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FOR ACADEMIC AFFAIRS

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MEMORANDUM NO. OVCAA-BMP 16-094-B

TO : ALL DEANS, DIRECTORS, HEADS OF ACADEMIC UNITS
ALL FACULTY MEMBERS

FROM : BENITO M. PACHECO, Ph.D.
Vice-Chancellor for Academic Affairs

SUBJECT : Academic Field Activities: *Update of Typology and Call to Symposium*

DATE : 6 January 2016

Part I – Update of Typology (enhancing the 28 September 2015 version)

The University recognizes that academic field activities form an integral part in the delivery of **specific** courses and programs. Supplementary are extra-curricular out-of-classroom learning activities as may be organized by students or student organizations.

Academic field activities (AFAs) are university-recognized learning activities outside the *regularly assigned* classroom that fully or partly fulfill an academic requirement as defined or described in the official course syllabus or program catalogue.

For purposes of the university, AFAs include the following types:

Type 1: Long-term or *required short-term* academic field activity

Type 1A: **Practicum** or **internship** that involves long-term deployment of student to a training establishment or entity as engaged by the college/unit

Type 1B: Off-campus field activity under the *immediate* supervision of a regular faculty member in-charge or faculty coordinator-administrator, as applicable, such as **field school** that normally lasts for more than five (5) days

Type 1C: *Required short-term field activity under the immediate supervision of a regular faculty member-in-charge, such as **field survey** or **class observation***

Type 2: Short-term academic field activity outside campus, which is optional (i.e. with provision for an alternative academic activity), under the *immediate* supervision of a faculty member in-charge

Type 2A: Off-campus **field tour** for more than one (1) day but less than five (5) days

Type 2B: Off-campus **field trip** on a relatively shorter duration (i.e. one day or less)

Type 3: On-campus academic field activity outside the regularly assigned classroom(s), which is optional (i.e. with provision for an alternative academic activity), under the *immediate* supervision of a faculty member in-charge

Type 3A: On-campus activity in **non-academic building** (e.g. lagoon, sunken garden, dormitory)

Type 3B: On-campus activity within academic building but **outside the regularly assigned classroom(s)**

Type 4: Academic field activity that is selected and undertaken by a student on his/her own, under the instruction of, but without *immediate* supervision by, a faculty member

Type 4A: **Off-campus independent** activity that is selected and undertaken by a student on his/her own, such as fieldwork in connection with academic requirement

Type 4B: **On-campus independent** activity that is selected and undertaken by a student on his/her own, such as fieldwork in connection with academic requirement

In the above, our office has incorporated classifications and/or descriptions from earlier issuances by the Commission on Higher Education, some UPD colleges/units, and other universities.

Moreover, according to the responses to the AFA survey through Memorandum No. OVCAA-BMP 15-094-A and further consultations with various Colleges or Units, our office has added Type 1C, and replaced the description "direct supervision" with "immediate supervision."

Part II – Summary of Survey (as of 6 January 2016)

We thank all Colleges and Academic Units who submitted their response to Memorandum No. OVCAA-BMP 15-094-A, Academic Field Activities: Survey.

We asked each course-offering department/division/institute if the academic field activities (AFAs) being conducted in their courses fall within the classification in Memorandum No. OVCAA-BMP 15-094. All Colleges and Academic Units were able to respond except SOLAIR, UPDEPPO, CA, SLIS, STAT, UPIS and LAW.

Academic field activities (AFAa) in a total of 688 undergraduate and 436 graduate courses were classified based on the typology of Memorandum No. OVCAA-BMP 15-094. For the purposes of the University, these AFAs included Types 1A, 1B, 2A, 2B, 3A, 3B, 4A, and 4B, ranging from long-term, supervised field activity to short-term, independent field activity.

Previously unclassified AFAs inspired the addition of Type 1C.

A summary of the survey results, now incorporating Type 1C, is listed in Annex 1.

Part III – Invitation to UPD Symposium on Best Practices in Academic Field Activities

We would also like to announce that the OVCAA will organize a **Symposium on Best Practices in Academic Field Activities as part of Balangkas: The OVCAA Symposium Series, on Monday, 22 February 2016 (TBC)**. The final date, time and venue will be announced in a separate memorandum. In this symposium, speakers from selected academic units will be invited to share their practices in handling AFAs. The OVCAA will compile and publish the AFA Guidelines of selected Colleges and Units, following the typology above.

We encourage all faculty members to continue enhancing the conduct of AFAs, and reporting their AFAs regularly.

REPLY SLIP:

Kindly to be emailed to ovcaa@ovcaa.upd.edu.ph and crorozco@up.edu.ph Attention: Prof. Christian R. Orozco, with the SUBJECT: Academic Field Activities SYMPOSIUM, before Wednesday, 20 January 2016.

College/ Unit: _____

Contact Person: _____

Proposed Presenter at Symposium on Best Practices in AFA: _____

Email address: _____

YES, we propose to present the GUIDELINES of our College/ Unit on Academic Field Activities during the Symposium on Best Practices in Academic Field Activities that is being organized by the OVCAA.

YES, we are able to submit the written GUIDELINES for publication and dissemination by the OVCAA at least one (1) week before the Symposium, using the TYPOLOGY 1A, 1B, 1C, 2A, 2B, 3A, 3B, 4A, and 4B, with the hope that other Units may find the Guidelines useful to them as well.

**ANNEX 1:
SUMMARY RESULT OF SURVEY ON ACADEMIC FIELD ACTIVITIES**

The following are key points based on the result of the survey (as of 6 January 2016).

1. Academic field activities in a total of 688 undergraduate courses and 436 graduate courses were classified by the respective units based on the typology in Memorandum No. OVCAA-BMP 15-094. A few previously unclassified AFAs inspired the addition of Type 1C.

The summary of responses is tabulated below:

TYPE OF AFA*	UNDERGRADUATE		GRADUATE	
	Included in the syllabus/course catalogue	NOT YET in the syllabus/course catalogue	Included in the syllabus/course catalogue	NOT YET in the syllabus/course catalogue
1A	47	5	14	1
1B	37	6	37	6
1C	14	0	2	0
2A	137	112	82	60
2B	204	133	90	48
3A	129	104	70	43
3B	169	102	82	37
4A	239	181	190	78
4B	201	181	92	55

**based on OVCAA-BMP Memos 15-094 and 16-094-B*

2. Most long-term academic field activities such as internships and practicum (Type 1A) field schools (Type 1B), and required short-term field activities such as geodetic field surveys and class observations (Type 1C) are already included in the official course syllabus or catalogue.
3. Most of the courses that were reported conduct more than one academic field activity type.
4. Most common among academic field activities being conducted in undergraduate and graduate courses are Type 4A and Type 4B, or those that are undertaken by students on his/her own, under the instruction of, but without immediate supervision by, a faculty member. Majority of AFAs being conducted under Type 4 are off-campus activities (Type 4A).
5. Most of the AFAs that are not yet included in the syllabus are classified as independent academic activities, both inside and outside campus, followed by supervised fieldtrips.