

Approved 09/11/2017

School of Urban and Regional Planning
Ryerson University

POLICY ON INDEPENDENT FIELD TRIPS

This policy sets out procedures and criteria for an application for an Independent Field Trip. Further, the policy provides detail on eligibility, student responsibilities and academic requirements for an Independent Field Trip credit.

The Independent Field Trip is a student developed experiential learning opportunity for fourth year students. As for all independent study course credits there is a rigorous application process to be completed and standard of work to be achieved in order to satisfy the course requirement for grade.

Eligibility:

Fourth year students who are in good academic standing and have completed one School initiated field trip credit are eligible to apply for an Independent Field Trip.

Deadline for Submission of Applications:

May 1st (or the next business day) of the student's sixth semester.

Application:

For any application to be considered the application form - available on the School web site www.ryerson.ca/surp - is to be completed in full and submitted along with all supporting documentation prior to the deadline date. All applications are to be submitted electronically to the School of Planning email address at surp@ryerson.ca.

The required content for any application is outlined below. Students are encouraged to discuss a potential application with a SURP faculty member prior to the development of a complete application package. Students are reminded that the complexity of the subject to be addressed during the Independent Field Trip is to be comparable to that of a School organized trip.

Application Review and Decision:

Complete applications shall be reviewed by a faculty committee of the School of Planning. A decision on any application shall be one of the following:

1. The application is Approved
2. The application is Approved with Required Revisions
3. The application is Not Approved.

Where the decision is Approved or Approved with Required Revisions, a faculty member will be assigned to supervise the trip. Applicants will be notified of the committee's decision by email.

Required Documentation:

The applicant must write a cogent proposal which states:

- a. the purpose of the trip, including a review of the benefits/significance of the trip and how it relates to learning/gaining knowledge
- b. the city or region(s) to be studied,
- c. the planning topics of concentration, research to be completed, themes to be explored
- d. details of the trip itinerary and tasks to be completed at the destination and for the duration of the trip
- e. the agencies to be visited and used for research,
- f. the names and positions of specific contact persons and notably those already contacted,
- g. a review of relevant literature, current knowledge of planning issues/challenges at the destination, and
- h. an appropriate bibliography in support of the literature review.

The proposal shall also include a title page and an indication of the proposed travel dates for the trip.

Applicants are advised that the following criteria will be used in the assessment of applications:

- a. the clarity of the statement of the trip's purpose and significance including a review of expected learning outcomes,
- b. the quality and depth of research undertaken in support of the proposal,
- c. the relevance of the referenced literature to the proposal,
- d. the appropriateness of the trip itinerary and list of contacts to the intended purpose of the trip, and
- e. the feasibility of the successful completion of the trip and work program/tasks proposed.

Required Work Product for Credit:

The applicants shall prepare the following work product to attain a credit for the Independent Field Trip.

1. A written report to be submitted prior to the end of term for the semester in which the trip was completed. (If a summer term trip then prior to the end of the following Fall Term)
2. An oral presentation to be made to the SURP community prior to the end of the term in which the trip was completed.

The specific requirements for the oral presentation and written report shall be developed by the assigned supervisor.

Assessment of the work required to attain an independent field course credit shall be completed by the assigned faculty supervisor.

Expenses:

Students are entirely responsible for all cost and arrangements associated with Independent Field Trips.

Upon awarding an Independent Field Trip to a student the School of Planning shall authorize Ryerson's Student Fees Department to drop the standard ancillary fee normally charged for School organized trips from the tuition statement. However, the assigned field trip course code will remain on RAMMS as an active registration for academic purposes and for the recording of a grade.

Applicants are reminded that field trip expenses are NOT tax deductible.

May 2017