

FIELD SCHOOLS ABROAD

Guide for Establishing a Faculty-Led Short Term Program

CONCORDIA INTERNATIONAL

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TABLE OF CONTENTS

1. Defining a Field School	2
2. Roles	2
A. Program Monitor	2
B. Department	2
C. Concordia International	3
3. Establishing a Field School	3
A. Phase 1: Preliminary Investigation	3
B. Phase 2: Program Development	4
C. Phase 3: Program Negotiations	4
D. Phase 4: Recruitment and Enrolment	4
E. Phase 5: Pre-Departure Preparation	4
F. Phase 6: In-Country Supervision	5
G. Phase 7: Post-Program Retrospective	5
4. Timeline	6
5. Resources	7

1. DEFINING A FIELD SCHOOL

A field school promotes experiential learning, providing real world, out-of-classroom experience to participants. The definition of a field school can encompass various categories of academic activities that take place outside of Quebec.

A field school can be:

- **An excursion to a site of interest or a festival outside of Quebec.**
 - Ex. Fine Arts in Colombia. Professor Ricardo Dal Farra, an associate professor in Music in the Faculty of Fine Arts, accompanied a group of 15 to the International Image Festival in Manizales, Colombia.
- **A Concordia course (or courses) taught in an international setting.**
 - Ex. Azrieli Institute's Summer in Jerusalem Program 2018. Course POLI 487 taught by Professor Csaba Nikolenyi at the Hebrew Institute of Jerusalem's Rothberg International School.
- **Courses taken for transfer credit at a host institution or organization.**
 - Ex. Concordia Theatre Students in Germany Program (2014-2018), hosted at FAU Erlangen-Nürnberg. Students from the Department of Theatre take courses taught by FAU-Erlangen-Nürnberg professors. The courses transfer to student's Concordia degree; students receive 12 Concordia transfer credits.
- **Concordia courses taught at a host institution by the institution's professors.**

Ex. Concordia in Spain Program 2018. Students pursued 9 credits of SPAN courses taught at Universidade Santiago de Compostela (USC), Spain, by USC professors. Dr. Miriam Diaz, Associate Professor of Spanish and Applied Linguistics at Concordia University, supported students on-site, oversaw academics, and provided grading.
- **Non-credited courses or activities organized by a Concordia professor.**
 - Ex. Genova Summer Lab program. Dr. Luca Caminati (Film Studies) selected 11 Graduate students to participate in Università di Genova's Visual Lab Summer School 2018.
- **An existing summer program at a partner institution.**
 - Ex. ESSCA School of Management Paris, a bilateral exchange partner, offers a summer program in which business students enroll in two ESSCA courses worth the equivalent of 6 Concordia (transfer) credits.

Getting started:

- Several of Concordia's partner institutions offer bespoke summer programs in which they offer to host a group of visiting Concordia students and a Concordia faculty member. The Concordia faculty member determines the program course or activity; the host institution grants access to facilities, classrooms and accommodations. (Please contact Concordia International for recommendations.)
- A festival, event or conference can form the basis for an international short-term program.

- A Concordia faculty member can develop an affiliation with a professor from another institution into a collaborative effort to host/exchange students on a short-term basis.
- Faculty members can use an existing connection with a research centre or an organization to explore the possibility of student involvement.

To note: When exploring a prospective field school, it is important to consider the following:

- Ease of travel.
- Suitability of host destination.
- Accommodations for participants.
- Security and political stability of host country.
- Student interest.
- Costs.

2. ROLES

A. Program Monitor – The Concordia member of faculty responsible for initiating and leading a field school.

- **Responsibilities of Program Monitor**

- Initiates program by identifying a viable field school and presenting idea to Department Chair, Associate Dean of Academics, and Concordia International.
- Submits a [Field School Proposal Form](#) by the October 15 deadline.
- Consults with Department Chair and Associate Dean of Academics to determine remuneration/course remission.
- Meets with Concordia International to determine program dates, logistics, and accommodations.
- Meets with Department Chair to determine courses/course credit and to establish eligibility criteria for potential participants.
- Attends information sessions and pre-departure orientation.
- Monitors students while on-site, remaining available to students 24/7 in case of emergency.
- Supports students' academic, health and personal concerns for the duration of the program.
- Corresponds with Concordia International to report on any incidents or actions taken and to provide weekly updates.
- Submits grading.
- Produces a post-program retrospective report.
- Meets with Concordia International to discuss program's successes and difficulties.

