forward it to International Education. The International Education Coordinator will share the CRN with the Field School Professor.

### Attaching the Field School Program Fees

When the field school CRNs are established, International Education will advise the Financial Services Revenue Coordinator of the total program fee applicable to each CRN, as per section 2 of the Field School Budget template.

The Revenue Coordinator will attach this flat fee to the CRNs so that when the students are registered into the CRN, the charge will apply to the Student Account (and the revenue for this flat fee will be recorded in the Field School Project's FOAP).

The revenue from tuition for the credit courses will flow to its normal FOAP.

### Program Fee Deposit Payments and Reporting

After student recruitment is complete, field school program fee “deposits” will be monitored daily by the International Education Coordinator. Whenever International Education needs to know or clarify whether students have paid their deposit(s) and how much they have paid, they will contact the Fees Office.

The Fees Office will run a "TZRADEP" report for all I% deposits and e-mail the list to International Education. Unique deposit amounts will make it easier to determine who has paid for which trip. Only the name and the dollar amount for each deposit will be visible, therefore having unique deposit amounts for each trip will facilitate separating the list into the individual schools.

The department can also view the deposit in the form TSADETL.

The International Education Coordinator will track deposits and communicate with students who are missing or behind in payments after each payment deadline.

### Course Registration and Deposit Release

When registration for the field school semester opens, the student participants will be registered by the International Education Coordinator in to the appropriate CRN(s). Students do not register themselves in to the courses. Course Registration cannot take place until all students in a given field school have paid the program fees in full.

Once students are registered in to the appropriate CRN, the field school program fee will be applied to each student account. International Education will then advise the Fees Office to release all I% deposits onto the student accounts. If the student has paid their program fees in full according to the deposit amounts and deadlines, this process will zero out the program fees and the student accounts will only show the MRU tuition and fees as still owing. This is important to ensure that students are not dropped from classes at the subsequent deadline and that students do not overpay when paying tuition.

### Student Cancellation

If a student who has paid the initial deposit (non-refundable) cancels, International Education will advise the Fees Office with the Student ID number. The deposits paid will be released and a charge will be applied to the student account for the non-refundable portion. This will feed the non-refundable deposit revenue to the International Education FOAP.

If a student withdraws at any time after being accepted in to the field school program, the refund policy as per the Field School Student Manual will apply.

### Program Evaluation and Re-Entry

Following the close of the field school, the Field School Professor should submit a final report and evaluation of the program to both the academic apartment and the Office of International Education.

A formal debrief session will be scheduled by the Office of International Education.

The International Education Coordinator will arrange both an online evaluation of the program logistics for the student participants and an in-person re-entry debrief session to assist participants in evaluating the program, including providing feedback and suggestions from the student perspective, and to provide them with appropriate re-entry information to assist the students in processing their international experience

## Roles and Responsibilities

The Field School Professor will be supported throughout the development, implementation and evaluation phases of the program by the Academic Department Chair and International Education.

In addition to the information already laid out in previous sections of this manual, the following tables review and specify various responsibilities of the different parties involved in the field school process.

Field School Professor	
Field School Aspect	Specific Responsibilities
International Field School Program Development	<ul style="list-style-type: none"> <li>Follow the appropriate procedures and timelines as indicated for proposing a new field school program;</li> <li>If working with a partner institution or agency, together with the International Education and the Dean/Associate Dean, ensure that a <i>MOU (Memorandum of Agreement)</i> is in place prior to commencement of program.;</li> <li>Develop a detailed <i>program itinerary</i> (including transportation, accommodations, field trips etc.) for approval as per timelines;</li> <li>Develop the <i>program budget</i> for submission and approval;</li> <li>Note that copies of the program budget will be sent to the office of the Dean, Chair, Financial Services, and International Education. A detailed budget will be made available to students;</li> <li>Provide all course information necessary in order to create CRNs for the course and set up a fee payment system;</li> <li>Upon signed budget approval and <i>Risk and Liability</i> documentation, prepare the program promotional plan;</li> <li>Review and complete documentation pertaining to the Risk and Liability procedures and policy when submitting program budget for approvals;</li> <li>Negotiate the <i>Tour Operator and/or Service Provider Agreement</i> (if applicable) together with Financial Services;</li> <li>Complete the <i>Pre-Approval Report</i> in ChromeRiver as per timelines;</li> <li>Attach pertinent documentation to the <i>Pre-Approval Report</i> including signed budgets, risk management forms, partnerships agreements and vendor agreements (where applicable) so</li> </ul>

