



INTERNATIONAL FIELD SCHOOL MANUAL

Field School programs are an opportunity for academic departments to internationalize a new or existing course by offering part or all of the course in an international location. This manual provides an overview of how Field School programs operate for the Field School Coordinator, the Centre for International Programs (CIP), and academic departments.

[Centre for International Programs](#)

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1. About Field Schools

Field School programs are an opportunity for academic departments to internationalize a new or existing course by offering part or all of the course in an international location. This manual provides an overview of how Field School programs operate for the Field School Coordinator, the Centre for International Programs (CIP), and academic departments. It provides a chronologically timeline of tasks and information for the organization of a Field School, starting with the summer semester when Field School proposals are approved, and ending with the Field School program taking place during the spring/summer a year later. The Field School timeline can be modified if necessary to accommodate different models of Field School programs.

Centre for International Programs Field School Contacts

Allison Broadbent Study Abroad Manager abroadbe@uoguelph.ca X58466	<ul style="list-style-type: none">• For any questions about Field School policies, protocol and procedures.• Assistance with non-emergency issues abroad
Dimitra Stefopoulou Financial and Information Coordinator dstefo@uoguelph.ca x58466	<ul style="list-style-type: none">• Questions about transferring funds, recording expenses, obtaining a travel advance, student payments, cancellation fees and refunds
Lynne Mitchell Director lmitchel@uoguelph.ca x56914 +1-519-835-7766 (cell – for emergencies)	<ul style="list-style-type: none">• For emergencies and advice outside of business hours

2. Roles and Responsibilities

2.1 Responsibilities of the Centre for International Programs

- Provides some financial support for the running of the Field School program
- Administrative support for Field School programs including assisting with the promotion to students, managing the student application process, participating in student selection, processing student acceptances, and collecting student Field School Fees.
- Administration of the student budget, provides advice on both university and student budgets to the faculty Coordinator and their academic department
- Supports the Coordinator with program planning and logistics
- Coordinates pre-departure orientation for students
- Provides information on risk and responsibility to the Coordinator
- Negotiates and scrutinizes third-party contracts for signature by AVPA and Provost (if required)
- Reviews safety and security issues for Field School location(s) and ensures destinations meet the safety requirements set out in the Universities Safe International Travel Policy
- Provides training and support to the Field School Coordinator

- Ensures that post-Field School surveys are completed by the student participants
- Arranges registration of students into Field School course(s) through the Registrar's Office
- Oversees emergency response for Coordinator and students while abroad

2.2 Responsibilities of the Field School Coordinator/Instructor

The Field School Coordinator is usually the faculty member who acts as the instructor for the Field School course. Many of the Coordinator's responsibilities are similar to those of teaching a course on-campus. Since the course is proposed by the faculty member and their department, it is assumed that the Coordinator brings some knowledge of the Field School location and local contacts and is the best person to assist with arrangements for accommodation, course-related field trips and student preparation to travel in cooperation with CIP. CIP provides 24/7 contact information so that Coordinators can call upon University advice/resources whenever issues arise.

- Program planning and logistics including arranging course field trips, group activities and accommodations based on the Coordinator's in-country expertise, with support from CIP
- Program promotion to students including leveraging faculty/department/College contacts for publicity, offering Field School-specific information sessions to students, and attending CIP's Study Abroad Fair
- Answers student enquiries about the program or forwards them to CIP
- Develops, prepares and teaches the Field School course(s)
- Selects students for the program by reviewing the applications and/or conducting interviews if desired
- Manages expenses and use of University and student funds in-country as determined in advance by the Coordinator/department and CIP
- Contacts the embassy to ensure their own visa requirements are met and provides students with information on visas for the Field School location
- Provides academic department with course grades at the end of the program
- Contacts CIP or other University or local resources in the event of emergencies or situations which may require intervention, should the Coordinator become aware of these situations
- Manages Field School and student issues related to academic activities, in conjunction with the CIP and support systems available through the University of Guelph
- Completes the required training in mental health and sexual violence prior to departure (see section 6 for more info)

2.3 Responsibilities of the offering Academic Department

- Financial support of the program (over and above the funding from the CIP)
- Conferring with the College Dean to ensure approval of the Field School offering in light of other offerings within the College, financial resources and student interest
- Ensuring course is established and approved through the usual U of G processes and that course numbers and weights are determined and communicated to the Registrar's Office and CIP

- Academic oversight of the program including course development, outline, instructions, delivery, and grading
- Upload final grades for the Field School course(s) through the usual procedure
- Implementing usual course evaluation procedures

3. Summer Semester Pre-departure (June – August)

There are a number of administrative and academic details that must be completed in the summer semester (prior to the Field School) to prepare for promotion and recruitment in the fall semester.