B. Department – The Program Monitor's Concordia University department (Chair of department, department administrators and program assistants). The Department is responsible for providing academic advisement and support throughout duration of field school.

- **Responsibilities of Department**

- Evaluates program proposal and communicates response.
 - Allocates Program Monitor's compensation and/or course remission. (Concordia International cannot provide compensation to Program Monitors.)
 - Defines academic and eligibility criteria for applicants in conjunction with Program Monitor.
 - Builds program courses in SIS (if necessary).
 - Attends program information sessions (2) to outline eligibility and academic policies.
 - Aids Program Monitor in assessing applications and selecting participants.
 - Emails students to prompt them to register for program courses.
 - Responds to students' registration/academic-related inquiries.
 - Assists Program Monitor in helping students to drop courses and re-register while abroad (if applicable).
 - Assists Program Monitor with posting grades.
- C. Concordia International** – Office responsible for facilitating outgoing international activities. Concordia International acts as a source of information and support throughout the planning and execution of a field school.
- **Responsibilities of Concordia International:**
 - Responds to Program Monitor's concerns/inquiries in preliminary investigation of program.
 - Works with Program Monitor to develop program logistics.
 - Liaises with host institution and internal Concordia departments to determine field school details (dates, number of participants, deadlines, etc.)
 - Agrees to a price, payment terms and signs an agreement with the host institution.
 - Determines if a mobility bursary is available for program participants. Processes bursary payments.
 - Creates field school website and material.
 - Actively promotes program to students.
 - Hosts information sessions and pre-departure orientation.
 - Receives applications and sends files to Program Monitor and Department for assessment.
 - Sends admissions notices and provides students instructions concerning host application procedure (if applicable).
 - Provides on-going support to students and Program Monitor.
 - Organizes post-program follow-up.

3. ESTABLISHING A FIELD SCHOOL

A. **PHASE 1: Preliminary Investigation**

- **Program Monitor** identifies opportunity and examines feasibility of field school by considering:
 - Relevance of proposed location.
 - Student interest.
 - Costs.
 - Facilities available to students.

- Safety and security of host region.
- Availability of meals and accommodations.

B. PHASE 2: Program Development

- **Program Monitor** asks for approval from **Department and from Dean of Academic Affairs. Department/Dean of Academics** communicates decision and the compensation/course remission that will be granted to **Program Monitor**.
- **Program Monitor** submits Field School Proposal Form to **Concordia International**.
- **Concordia International** and **Program Monitor** meet to identify plan for program's implementation.

C. PHASE 3: Program Negotiations

- **Concordia International** liaises with host institution to determine:
 - Costs and billing.
 - Accommodations and meal arrangements for **Program Monitor** and participants.
 - On-site facilities available to participants.
 - Program timeframe.
 - Minimum and maximum number of participants.
- **Concordia International** initiates signing of agreement with host (if applicable).
- **Concordia International** verifies if a mobility bursary is available for program participants and communicates information to **Program Monitor**.
- **Concordia International** defines a budget and payment plan.

D. PHASE 4 Recruitment and Enrolment

- **Concordia International** creates field school website and promotional material.
- **Concordia International** promotes program to students with assistance from **Department**.
- **Program Monitor, Department, and Concordia International** determine dates for two information sessions for students.
- **Concordia International** hosts sessions in conjunction with **Program Monitor** and **Department**.
- **Program Monitor and Department** select **participants**.
- **Concordia International** sends admissions notices and provides students with any necessary waivers. Communicates instructions for applying to the host institution.

E. PHASE 5 Pre-Departure Preparation

- **Concordia International** and **Program Monitor** lead a pre-departure orientation for participants.
- **Concordia International** will address the following:
 - Travel and arrival/departure instructions.
 - Program and housing dates.
 - Health, safety and insurance.
 - Costs and bursary.
 - Withdrawing from program.
 - Passports and visa.