	<p>that the pre-approval report database serves as an electronically-accessible database to Deans/Chairs etc.;</p> <ul style="list-style-type: none"> <li>• Complete the <i>Financial Travel Advance Request</i> at least six weeks in advance of departure;</li> <li>• Prescreen and select the student participants as per determined selection criteria;</li> <li>• Develop and sign a <i>participation agreement</i> specific to the field school with students to ensure that students have a clear understanding of program and course expectations and consequences (See Appendix 10);</li> <li>• Conduct one or more mandatory pre-departure academic and culture-specific preparation orientations for the participants;</li> <li>• Arrange one or more opportunities prior to departure for participants to get to know each other in a social or informal setting;</li> <li>• Participate in the mandatory pre-departure orientation hosted by International Education;</li> <li>• Book travel arrangements as per program itinerary;</li> <li>• Purchase mandatory trip cancellation and interruption insurance in the event that the program is cancelled;</li> <li>• Obtain and maintain adequate out of country travel health and medical insurance;</li> <li>• Ensure that the necessary completed Off Campus Activity Safety Forms are submitted a minimum of 4 weeks prior to departure (8 weeks prior to departure is suggested);</li> <li>• Follow all procedures for financial disbursements and expense reconciliations as per timelines.</li> </ul>
Communication with Students	<ul style="list-style-type: none"> <li>• Ensure that all communication with students is accurate, clear and transparent;</li> <li>• Avoid conveying program or budget information to students until all approval processes are in place and all approval document are signed;</li> <li>• Have International Education review all marketing materials prior to release;</li> <li>• Copy general email communication with students to the International Education Coordinator.</li> </ul>
Program Implementation	<ul style="list-style-type: none"> <li>• Manage and administer all aspects of the international field school program while abroad including on-site supervision of students and course/program delivery, emergency management, on-site payments, etc.</li> </ul>

Coordination of In-Country Logistics	<ul style="list-style-type: none"> <li>• Ensure that any necessary MOU is in place with local partners prior to commencement of program;</li> <li>• Be the main contact when using a local representative to assist with arrangement for transportation, accommodation, guest lecturers, etc.;</li> <li>• Include International Education in all communication with partner institutions or organizations.</li> </ul>
Student Withdrawal	<ul style="list-style-type: none"> <li>• Immediately notify International Education and, if necessary, the academic apartment if any student wishes to withdraw from the program while it is underway;</li> <li>• Be aware of and communicate the refund policy to students indicating their intention to withdraw;</li> <li>• Maintain a wait list of interested participants. If a student withdraws far enough in advance of the field school their spot may be filled by a student from the waitlist;</li> <li>• Adjust bookings and travel arrangements as necessary in the case of a withdrawal;</li> <li>• Ensure bookings made have provisions for refunds due to cancellations.</li> </ul>
Discipline	<ul style="list-style-type: none"> <li>• Ensure all student participants are aware that Field Schools are subject to the rules and regulations of MRU including the Code of Conduct;</li> <li>• Be aware of your authority and mandate as the Field School Professor to remove students from the program with just cause (Please see MRU Calendar);</li> <li>• Ensure all program expectations, rules and consequences for failing to adhere to the rules are clearly explained and agreed to by participants before departure and upheld during the program;</li> </ul>
Counseling	<ul style="list-style-type: none"> <li>• Be aware that the Field School Professor is a student counsellor in the broadest sense. Advice on personal emotional, financial and health problems as well as academic advice and help with cultural adjustment are all within the Field School Professor's role;</li> <li>• Be aware of support available to MRU students both on campus and while away;</li> <li>• Communicate any incidents affecting students immediately to International Education.</li> </ul>
Cultural Exposure and Adaptation	<ul style="list-style-type: none"> <li>• Provide students with an in-depth and specific cultural orientation before departure;</li> <li>• Assist students with cultural adjustment while abroad and provide assistance for dealing with culture shock;</li> </ul>