3.1 Teaching Responsibilities and Field School Course Information

Field School courses are an opportunity for academic departments to internationalize their curriculum by offering all or part of a course(s) outside of Canada. As such, the courses are considered part of the academic offerings of the department.

The Field School Coordinator works in conjunction with the academic department, CIP and the Registrar's Office to have the course outline, credit weighting and course code approved. The course code(s) for the Field School can be: an existing departmental course code (with the approval of the department), an existing ISS/HUMN/UNIV course code, or an entirely new course code can be created. Keep in mind that a Field School is a University of Guelph course and should conform to the usual policies and procedures for a U of G course. The conduct of classes and the responsibilities of both students and instructors should conform to the usual University policies and procedures including:

- Course outline departmental template and/or checklist
- Making course outlines available to students in advance
- Conducting course evaluations as per department procedures (See Section 7.1)
- Assessment of student performance and assigning grades (See Section 7.2)
- Clarifying and addressing academic misconduct
- Arranging for academic accommodations for students who are registered with Student Accessibility Services
- [Students' Academic Responsibilities](#)
- [Policy on Non-academic Misconduct](#)

3.2 Contracts with third-party or partner organizations

Some Field School programs rely on third-party or partner organizations to assist with logistics, classroom space, teaching and accommodations. In this case, a contract with the partner university or organization is necessary. This contract is negotiated by the Study Abroad Manager and approved for signature by the Provost and AVPA. The Coordinator needs to provide an introduction and details of the services provided by the university or organization to the Study Abroad Manager during the summer or early fall semester.

3.3 Student Field School Fee & Other Expenses

Students on a Field School program pay a Field School Fee. This fee is set by the Coordinator and the Study Abroad Manager based on the budgets that are submitted in the Field School proposal, taking student costs and the exchange rate into consideration. The Field School Fee can include:

- ✓ Accommodations
- ✓ Field trips
- ✓ Group travel during Field School
- ✓ Event/venue admission
- ✓ Group meals/celebrations
- ✓ Wire payment fees related to student money

The Ministry of Colleges, and Universities (MCU) requires that students on programs abroad are not charged for the costs of anything which would normally be paid for by their tuition fees. These would include, but are not limited to, the costs of instruction, library usage fees, classroom rental, and the Coordinator's costs. These costs must be paid out of University funds and not student fees.

Students must also be provided with a detailed list of other estimated expenses for participating in the Field School, above and beyond the Field School fee, such as airfare, visas, food costs and any other expenses not included in the Field School fee. **An estimated Field School fee and list of other expenses must be confirmed by August** in order to include information about costs in promotion of the Field School during the fall semester.

During promotion in the fall, the Field School Coordinator should be clear that these costs are estimates and may change depending upon student numbers and exchange rates. The Field School fee and other expenses will also be communicated to students in the mandatory Study Abroad Information Sessions, the CIP website, and CIP events such as the Study Abroad Fair, to allow students adequate time to determine whether or not they can afford to participate. Students will receive confirmation of the final confirmed Field School fee in their acceptance package in March. It is expected that the final Field School fee not be more than \$100-300 more than the estimated fee that was publicized in the fall (i.e., it is essential that the preliminary budget be as reliable as possible).

If student expenses exceed the amount collected from the students' Field School Fee, the overrun must be paid for from by the academic department. Student funds also cannot be used to cover overruns in University/department expenses. For example, if the cost of the Coordinator's meals exceeds the university budget, this overrun cannot be taken out of student money. This highlights the important of having well-researched budgets in the Field School proposal but, it is understood that some costs cannot be finalized until later in the process. Whenever possible, costs should be finalized by August in order to provide students with accurate information during recruitment in the fall semester.

