

WHO CAN ANSWER MY QUESTIONS?

Instructor and/or Department Chair

- ↳ Usually the best source of information for expectations and requirements related to a specific learning experience
- ↳ Will often provide additional written guidelines

Office of the Faculty Dean

- ↳ Provides general information related to institutional policies that impact students
- ↳ Responds to issues of student misconduct that occur in instructional settings

Executive Director, Student Services

Phone: (250) 740-6594

- ↳ Provides general information related to institutional policies that impact students
- ↳ Responds to issues of student misconduct that occur outside instructional settings

Study Abroad Office

Phone: (250) 740-6312

- ↳ Provides information related to international field schools

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LEARNING OFF-CAMPUS



What Are The Ground Rules?



LEARNING OFF-CAMPUS: WHAT ARE THE GROUND RULES?

Vancouver Island University offers many off-campus educational opportunities to enrich student learning. These opportunities can be in the form of a field trip, practicum, co-op work experience, or international field school. Regardless of the type of experience, it is important for students to understand the policies that apply.

This brochure outlines those policies and explores the issues that can arise. Faculty who are responsible for specific off-campus learning experiences will supplement this brochure with information on policies, procedures, and requirements specific to the course and program that students are registered in.



WHAT IS THE INSTITUTIONAL AND STUDENT RELATIONSHIP?

Whether a student is full-time in a local workplace or far from Nanaimo at an international field school, that student retains his/her Vancouver Island University student status and all of our regular institutional policies apply. The location of the student's learning experience becomes an extension of the campus and any behaviour that would violate a policy on campus applies while off campus as well.

One difference, however, is that in many of these learning experiences there is time when a student is "in class," be it a forest, a museum, or a formal workplace, and time that is considered to be the student's "free time" that is the student's own time to explore and socialize. As our students are adults we do not supervise a student's "free time," but expectations of student conduct are still in place under institutional policy.



STUDENT ACADEMIC CODE OF CONDUCT

The **Student Academic Code of Conduct** places responsibility on students to meet standards of academic integrity and outlines the kinds of behaviours that would be considered academic misconduct. In addition to the kinds of violations that can occur in the classroom (such as cheating or plagiarism), the following are examples of academic misconduct specific to off-campus learning:

- ↳ Lying to an instructor regarding participation in the learning experience;
- ↳ Providing examples of work completed in an off-campus setting that were completed by someone else;
- ↳ Falsifying assignments that focus on what was learned from the experience, such as journals or reflective essays; and
- ↳ Failing to participate or attend learning experiences that are essential to the goals of the learning experience.



STUDENT CONDUCT CODE

Students are responsible for their behavior at all times when involved with any institutionally sponsored event. A student, even during “free” time, is under the institution’s jurisdiction if the behavior has a negative impact on other students, the instructor, the learning experience, or the reputation of the institution, and is a breach of the **Student Conduct Code**.

The following outlines Vancouver Island University’s expectations of student conduct and provides examples of violations in an off-campus context:

- 1) Students will comply with University policy and federal, provincial, and local laws and/or regulations. Examples of non-compliance include:
 - ↳ Using, buying, or selling an illegal drug in a practicum or co-op work experience setting, or at any time while on a field school;
 - ↳ Failing to comply with local liquor laws;
 - ↳ Smuggling goods in or out of the country during a field trip;
 - ↳ Not complying with safety guidelines established by departments, faculty, and/or the institution;



↳ Not complying with conduct and dress requirements set by faculty.

2) Students will respect the rights of all students and employees to have a positive and safe learning and working environment. Examples of violations include:

- ↳ Interacting with others in negative ways while under the influence of alcohol;
- ↳ Violence or threats of violence at any time or in any setting related to the learning experience;
- ↳ Being chronically late on travel days so that the group is delayed;
- ↳ Harassing or threatening another person; and
- ↳ Disruptive behavior in a hotel or residence where students have been housed.

3) Students will respect the property of others. Examples of violations include:

- ↳ Theft from clients, practicum placement, co-op employer, other students or faculty; and
- ↳ Vandalism to another’s property, hotel rooms, or any other residence where students may be housed.

WHAT ARE THE REPERCUSSIONS FOR VIOLATIONS?

When these policies are violated the institution’s response is one of progressive discipline. In the case of academic misconduct, the discipline is in the form of an academic penalty (such as an “F” for an assignment or course), and, with repeated violations, suspension from the institution. For violations of the Student Conduct Code the response can range from a formal letter of reprimand to suspension from the institution, depending on the seriousness of the violation and the student’s history of conduct. When the behavior warrants a severe response a student can be sent home from a field trip/school or permission can be revoked to take part in a practicum or co-op work experience.

The location of your learning experience becomes an extension of the campus and any behavior that would be a violation of a policy on campus applies when you are off campus.