- **Program Monitor** may choose to address the following:
 - Academic expectations.
 - Behavioural expectations.
 - Notifying of absences from group.
 - Attendance to classes.
 - Cultural norms and differences of host destination.
- **Concordia International** liaises with Student Accounts to bill students for program fee.
- The Financial Aid and Awards processes mobility bursary payments at **Concordia International's** request.
- **Department** builds program courses in Student Information System and prompts students to register.
- **Concordia International** ensures that all students have paid the program fee by deadline.

F. PHASE 6 In-Country Supervision

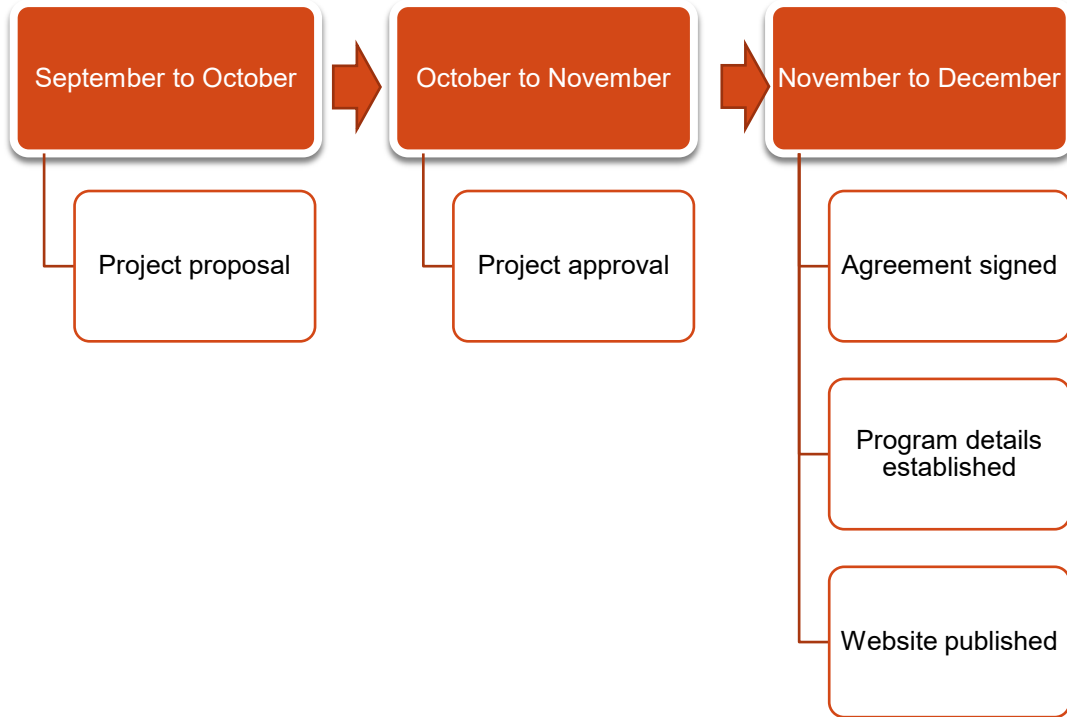
- **Program Monitor** manages arrival of students.
- **Program Monitor** organizes an in-country orientation (if applicable).
- **Department** provides academic advisement to **Program Monitor** and performs administrative tasks as needed.
- **Program Monitor** remains available to students 24/7 in the event of an emergency.
- **Program Monitor** responds to students' personal, academic and medical concerns.
- **Program Monitor** performs teaching/instructing duties.
- **Program Monitor** provides **Concordia International** with weekly updates and informs of any incidents and consequent actions taken.
- **Concordia International** supports **Program Monitor** remotely.