Any unspent student money must be refunded to students. After CIP has reconciled the receipts from the Field School, any money remaining from the students' Field School Fees will be refunded to the students. CIP will provide students with amounts and details.

4. Fall Semester Pre-departure (September – December)

4.1 Promotion and student recruitment

Promotion and student recruitment are a joint responsibility of the faculty Coordinator, the academic department and CIP. The CIP advertises all of its programs, including Field Schools, to students throughout the fall semester. The Study Abroad Manager will create a page for the Field School on the CIP website, which will be edited/approved by the Coordinator before being used in promotions. The tentative course outline should be completed by August so that it can be posted on the Field School webpage by the beginning of the fall semester. The Coordinator and Study Abroad Manager will give at least one presentation about the Field School during the fall semester for prospective applicants. CIP will promote these presentations on its social media. The Coordinator is also encouraged to connect with their department and College to find promotional opportunities. These typically include social media, listservs, Courselink advertisements, and asking fellow faculty members to promote the program to their classes.

A note about academic requirements:

Students applying for a Study Abroad program must have a minimum 68% cumulative average. (Note: CIP no longer accepts applications from students with lower than 68% cumulative average, as was previously done for students with serious extenuating circumstances that affected their grades.)

4.1.1 Study Abroad Information Sessions

To apply for a Field School, participants must have attended a general Study Abroad Information Session offered by the CIP. Sessions are held weekly both in person and virtually throughout the fall semester and early January, and students can also opt to complete the session on their own through Courselink. Students can [sign up for a Study Abroad Info Session on the CIP website](#). These sessions include information about all study abroad programs (including each of the Field Schools) along with eligibility requirements and the application process. Attendance (include students' name and University of Guelph email address) will be taken at each session and the students will be given access to CIP's online study abroad application in early December. The online application asks students to list up to 5 study abroad program choices, which may include exchange and/or Field School (s). Students are able to indicate if they wish to participate only in a Field School, or if they wish to participate in both a Field School and a fall or winter study abroad program.

4.1.2 Field School Information Sessions

The Coordinator can also set up one or two information sessions in the fall semester to meet with students who are interested in the program. These sessions can be given in person, virtually or hybrid. This gives students an opportunity to meet the Coordinator and ask questions. CIP can book rooms for the information sessions, and it would be best to set these up by the end of September so that they can be advertised.

4.1.3 Study Abroad Fair

CIP coordinates a Study Abroad Fair in mid-October each year to promote the U of G's study abroad programs to students. The faculty Coordinator and CIP can work together to create a display board for the program, and the Coordinator (if available) can attend the fair to talk to students.

5. Winter Semester Pre-departure (January – April)

5.1 The Application Process

All students applying to Field School Programs will apply online using the Centre for International Program's online application system.

The deadline for applying to all study abroad programs occurring during the following academic year (including Field Schools) is in **late January**. After discussion with the Study Abroad Manager, late applications for Field Schools can be accepted if the initial application round does not yield the desired number of appropriate candidates.

Field School Coordinators will be assigned a username and password for the CIP application portal and will have access to the applications for their Field School program only.

5.2 Participant Selection

5.2.1 Equity, Diversity and Inclusion

While students should be academically suitable for participation in a Field School, please keep in mind that grades may not always provide an equitable view of a student's capability. As part of the application process, students can provide socio-demographic information including disabilities, race, sexuality and gender identity. We collect this data to identify students from traditionally underrepresented groups in study abroad, and CIP can work with you to ensure diversity in your participants. Please contact us to discuss the use of this data.

5.2.2 Interviews

Interviews are optional for Field School programs. They are a good opportunity to start to build relationships with students and answer any questions they may have. Interviews can be individual or group, depending on the Coordinator's preference. After reviewing the applications, the Field School Coordinator should provide a list of students to be interviewed to the Study

Abroad Manager, along with their availability (dates/times) for interviews. The Study Abroad Manager can help book interview space if needed, and email the students to ask them to register for an interview time using an online sign-up form created by CIP. The interview committee should consist of the Field School Coordinator as well as another faculty or staff member, which can include a past Coordinator of a group international program or a CIP staff member.