	<ul style="list-style-type: none"> <li>• Provide students with ongoing cultural information, orientation and exposure throughout the field school.</li> </ul>
Health Care and Insurance	<ul style="list-style-type: none"> <li>• Obtain and maintain adequate insurance;</li> <li>• Reinforce the insurance requirements to students;</li> <li>• Immediately inform MRU and International Education of serious illness, injury, hospitalization, surgery or evacuation;</li> <li>• In the event of a serious accident, injury or illness, complete a detailed incident report form (POL 1510 – Form Three);</li> <li>• Ensure that the travel health care provider has been contacted in the case of accident, injury or illness;</li> <li>• Be knowledgeable about local medical facilities and medical care such as location of nearest hospital or clinic and the level of care;</li> <li>• Be knowledgeable about local health concerns and prevention and share appropriate information with students;</li> <li>• Be trained in First Aid.</li> </ul>
Field Trips/Activities/Group Dinners	<ul style="list-style-type: none"> <li>• Organize group dinners, field trips, cultural events and local excursions appropriate to the program;</li> <li>• Include provisions for such activities in the program budget;</li> <li>• Be aware that expenses pertaining to alcohol may not be submitted.</li> </ul>
Communication with Mount Royal University	<ul style="list-style-type: none"> <li>• Provide regular updates to International Education and the Academic Chair (weekly communication is recommended and at minimum, updates upon safe arrival, at mid-point and upon the formal close of the program are expected);</li> <li>• Contact Security Services immediately to report any serious safety, security or health concerns;</li> <li>• Report any concerns over student conduct or behavior/discipline to both the Academic Chair and International Education;</li> <li>• Regularly monitor Global Affairs Canada and International SOS travel reports and warning for countries or regions visited;</li> <li>• If a high-risk situation is encountered (such as a medical emergency, safety and security issues, or formal travel warning being issued by Global Affairs Canada), first ensure the safety</li> </ul>

	<p>of all participants then contact MRU as soon as possible to alert the staff or update them on the situation;</p> <ul style="list-style-type: none"> <li>• Immediately notify MRU Security and International Education of any serious problems with a participant, a participant's health, program finances, local or regional political unrest of possible safety concerns, the relationship with the partner institution or its faculty or if the Field School Professor becomes incapacitated for any reason;</li> <li>• Encourage students to maintain an appropriate level of contact with their families, especially after the formal close of the program and while engaging in dependent travel.</li> </ul>
Program Close and Evaluation	<ul style="list-style-type: none"> <li>• Complete and submit a final report and evaluation of the program to t International Education and the Office of the relevant Dean within one month of the close of the program. The final report should speak to the program specifics (summary of activity/learning opportunities completed, what worked, what did not work, things to change/keep for the next trip, difficulties encountered, highlights, etc.);</li> <li>• Submit all information required for reconciling any Travel Advance and/or completing an Expense Claim to the International Office within ten days from return date;</li> <li>• Submit final grades to the registrar's Office by the regular grade submission deadlines for the applicable semester;</li> <li>• Review the summary of program evaluations submitted by the students International Education;</li> <li>• Participate in a debrief session with the Dean, Academic Chair and International Education.</li> </ul>

Responsibilities of the Academic Program Chair	
The Academic Chair will:	<ul style="list-style-type: none"> <li>• Meet with the Field School Professor to begin initial program discussions and review this Manual;</li> <li>• Meet with the Director, International Education and Field School Professor to discuss the program proposal;</li> <li>• If working with a partner institution or agency, together with the Office of International Education and the Dean/Associate Dean, ensure that a <i>MOU (Memorandum of Agreement)</i> is in place prior to commencement of program;</li> <li>• Approve the initial <i>proposal</i> for the international program and together with the Director, International Education; recommend the program for approval to the Dean (or designate) and the Associate Vice President, Planning, International and Enrolment, &amp; University Registrar;</li> <li>• Approve the <i>Program Budget, Pre-Approval Report</i> and <i>Off-Campus Activity Form</i>;</li> <li>• Provide ongoing support to the Field School Professor responsible for the management and administration of the program;</li> <li>• Maintain regular contact with the Field School Professor and International Education during the development, implementation and evaluation phases of the program;</li> <li>• Be aware that program costs that exceed the program budget will need to be covered from academic department funds;</li> <li>• Participate in a debrief session with the Dean, Field School Professor and International Education;</li> <li>• Assist in troubleshooting for any urgent situations that arise during the field school program.</li> </ul>



