



DEPARTMENT OF INTEGRATIVE BIOLOGY

BIOL*4700/4800/4900 – Field Biology pre-approval form for non-OUPFB field courses

This form is used to pre-apply for credit at Guelph for a field course taken through an alternative university or related organization (not part of the Ontario University Program in Field Biology - OUPFB) whose primary organizational objectives include research or post-secondary teaching.

- Do not use this form to apply for BIOL*4410 (Field ecology), ZOO*4300 (Marine biology and oceanography) or BIOL*4610 (Arctic ecology) nor any OUPFB field course.
Pre-approval must be granted prior to registering and taking a field course. NO credit approvals will be assigned for a field course after it has been completed.
Deliver this completed application for pre-approval to the Integrative Biology field course coordinator well in advance of the anticipated dates of travel to the field course. Applications for pre-approval submitted too close to the anticipated travel dates may not be processed in time.
Regardless of the specific experience, the credit weight depends entirely and only on the nature, effort and length of time spent in appropriate field course activities, conducted solely or in conjunction with other activities.
The field course must be, minimally, on a par with accepted practices and standards of regular field course offerings through Guelph. Thus, no amount of volunteer experience, work or other type of activity not involving your active participation in the conduct of a field course is acceptable for course credit. If this minimum criterion is not met by the opportunity/activity for which you are seeking credit, DO NOT SUBMIT a pre-approval application. Consult with the Integrative Biology field course coordinator if you have questions.

Full Name (pronouns): _____ Student ID#: _____

Address (through Summer 2024): _____

Phone: _____ E-mail: _____

Program: _____ Current semester: _____

GPA: _____ (subject to verification; typically, 60% is minimum)

Check only one field course for which you are applying for credit. Separate pre-approval forms are required for EACH field course for which you are seeking approval.

Table with 4 columns: Guelph Field Course #, Credit weight, Typical field duration, Applying for:
BIOL*4710, 0.25, 1 week
BIOL*4810, 0.25, 1 week
BIOL*4700, 0.5, 2 weeks
BIOL*4800, 0.5, 2 weeks
BIOL*4900, 0.5, 2 weeks

Academic term and year in which you wish to be registered for the field course in the table above _____

Is the field course available as a university course (elsewhere) that can be taken on a Letter of Permission?
___Yes ___No

If Yes, provide from the host university, the course code _____ and URL _____

Information about proposed research activity for academic credit

University or organization name _____, URL _____

Location of field course _____

Dates of field course _____

Person/instructor directly responsible for the organization, delivery and evaluation of student work/performance during the field course _____

Academic credentials and current appointment/title of instructor above _____

Instructor's personal or professional or field course webpage URL

Describe the activities to be undertaken for credit, including duration, main components, and nature and form of assessments OR append copies of the course syllabus or outline OR materials from course website ensuring this information is present in sufficient detail to evaluate quality of the course.

Typical minimal prerequisites for field courses (your relevant academic background)

Pre-requisite University Courses	Course Name	Guelph Course Code
Ecology	1a.	
	1b.	
	1c.	
Statistics	2a.	
	2b.	

Tell us about any critical requirements related to diet, allergies or any other accommodations that you will require in a field setting.

Date: _____ Student signature _____

Approvals:
Integrative Biology Faculty Field Course Coordinator.

Signature _____

Print name _____

Program Counselor/Academic Advisor.

Signature _____

Print name _____

Additional Notes for Applicants

- Students taking field courses that are not administered by the University of Guelph nor through the OUPFB agree to abide by the rules and regulations, and meet all obligations of the field course provider AND must consent to UoG academic rules and regulations.
- Students taking field courses outside of Canada must provide evidence to the field course

coordinator in Integrative Biology that they have taken and passed the online pre-departure orientation program through the Centre for International Programs (UoG): [Depart Smart](#). Please complete [Other International Academic Travellers Registration for Students](#) under the 'Other International Academic Travellers – Individual Registration' drop down.

- We strongly recommend that students purchase i) travel insurance, and ii) out of province/country travel health insurance if their field course is not held in Ontario.

Pre-approval Submission Checklist

1. ___ This pre-approval Form [completed and signed]
2. ___ Copies of the course syllabus or outline or webpage providing organization/institution detailing activities to be undertaken for credit, including duration, main components, and nature and form of assessments.
3. ___ E-Transcript (unofficial transcript from WebAdvisor)
4. ___ [Course Waiver Form](#) – Semester: Fall term (**recommended**)
Summer term registration is possible if field component ends before June 16th, but will then require and additional university summer term tuition fee. Field course coordinator consent required.
Winter term registration is possible if student is in co-op work term in Fall immediately following their summer field course. Field course coordinator consent required based on proof of co-op work term.
5. ___ [Field Safety and Indemnification Form](#) [completed and signed]
Students also agree to abide by safety instructions provided by instructors and field station staff.

Bring your completed pre-approval form (all 5 documents) to:

Beren Robinson (berenrob@uoguelph.ca) SSC Rm 2455

OR

Caitlin Brookbanks (cbrookba@uoguelph.ca) SSC Rm 2482

Department of Integrative Biology

Summerlee Science Complex