See Appendix I: for a list of possible interview questions. Keep in mind that questions related to disabilities, sexual orientation, mental health conditions etc. should not be asked as part of the selection process.

5.2.3 Waiting List

Field School Coordinators can place acceptable students not chosen in the first round on a ranked waiting list.

5.3 Student Acceptance Package

Once the selection process is complete and the accepted students are finalized, CIP will email the students their acceptance package materials (usually during the first week in March).

The Field School acceptance package consists of:

- An acceptance letter signed by the Field School Coordinator & the Study Abroad Manager
- Field School Pre-Departure Guide
- Field School checklist detailing pre-departure tasks and deadlines
- Information on the Field School Fee and payment

The Coordinator and Study Abroad Manager will update these documents in February before students receive them. Accepted students are given a one-week deadline to accept or decline their placement for the Field School. Once they have accepted, they are subject to cancellation fees which are outlined in their acceptance letter. If a student declines the Field School offer or does not respond to emails requesting their Study Abroad acceptance form, their space may be given to the next student on a waiting list.

5.4 Accessibility

If students have the need for accommodations due to ability/disability, they will be given an opportunity to disclose details about this after they have been selected. If any pertinent special needs are disclosed, the Coordinator should consult CIP, Student Accessibility Services (SAS) and/or Student Counselling (with the students' written permission) for advice as to how to accommodate the student. Many resources about accessible education and SAS services and procedures can be found on the [Diversity & Human Rights](#) and [Student Accessibility Services](#) websites.

While we try to accommodate students as much as possible, some Field Schools may have minimum physical requirements to participate due to location or activities undertaken. Coordinators who should advise CIP of any physical requirements for their Field School by August so that these can be clearly communicated to prospective applicants.

5.5 Field School Course(s) Registration

Registration for the Field School course occurs in late March/early April after all the student participants have been finalized. The Study Abroad Manager will e-mail a list of the students and the course code(s) to the Special Records Clerk in Enrollment Services who will register the students. Students are not able to register for Field School courses on their own through WebAdvisor.

5.6 Pre-departure Preparation for Students

5.6.1 DepartSmart

Students participating in U of Guelph study abroad programs are all required to complete the CIP on-line orientation course, DepartSmart. Coordinators will also be enrolled in DepartSmart to obtain important travel information and so that they can see what information students are being given. DepartSmart provides information on travel preparation (passports, visas), health and safety while abroad, finances, cross-cultural living and intercultural competence.

Field School participants and Coordinators are automatically registered for DepartSmart in March by CIP's Financial and Information Coordinator and will receive an e-mail about how to access DepartSmart in CourseLink.

5.6.2 Intercultural Development Inventory (IDI)

The Intercultural Development Inventory (IDI) assesses intercultural competence – the capability to shift cultural perspective and appropriately adapt behavior to cultural differences and commonalities. It is a 50-item online questionnaire that takes approximately 15-20 minutes to complete and is an effective tool to start students thinking about their intercultural competence prior to their study abroad experience. In addition, if desired, the IDI can be administered again after the students' study abroad experience to assess whether their intercultural competence has increased. **CIP is able to administer the IDI and debrief the results with Field School groups.** Coordinators who are interested in incorporating the IDI into their pre-departure teaching should contact the Study Abroad Manager about this by January at the latest.

5.6.3 Guard Me (required travel health insurance)

Students participating in a University of Guelph study abroad program are required to purchase Guard Me travel health insurance. Guard Me insurance provides comprehensive health insurance and also includes third party liability and security evacuation. There is an alternate plan that also provides some coverage for trip cancellation or delays.

Students (and Coordinators who would like to) should purchase the insurance through the special [Guelph-Guard Me web portal](#), which also provides detailed coverage information. Additionally, lots of information about Guard.Me can be found on the CIP website: <https://www.uoguelph.ca/cip/travel-health-insurance-dont-leave-home-without-it>

5.6.4 Passports and Visas

Coordinators are responsible for contacting the embassy or consulate of the Field School destination country and determining the appropriate visas (if any) for both themselves and the students. This information should be passed on to students shortly after their acceptance in March. Keep in mind that, if the Coordinator or any students are not Canadian citizens, there may be different visa requirements and potentially longer processing times.