G. PHASE 7 Post-Program Retrospective

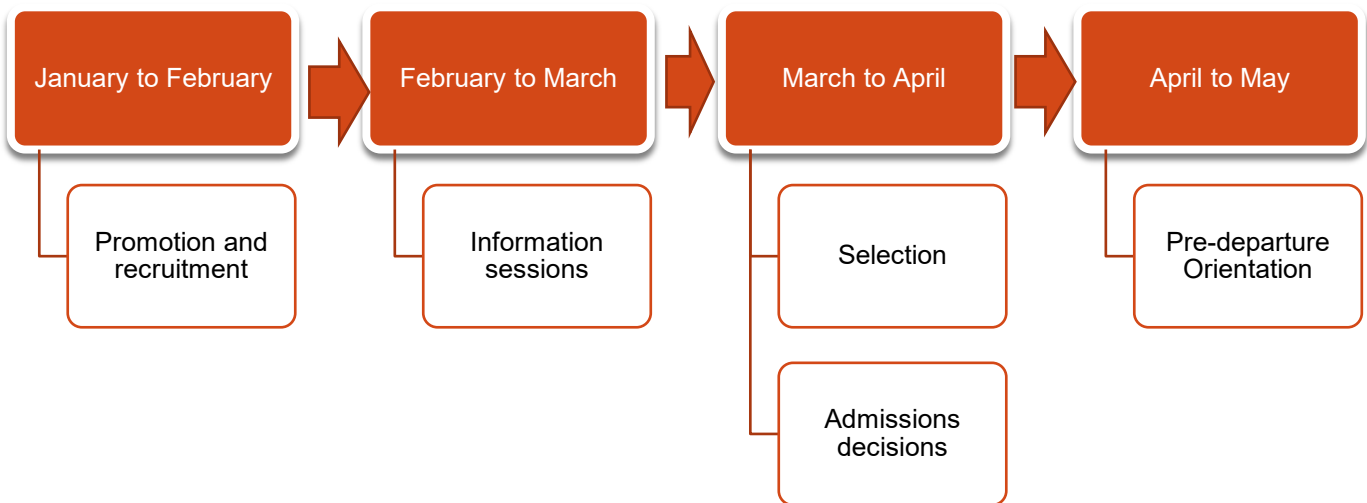
- **Concordia International** sends a questionnaire to students asking them to describe their experience in program.
- **Program Monitor** submits grades (if applicable).
- **Program Monitor** prepares a report evaluating the field school and outlining the following:
 - Coursework.
 - The program's shortcomings.
 - Areas to be improved.
 - Suggestions for activities or excursions.
 - Recommendations for program's continuation.
- **Concordia International** organizes a meeting with **Program Monitor** to obtain direct feedback and provide student questionnaires.
- **Concordia International** attends to expense reports for any out-of-pocket expenses incurred by **Program Monitor**.

4. TIMELINE

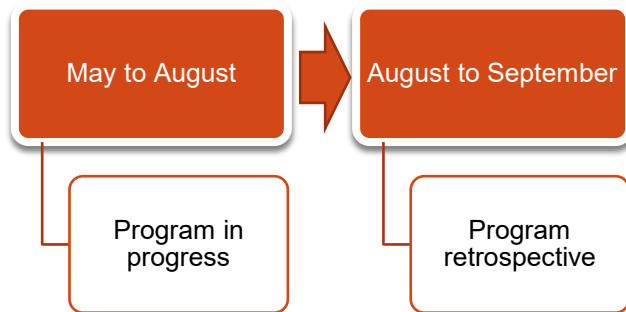
Fall Semester



Winter Semester



Summer Semester



5. RESOURCES

Concordia International

- **Julie Triganne**
Coordinator, Field Schools
Email: julie.triganne@concordia.ca
Tel: 514-848-2424 ext. 5833
- **Christine Archer**
Manager of Education Abroad Programs
Email: christine.archer@concordia.ca
Tel: 514-848-2424 ext. 4988

Concordia International website:
<http://www.concordia.ca/offices/ci.html>

Field School Proposal Form:
<https://moveon-form.concordia.ca/form/5b85ac684b6c0d92333f9f4e/eng>

Current and Past Field Schools: <http://www.concordia.ca/students/exchanges/field-schools.html>

Global Affairs Canada Travel Advisories: <https://travel.gc.ca/travelling/advisories>

Citizenship and Immigration Canada:
<http://www.cic.gc.ca/english/index-can.asp>

Bank of Canada Daily Currency Converter: <http://www.bankofcanada.ca/rates/exchange/daily-converter/>

Ministère de l'Éducation, de l'Enseignement supérieur :
<http://www.education.gouv.qc.ca/en/ministere-de-leducation-et-de-lenseignement-superieur/>