Responsibilities of the Dean of Faculty and Vice Provost & AVP, Teaching and Learning	
<b>The Dean and Vice Provost &amp; AVP will:</b>	<ul style="list-style-type: none"> <li>• Approve the <i>proposed program</i> and the <i>program budget</i>, based on recommendations from the Department Chair and the Director, International Education;</li> <li>• Provide support to the Academic Chair, Field School Professor and International Education during program development and implementation, and trouble-shoot where necessary;</li> <li>• Assist International Education with the drafting of <i>Memoranda of Understanding</i> between participating institutions/agencies where required;</li> <li>• Ensure that the Program Chair and the Field School Professor have a clear understanding of the terms and procedures, roles and responsibilities associated with the development and implementation of this type of international program;</li> <li>• Make recommendations to the Provost and Vice-President Academic, as required, or take action on issues or circumstances which may affect the program. This may include program deferment, cancellation or termination;</li> <li>• Be aware program costs that exceed the program budget will need to be covered from academic department funds.</li> </ul>

Responsibilities of the Director, International Education	
<b>The Director will:</b>	<ul style="list-style-type: none"> <li>• Be responsible for the overall development and management of international field school programs;</li> <li>• Report on field school activity to the Associate Vice President, Planning, International and Enrolment, &amp; University Registrar,;</li> <li>• Meet with the Field School Professor and the Department Chair to discuss the proposed program and review this document;</li> <li>• Assist with the drafting of <i>Memoranda of Understanding</i> between participating institutions/agencies where required;</li> <li>• Approve the <i>Field School Program Proposal</i> and <i>Program Budget</i> and recommend for approval to the Associate Vice-President, Planning, International and Enrolment, &amp; University Registrar;</li> </ul>

	<ul style="list-style-type: none"> <li>• Upon approval, meet with Field School Professor and International Education Coordinator to discuss the development of the program and the logistics;</li> <li>• Provide support to the International Education Coordinator and the Field School Professor during program development and implementation; trouble-shooting where necessary;</li> <li>• Communicate with the International Education Coordinator on the status of the program at regular report meetings;</li> <li>• Ensure that all stakeholders have a clear understanding of the terms and procedures, roles and responsibilities associated with the development and implementation of the type of international program outlined in this Manual;</li> <li>• Upon completion of the program, conduct a debrief session with the Field School Professor and International Education Coordinator;</li> <li>• Together with the International Education Coordinator, update this Manual on an annual or as needed basis;</li> <li>• Make recommendations to the Vice Provost &amp; AVP, Planning, International and Enrolment, &amp; University Registrar, regarding actions to be taken and issues or circumstances which may affect the programs. This may include program deferment, cancellation or termination.</li> </ul>
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<b>Responsibilities of the Coordinator, International Education</b>	
<b>The Coordinator will:</b>	<ul style="list-style-type: none"> <li>• Be the primary contact for the Field School Professor for program development, implementation and evaluation;</li> <li>• Liaise with the Field School Professor during the budget building process;</li> <li>• Assist the Field School Professor with program promotion upon budget approval;</li> <li>• Assist the Field School Professor with evaluation and selection of participants, if requested;</li> <li>• Complete the registration process of approved program participants;</li> <li>• Ensure that program information is correct, updated and posted on the International Education website;</li> <li>• In collaboration with the Field School Professor, participate in information sessions which outline international project information, guidelines and responsibilities;</li> <li>• In collaboration with the Field School Professor, communicate the policies and procedures for participant selection, fee payments and other administrative logistics clearly to student participants;</li> <li>• Request the creation of the course CRN(s) and ensure that appropriate fees and credit value have been attached to each;</li> <li>• Liaise with the Fees Office to ensure that a payment structure has been established;</li> <li>• Ensure student understanding of the terms and conditions of the program, liability and insurance issues and that appropriate documentation is completed and signed;</li> <li>• Request payment reports at payment deadlines, as well as follow-up with students who have missed payment deadlines, in conjunction with the Field School Professor;</li> <li>• Ensure that all administrative documentation is in place and filed accordingly;</li> <li>• Prepare the pre-departure information and facilitate the mandatory pre-departure orientation for students;</li> <li>• Assist students in obtaining pertinent travel information for their destination (i.e. visas, immunizations, cultural information, etc.);</li> <li>• Assist in obtaining the necessary visa information for participants (not involved in the actual immigration/application process);</li> <li>• Regularly review the Global Affairs Canada website for Travel Updates and Warnings and communicate the information to the Field School Professor and program participants should the information be deemed of high importance or of potential risk to the safety of participants;</li> <li>• Together with the Field School Professor, ensure that the pre-departure checklist of logistics is complete;</li> </ul>