5.6.5 Registration of Canadians Abroad (ROCA)

Coordinators and participants are encouraged to register with Global Affairs Canada who offer the [Registration of Canadians Abroad \(ROCA\)](#) service for Canadians travelling or residing abroad. This service is provided in the event there is a need to contact Canadians to offer urgent advice during a natural disaster or civil unrest, or to inform them of a family emergency at home.

6. Pre-departure Preparation & Training for Coordinators

6.1 DepartSmart

The Coordinator should complete *DepartSmart*. CIP will register the Coordinator in the DepartSmart program. This gives Coordinators important travel information and also keeps Coordinators informed as to the information being given to their students.

6.2 Mental Health and Sexual Violence Awareness Training

It is important for Coordinators of our faculty-led study abroad programs to gain some basic training concerning mental health and sexual violence issues. We require that each of Field School Coordinators complete the following training sessions before your departure abroad.

6.2.1 Requirements for Coordinators

Sexual Violence Support Module for Faculty and Staff on CourseLink – you should have access to this course already as it has been made available to all faculty and staff. If you do not see this on CourseLink, please e-mail courselink@uoguelph.ca to ask to have it added.

AND

One of the following:

[Mental Health First Aid - Standard](#) or [MHFA Supporting Youth](#) (both in person or virtual)

You can see the schedules and registration information here:

[Find a course](#)

The time commitment for these courses ranges from 9-14 hours. **CIP will reimburse you for any registration fees** (submit receipt to Dimitra Stefopoulou, Financial and Information Coordinator, CIP).

or

Beyond the Books Mental Health Literacy Training - provides participants with general information on the prevalence of mental challenges and illness, help participants to identify signs of troubling behaviour, and give them skills to engage in a preliminary discussion to determine if referral to a professional is necessary, all within the U of G context. Check the [Learning & Professional Development calendar](#) for dates of offer at U of Guelph

or

safeTALK Training - Learn to reach out to someone thinking about suicide, overcome attitudes that act as barriers to help, talk openly about suicide, and connect with further support. Check the [Learning & Professional Development calendar](#) for dates of offer at U of Guelph

or

ASIST (Applied Suicide Intervention Support Training) - Learn the skills to provide a suicide first-aid intervention, work with someone to develop a personalized safety plan to keep safe-for-now, and connect with further help.

Check the [Learning & Professional Development calendar](#) for dates of offer at U of Guelph

6.3 Preparing for Emergencies

6.3.1 Unsanctioned Field School Activities

Field Schools cannot include any activities that are deemed high-risk and not covered by insurance. These may include but are not limited to:

- canoeing, kayaking or any other small boat activities
- driving a motorcycle, moped, or scooter
- close interaction with animals unless it is deemed necessary for the Field School learning outcomes
- participation in adventurous activities including all-terrain vehicles (ATV), bungee jumping, dirt biking (off-road), hang-gliding, heli-skiing, hot air ballooning, mountain climbing, parachuting, paragliding, rock climbing, scuba diving and skydiving
- participation in organized professional sporting activities

If you are considering an activity that may be risky, it is recommended to reflect on whether the activity is necessary for achieving the learning outcomes of the Field School. If you are unsure whether a Field School activity can be permitted, please contact Allison Broadbent, the Study Abroad Manager.

6.3.2 Reporting Incidents

It is vital that any incidents that occur during the time away with students be reported to the Centre for International Programs (See Appendix II: for contact info). Even if something seems inconsequential at the time, if something seems concerning, please contact CIP for help, advice and just to log the incident in case it turns out to be more serious than first thought. Even if the Coordinator feels they can handle the situation, CIP needs to know what is happening on programs abroad so we can provide advice and feedback based on years of experience sending students abroad. Coordinators are not alone, and still represent the University while abroad. Institutional policies with respect to the behavior of students and professors still apply. CIP is available to help navigate any situation that may arise. Prior to departure, student participants are required to sign a Terms of Participation form outlining appropriate behaviour and expectations.

