

# **Chung Yuan Christian University (CYCU)**

## **Field Trip Directives**

Passed by the 856th Administrative Meeting on November 13, 2008  
Amended by August/25th, 2016, Official Letter No. 1050002657 (Yuan-Mi-Tzu)

Article 1 Chung Yuan Christian University (hereinafter referred to as “CYCU”) established the Field Trip Directives to coordinate the teaching philosophy of CYCU. Enhancing the teaching quality, improving educational performance, and broadening an international outlook is the teaching philosophy of CYCU.

Article 2 The field trip of the compulsory and elective courses offered by CYCU shall be handled in accordance with the Directives.

Article 3 The field trip refers to the activities, such as practicing, internship, visiting, teaching observation, etc., that benefit students in course taking.

Article 4 Categories for Field Trips are as follows:

- A. The Field Trip for the Partial Semester
- B. The Field Trip for the Entire Semester
- C. The Overseas Teaching Observation Activities

Article 5 The Applied Methods are as follows:

- A. The Field Trip for Partial Semester:

- (1) The Field Trip Within a Day:

The applicant shall fill out the application form. The application form shall be approved by the supervisor of subordinate units, and to the Office of Academic Affairs three days before the field trip for reference.

- (2) The Field Trip More than a Day:

The applicant shall fill out the application form and must attach the event proposal and course outline. The application form shall be approved by the supervisor of subordinate units, and to the Dean of Academic Affairs one month before the field trip for approval. The field trip may be implemented after approval.

- B. The Field Trip for the Entire Semester:

The applicant shall fill out the application form within the date of publication by the Office of Academic Affairs and must attach the event proposal and course outline. The application form shall be approved by the supervisor of subordinate units, and to the Dean of Academic Affairs for approval. The field trip may be implemented after approval.

- C. The Overseas Teaching Observation Activities:

The applicant shall fill out the application form and attach the following attachments. The application form shall be approved by the supervisor of subordinate units, the Dean for Student Affairs, and the Dean of Academic

Affairs one month before the overseas teaching observation activities. To the President for approval, the overseas teaching observation activities may be implemented after approval

- (1) Event Proposal: detailed information for the schedule, curriculum planning content, instructor's duty, expense sharing, and payment options.
- (2) Participants List
- (3) Student Consent Form and Parental Consent Form
- (4) Course Outline

Article 6 The Guidelines of Field Trip Related Affairs:

- A. The Field trip is implemented according to the guidelines of off-campus learning week, one fixed day off and one flexible rest day, or summer and winter vacation.
- B. The field trip, which is implemented during regular school hours, shall not affect the teaching time of other courses.
- C. With the consent of the course instructor and coordination for the make-up or switch class, the applicant may apply for the field trip, which is implemented during school hours and occupies the teaching time of other courses.
- D. Each academic, who plans the overseas teaching observation activities as the course requirement, shall indicate the course content and the grade evaluation of the overseas teaching observation activities on the admission information, a list of compulsory and elective courses, and courses outline.
- E. The students who attend the overseas teaching observation shall be charged in full payment during the activities.
- F. If students cannot attend the field trip for some reason, course-offering units shall provide other schemes for students.

Article 7 Related Affair Affiliations

- A. After the field trip is approved, the applicant unit shall submit the student's name, student number, location of the field trip, contact person, etc. to the Office of Student Affairs for reference before the implementation of the field trip.
- B. The field trip shall abide by "*CYCU Regulations for Off-Campus Activities Safety Counseling*."

Article 8 The Directives shall be passed by the administrative meeting, and then promulgated and implemented. Any amendments shall be processed accordingly.