

## **Guidelines on Long-Term and Short-Term Academic Field Activities (UPD Academic Type 1B, 1C, 2A, and 2B)<sup>1</sup>**

The University recognizes that academic field activities (AFAs) form an integral part in the delivery of specific courses and programs.

### **SCOPE**

These guidelines shall cover the following types of academic field activities:

- 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-in-charge:
- Type 2A: Off-campus field tour for more than one (1) day but not more than 5 days
- Type 2B: Off-campus field trip on a relatively shorter duration (i.e. one day or less)

As stated in the *UP System Policy on the Second Semester AY 2019-2020 in the Time of COVID-19 Implementing Guidelines* and other related documents, courses requiring academic field activities “are free to redesign the course and explore alternative ways and options to facilitate the completion of these courses remotely.”

Aside from redesigning the course, it is also highly encouraged that units explore the completion of AFAs asynchronously, wherein teachers provide offline content resources and use other modes of communication to monitor students and provide feedback.

### **GUIDELINES**

The following are guidelines and minimum requirements for AFA Types 1B, 1C, and 2:

1. AFAs must be clearly indicated in the adjusted course syllabus. These should be linked to the learning objectives of the course.
2. At least two weeks prior to the official start of classes indicated in the approved academic calendar, a consolidated list of redesigned academic field activities shall be submitted by Departments or Institutes thru the Dean or Head of Academic Unit to the OVCAA Office of Field Activities Diliman using the revised template of the **OVCAA OFA Form 03**, which may be accessed and downloaded at <https://tinyurl.com/OFAForm03Revised>

<sup>1</sup>These guidelines have been revised and adjusted due to the COVID-19 pandemic and shall serve as guidelines during the enhanced and general community quarantine

3. The faculty-in-charge shall properly inform the students that the course requires academic field activity participation. Information dissemination shall be done through:
  - a. Enlistment. Prior to the enlistment of the subject, the department shall indicate the phrase “WITH REDESIGNED REQUIRED ACADEMIC FIELD ACTIVITY DUE TO COVID-19 PANDEMIC” under the CRS remarks section
  - b. Orientation. Remote orientation shall be conducted by the faculty-in-charge to ensure that all students are well-informed about the redesigned academic field activity. Protocols and important matters must be clearly discussed by the faculty-in-charge during orientation.
4. The faculty-in-charge shall obtain participation agreement by students and proper permissions by Head of Unit prior to the conduct of the redesigned field activity by accomplishing the revised **OVCAA OFA Form 02** (can be accessed through <https://tinyurl.com/OFAForm02Revised> using UP email). Upon obtaining the participation of the students, the faculty-in-charge shall keep the students’ copies of OVCAA OFA Form No. 02 for safekeeping and record. The Student Participation Agreement (SPA) is a document of acknowledgement that the student understands the benefits, relevance to the course and/or degree program, and challenges associated with the redesigned academic field activity. As field activities are partnerships between teachers and students, this document contains provisions on the responsibilities of the student as well as teachers during the activity. It is also a declaration that the student is physically and mentally fit to do such activity. The agreement is therefore an assurance that proper protocols are being followed and challenges have been assessed prior to the conduct of the redesigned field activity.
5. The faculty-in-charge shall inform the Dean or the Head of the Unit of the specific details of every redesigned academic field activity prior to conducting it. Academic units are enjoined to devise their own online mechanism of forwarding and endorsing documents within their unit. Such redesigned academic field activities must be included in the summary list submitted by the Unit to the Office of Field Activities Diliman (see No. 2). The conduct of the redesigned academic field activity shall be approved on the Dean’s (or equivalent head) level. Request for permission to conduct field activity with students, addressed to the Dean or Head of the Unit through channels, shall include the following: (**OVCAA OFA Form 01 [revised]**, accessible at <https://tinyurl.com/OFAForm01Revised> using UP email)
  - a. Description of adjustments made in the course syllabus involving academic field activity;
  - b. Objective/s or purpose/s of redesigned AFA;
  - c. Inclusive dates of redesigned AFA;
  - d. Schedule of fees (if applicable);
  - e. Possible challenges and contingency plans; and
  - f. Alternate activities for non-participants (if applicable)

The accomplished request form shall then be submitted to the Office of Field Activities via email at [ofadiliman@up.edu.ph](mailto:ofadiliman@up.edu.ph) after the approval of the Dean (or equivalent head).

6. Students participating in field activity must be physically and mentally fit.
7. The faculty-in-charge shall ensure that the approved schedule of activities is strictly followed during the conduct of the redesigned academic field activity.

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8. Communication lines must always be open during the entire conduct of academic field activity. The faculty-in-charge must maintain constant communication with the students.
9. With due diligence by all parties, especially the faculty member in charge, every redesigned field activity is expected to achieve the learning objectives without any untoward incident that harms the safety or security of a person or results in damage or loss of property.
10. After an academic field activity, the faculty-in-charge shall submit a post AFA report and documentation to their department head or College.