Because they are with the students in-country, Field School Coordinators will often be the first to be aware of emergencies involving students while abroad. Therefore, it's prudent to consider what you would do in an emergency before it happens. This section helps to prepare you for what can go wrong and understand what to do. Remember CIP is available 24/7 to assist students with any issues that arise, however, there may not always be time to consult us in the case, for instance of a medical emergency with a student. Knowing what to do and what supports are available to you can help a reduce the negative impacts of a bad situation.

What is an emergency?

An emergency is a critical incident which requires immediate action to mitigate injury or damage. These incidents may include serious illness or injury, fatal accidents, sudden deaths, assault, sexual assault or suicide. Other critical incidents include political or civil unrest, natural disasters, terrorist incidents or any incident which causes immediate concern for the safety of an individual or the group abroad.

6.3.3 Resources for dealing with the Unexpected:

- In the event of a medical emergency or incident in the Field School location that requires evacuation (such as a natural disaster, political unrest or terrorist attack), the students are covered by Guard Me health insurance for medical treatment and Guard Me will provide advice to maximize safety (shelter in-place, move to a safer location in-country or evacuate). In the event evacuation is required, Guard Me will provide instructions and resources to evacuate. All students participating in a University of Guelph study abroad

program are required to purchase Guard Me travel health insurance. If there is a student medical emergency or any event which may require the need for evacuation, contact Guard Me by dialing operator assisted collect (905) 667-0587.

- Students are encouraged to print an emergency contact card from DepartSmart that includes emergency contact information for the University of Guelph Campus police, whom students may phone (collect) in case of emergency while abroad. Campus Police may direct the students to the 24/7 telephone number of the CIP Director. Students can also list contact information for parents or other contacts on the card should they not be able to call their emergency contacts if they are unconscious or injured. Students can also print an emergency contact card for Global Affairs Canada, with a number to contact the Canadian government in the event of an emergency.
- Ensure that the students know how to contact any local person affiliated with the Field School program in the event of an emergency in case you are not available.
- Think about what could go wrong on the program given its location, climate, crime rate, political situation, health conditions and the activities students may be involved in. Visit the [Global Affairs Canada \(GAC\) website](#) and check the [Travel Advice and Advisories](#) information for the Field School destination(s).
- Given the situation in the destination country(s), look at what is likely to go wrong (ex. car accidents, muggings) and how to guard against it (e.g., book reliable transport; get a local person to do a safety briefing with students). Coordinators should discuss any safety concerns they may have with the Study Abroad Manager.
- In the event that an incident or emergency does happen, Coordinators should have embassy phone numbers and U of G emergency numbers on hand (See Appendix 2 for a list of important contacts) and access to this manual.
- The Coordinator should have emergency contact information for each student on hand so that they can reach a parent or other appropriate person in an emergency (according to the above definition). This information is kept by the Centre for International Programs and will be emailed to the Coordinator prior to your departure by Dimitra Stefopoulou, the Financial and Information Coordinator

6.3.4 U of G Safe Travel App



CIP has created a Safe Travel App for iPhone and Android so that students (and Coordinators) can have access to emergency response information, their health insurance policy, Government of Canada travel advisories and travel tools such as Google Translate and currency converters, all in one place. Students have one-button access to send a message to CIP staff and CIP is able to send push notifications to App-users based on their study abroad program or geographic location, provided location services and notification are turned on. The App also has an Emergency button so students can easily access emergency contact information for the University, Guard Me and the Canadian Government. In addition, on-line mental health resources are available for students seeking information to support themselves while abroad.

To download the app:

1. Open the App store or Google Play on your phone and search for icent
2. Input your country as 'Canada'
3. From the institution list start typing “Guelph Safe travel App” and select it
4. Choose “No Account? Create Now”

6.3.5 Emergency Contact Information

- **For Students:**

Prior to departure, Coordinators will be given a spreadsheet with emergency contact information that has been provided by the students to CIP. Coordinators should only use this contact information in the event of an emergency if the student requests their emergency contact be called or when a family member is needed to make decisions on behalf of an incapacitated student.