	<ul style="list-style-type: none"> <li>• Prepare payments for contracted parties as well as confirm the amount of money available to the Field School Professor as a travel advance;</li> <li>• Upon return, meet with the Field School Professor to reconcile any outstanding budget issues;</li> <li>• Debrief with the Field School Professor and students regarding the outcomes of the program;</li> <li>• Send out a formal evaluation of the program to students and summarize the results to be shared with the Field School Professor, Chair and Dean;</li> <li>• At regular report meetings, update the Director, International Education on program development and implementation;</li> <li>• Identify to the Director, International Education, any issues that may arise in the program development or implementation stages which may affect the outcomes of the Program;</li> </ul>
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Responsibilities of the Student Participants	
The student will:	<ul style="list-style-type: none"> <li>• Apply for the Field School in the appropriate manner and by the appropriate deadline as determined by the Field School Professor and the Office of International Education.</li> <li>• Pay the initial <i>program deposit</i> upon acceptance into the program in order to confirm participation;</li> <li>• Sign a <i>Participation Agreement</i> with the Field School Professor to ensure a clear understanding of program expectations, rules and responsibilities;</li> <li>• Attend all initial <i>information meetings</i> and subsequent meetings as scheduled;</li> <li>• Complete the <i>administrative documents</i> provided and return them to the appropriate place prior to the determined deadline;</li> <li>• Ensure that accurate contact information is provided for correspondence with International Education;</li> <li>• Be aware of the financial commitment related to participating in an International Field School and arrange finances to meet all payment deadlines;</li> <li>• Make the initial non-refundable deposit payment on time and ensure that all subsequent payments are paid in full and on time, in the appropriate manner as outlined by International Education;</li> <li>• Understand that receiving a student loan to assist with the payment of the Field School does not permit a student to miss a program fee payment deadline. Student Loan monies may only be used to pay the Mount Royal University tuition and fees associated with the Field School;</li> <li>• Verify registration into the appropriate course once this process is completed by the International Education Coordinator;</li> <li>• Note any discrepancies in fee payment amounts or other issues by bringing to the attention of the International Education Coordinator;</li> <li>• Book travel arrangements as per the program itinerary;</li> <li>• Not book travel arrangements until after given the go ahead by the Field School Professor;</li> <li>• Purchase <i>mandatory Trip Cancellation and Interruption Insurance</i> in case the program is cancelled;</li> <li>• Purchase adequate Out of Country Travel Health and Medical Insurance as per directions given;</li> <li>• Provide proof of travel and travel insurance to International Education;</li> <li>• Become familiar with all insurance policies and keep receipts or documents needed to facilitate making a claim during or after return from abroad;</li> </ul>

	<ul style="list-style-type: none"> <li>• Arrange attendance at the scheduled mandatory pre-departure orientation session delivered by International Education. Students who do not attend the mandatory pre-departure orientation session will not be permitted to participate in the program. The refund policy will apply;</li> <li>• Maintain an awareness of any risk or security issues in the regions traveled to and the activities undertaken as part of the Field School itself or related travel. Regularly review the Global Affairs Canada website to be aware of any Travel Updates or Travel Warnings;</li> <li>• Complete the formal “<i>Registration of Canadians Abroad</i>” process through Global Affairs Canada website;</li> <li>• Be aware that students expelled from the program will not be refunded;</li> <li>• Understand that withdrawal from the program at any time after registration does not guarantee a refund of fees already paid. Please refer to the refund policy;</li> <li>• Check their MRU email regularly between the time of acceptance in to the program until formal program evaluation has taken place. All communication will be sent to the student’s MRU email account;</li> </ul>
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