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MEMORANDUM NO. OVCAA-BMP 17-094-C

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

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Vice-Chancellor for Academic Affairs

SUBJECT : Academic Field Activities: *Second Update of Typology*

DATE : 3 March 2017

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*This is the second update of Memorandum No. OVCAA-BMP 15-094 and 16-094-B.*

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, class observation, or fieldwork (e.g. NSTP)***

**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 *not more* 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 field activity 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 field activity 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." In further consultation with NSTP Coordinators, we have also included fieldwork as example of Type 1C.*