It is important to note that calling a student’s emergency contact number is a serious action and should only be done in the case of a real emergency. Students are adults and it is not appropriate to contact parents to report inappropriate or annoying behaviour. If a Coordinator has concerns about a student’s behavior, that haven’t been resolved by working with the student directly, contact the Study Abroad Manager for advice and assistance.

- **Coordinator In-Field Contact**

Coordinators must also complete the Emergency Contact Information for International Group Travel form – this will be e-mailed to Coordinators by the Study Abroad Manager at CIP and should be returned to her prior to departure. This provides CIP with

information on the group itinerary, and Coordinator contact information while abroad (i.e. locations by date, accommodations and cellphone)

- **24/7 Centre for International Programs/University of Guelph**

In the event of an emergency, the Coordinator should contact the CIP/ U of Guelph as soon as possible. A contact is available 24/7. This information is available in Appendix II: and will be emailed to you by the Study Abroad Manager prior to departure.

6.3.6 Health Insurance for the Coordinator

If you are a regular University of Guelph employee, you have travel health insurance through your Sun Life group benefits while travelling abroad. Information on travel benefits can be found on the [University of Guelph HR website](#). A detailed outline of Sun Life travel coverage can be found in the [Group Insurance Benefits for Employees manual](#). To access this manual, click on your union for benefit information.

Health Insurance Tips:

Depending on your particular situation, you may need to purchase additional travel health insurance to cover you and your family members (if applicable) while you are abroad. Check with Sun Life before you travel if you have a chronic health condition to ensure that you will be covered while abroad.

In the event of an emergency abroad, you must contact Sun Life using their 24-hour helpline BEFORE receiving any medical treatment. Print off your [Sun Life Medi-Passport Emergency Travel Card](#), which lists the 24-hour helpline, before you go and make sure to keep it on you at all times while travelling. Write down the UG policy number (82010) and your employee certificate number on the card, as you will need these numbers in the event of a medical emergency.

You are responsible for ensuring that you have appropriate, comprehensive travel insurance for yourself and family members who may accompany you. As different plans have varying levels of coverage, Coordinators may also wish to purchase the Guard Me insurance to have additional coverage, through the [Guelph-Guard Me web portal](#).

7. Summer Semester/Field School (May/June)

7.1 Grade Submission

Coordinators submit the grades for the Field School course(s) to their department. Please communicate with your department about this before you leave for the Field School.

7.2 Course Evaluations

Course evaluations must be completed for all Field School courses. Evaluations should be done through the Coordinator's departmental process.

7.3 Field School Survey

Following the completion of the Field School, the Study Abroad Manager will forward an online survey to students that asks questions about their overall experience for the Field School program. The results will be made available to the Coordinator.

8. Managing Field School Expenses

The Field School budget consists of two separate budget lines - University costs (funding from the CIP, and the remainder from the offering academic department) and student costs (from the Field School Fee).

8.1 CIP Funding

The Centre for International Programs (CIP) is able to provide some funding to support faculty/academic costs for each Field School program. The Field School Coordinator needs to provide receipts to cover the amount of funding provided by CIP, and will be reimbursed this amount from CIP. The remaining funding (see Field School proposal budget) will be provided by the academic department. The Financial and Information Coordinator at CIP will reconcile all receipts for the Field School provided by the Coordinator, and then invoice the academic department for any expenses above the funding provided by CIP.

8.1.1 Coordinator Expenses

Coordinators must submit detailed receipts for all Field School expenses in order to receive reimbursement from the U of G upon return. Expenses for the Field School, including faculty airfare and accommodation, should follow the final budget submitted to CIP in February.

Below is a list of non-allowable expenses for a Field School program. Please note that this list is not comprehensive. If you are uncertain as to whether an item is covered by the University budget, please confirm with the Study Abroad Manager or your academic department. All costs outside of the usual, allowable expenses, must be approved by the Study Abroad Manager and/or your department.

Items not covered by the Field School budget are:

- Costs of spouse or dependents to participate in the Field School
- Personal food costs above the University per diem
- Excess baggage costs on flight
- Shipping personal items to/from Field School location
- Interest on unpaid balances on credit cards
- Passports or passport renewals (note: visas are covered)
- Cell phone charges
- Electronics and electronic components such as laptops, adaptors, cords and chargers.
- Repairs to personal computers
- As per the University of Guelph's [Alcoholic Beverages Policy](#), alcohol is not an allowable expense

8.1.2 The Student Budget

The student budget involves the expenses that are covered by the Field School Fee, collected by the CIP from the students. Please see Section 3.3 for detailed information about the student Field School Fee.

If student expenses exceed the amount collected from students from the Field School Fee, the overrun will have to be paid for by the Coordinator's department. Student funds cannot be used to cover overruns in the student budget or in University/department expenses. Any unspent student money must be refunded to students after the Field School is over.

8.1.3 Receipts

The Field School Coordinator must provide original, itemized and dated receipts to substantiate all University and student expenses. A credit card slip alone does not qualify as a receipt. Questions about receipts should be directed to Dimitra Stefopoulou, Financial and Information Coordinator at CIP, or your departmental secretary.

8.1.4 Budget Expenses Spreadsheet Template

Please use the Field School expenses spreadsheet template, which will be given and explained to you by Dimitra Stefopoulou before your departure, to keep track of all expenses and receipts during the Field School (with columns for indicating which expenses are part of the students' Field School Fee, and those that are university/Coordinator costs). Dimitra will tailor the spreadsheet to each specific Field School.

9. Questions?

If you have any questions about Field Schools, or require clarification of any of the information covered, please contact the Study Abroad Manager.

Appendix I: Field School Interview Questions

It is recommended to choose one question from each category. Coordinators can also add their own specific interview questions.

Interest and Motivation (knowledge of the program/country/reasons for participating)

- Tell us about your reasons for applying to the _____ Field School program. What you expect to gain from your participation in this program?
- What do you know about the host country and city?
- What are your expectations of this program both academically and personally?

Adaptability/Flexibility (dealing with challenges/living in another cultures)

- Describe a time when you found yourself challenged or in a difficult situation. What did you actively do in this situation and how did it work out?
- Tell us about a time when you had a problem or conflict and your normal support network (parents, friends) weren't available to help. What did you do?
- Your roommate on the Field School program is experiencing culture shock and wants to go home. What advice would you give him/her?
- What have you done in the past when faced with a communication difficulty?

Academic Suitability (academic average/fit with academic program)

- What are your academic expectations for this Field School program?
- How does the courses complement/fit with your academic program at Guelph? Have you talked to your program counsellor/advisor about going on this program?

Readiness to Travel (finances, being away from friends/family)

- Are you prepared financially for the cost of this program? How much do you estimate you'll need to budget to be able to participate in the _____ program? And have you thought about how you will pay for it?
- How would you prepare yourself to be away from family and friends for an extended period of time?

Group Questions/travelling with a group

- How would you contribute to a positive group experience on this study abroad program?
- What do you find is the most challenging aspect of working/travelling in a group? What is the most rewarding aspect?

Appendix II: Emergency Contact Numbers for Field School Coordinators

University of Guelph Emergency Contacts

University of Guelph Campus Security Services
+1- 519-824-2640 (collect calls accepted)

24-hour dispatcher has contact information for senior administrators, international office staff and other emergency contacts according to the University of Guelph protocol for responding to emergencies.

Centre for International Programs

Lynne Mitchell, Director
Office: +1 519-824-4120 x 56914
Cell: +1 519-835-7766 (24 hrs, 7 days a week)
Email: lmitchel@uoguelph.ca

Allison Broadbent, Study Abroad Manager
Office: +1 519-824-4120 x58466 (workdays)
Email: abroadbe@uoguelph.ca

CIP Front Desk
+ 1 519-824-4120 x 54876 (workdays)
Email: cip@uoguelph.ca

Canadian Government, Emergency Assistance Abroad

Global Affairs Canada
+1 613 996 8885 (Ottawa number, call collect where available)
Email: sos@international.gc.ca

For more information on emergency assistance for Canadians abroad:
<https://travel.gc.ca/assistance/emergency-assistance>

*Check here for the consular services information for your Field School location:
<https://travel.gc.ca/assistance/embassies-consulates>

GUARD.ME Travel Health & Emergency Insurance

Tel: Operator Assisted Collect: (905) 667-0587