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SECTION 1. COLLEGE OF UNDERGRADUATE STUDIES PROGRAM INFORMATION

College of Undergraduate Studies: Vision

The College of Undergraduate Studies exists to provide the foundations of 4-year baccalaureate higher education to prepare undergraduate learners for meaningful lives, productive careers, and community leadership as well as national and international engagement. The College accomplishes this through

- delivery of a dynamic general education curriculum reflecting breadth and depth of 21st-century skills and content;
- building an undergraduate community of learners prepared for success in the baccalaureate and graduate programs of Walden University and in all higher education opportunities;
- advocacy for undergraduate students and their needs at a research-based university known for its professional and practitioner orientation;
- development of a proactive, academically-supportive learning environment;
- development of signature and innovative undergraduate degree programs, such as the Bachelor of Science in Interdisciplinary Studies; and
- gathering an instructional and support staff of exceptional talent and dedication to the challenges and impact of a premier undergraduate experience.

College of Undergraduate Studies: Mission

The College of Undergraduate Studies of Walden University will develop an educational and professional community of students and alumnae who will take responsibility for positively impacting communities locally and globally.

B.S. in Interdisciplinary Studies Program: Goals and Outcomes

The goal of The College of Undergraduate Studies is to produce well-prepared professionals who are capable of effectively promoting civic responsibility and the achievement levels and who do so in concord with family and community. Students in the B.S. in Interdisciplinary Studies program work toward these goals by

- working across functional areas in their organization and community with an expanded knowledge base and enhanced credibility,
• simplifying complex challenges for work teams in their organization and community,
• becoming vital participants in the strategic planning process in their organization,
• leading and supporting diverse groups and building consensus among group members,
• exploring answers to organizational and community challenges,
• gathering and processing information from individuals across their organization or community as they construct innovative solutions, and
• making thoughtful recommendations that take into account all perspectives.

Supporting Student Services

Office of Disability Services

Walden’s Office of Disability Services is dedicated to providing barrier-free access to Walden’s educational services. Walden works with students to provide personalized support services and accommodations for disabilities. If assistance is needed, students should visit the Disability Services website (www.WaldenU.edu/Support-Services) and contact the Office of Disability Services via e-mail (disability@waldenu.edu) as soon as possible in the program.

If students anticipate the need for disability-related accommodations during field experiences, they must contact the Office of Disability Services at least 6 weeks before registration into the course. Disability Services staff members will work with candidates and the Office of Field Experiences to ensure field placement sites are prepared to accommodate the candidate. Failure to officially request accommodations through Walden’s Office of Disability Services in a timely manner will delay field placement.

Career Services Center

The Career Services Center offers resources and advice to help students navigate their career paths. Taking a proactive approach to developing and managing a career is an important part of lifelong learning. Whether candidates are looking to change jobs or enhance current professional roles, the center encourages setting goals, building professional networks, and taking an active role in stewardship of the career progress from the start of an academic program.

For more information or to schedule a counseling appointment, students should visit the Career Services Center website (careercenter.WaldenU.edu).
SECTION 2. FIELD EXPERIENCE
OVERVIEW AND PROCESS

Field experience is designed for students who are reflective about their work, who are culturally responsive to the needs of the community, and who are willing and able to assume active roles, along with other community members, both domestically and internationally. Field experience is a real-world, hands-on opportunity to put into practice theory studied in coursework.

Field experience also provides students the opportunity to learn from seasoned organizational leaders in the field who can help them articulate how the experience is able to further their area of study. An ideal field site organization has the ability to teach best practices to an incoming profession in the field of interest, establish a partnership with Walden, and create a mentorship within their organization to enhance community development and civic responsibility.

There are three types of undergraduate field experience opportunities: public service, internship, and study abroad. With the assistance of the associate director and faculty members of the College of Undergraduate Studies, students are responsible for completing all necessary paperwork and securing their public service, internship, or study abroad opportunity.

This handbook explains the structure and timing of the course and field experience requirements and describes the guidelines undergraduate students must follow to be successful.

Note: Walden University reserves the right to make program changes as needed to help ensure the highest quality program experience for students.

Personnel Involved in the Field Experience: Roles and Responsibilities

Associate Director of the College of Undergraduate Studies
The associate director is a full-time employee at Walden in The College of Undergraduate Studies. Much of the associate director’s time is devoted to working collaboratively with students on finding an appropriate placement in order to participate in field experience opportunities. The associate director is ultimately responsible for facilitating the approval process of the affiliation agreement—a document that outlines the university and site organization expectations, student proposals, and student evaluations. The associate director also works closely with field experience supervisors, instructors, and the program director to resolve problems and concerns.

Program Director of the B.S. in Interdisciplinary Studies
The program director is a full-time employee at Walden in The College of Undergraduate Studies. Working with the associate director and course instructors, the program director ensures
that field experience opportunities align with the course curriculum and any required program outcomes. The program director also collaborates with field experience supervisors, students, course instructors, the associate director, and the executive director to resolve any field experience problems or concerns.

**Course Instructors**

Course instructors are part-time or full-time employees at Walden in The College of Undergraduate Studies. Instructors are ultimately responsible for facilitating the course experience and approving the proposal before the start of the course. The instructor also collaborates with field experience supervisors, the associate director of the College of Undergraduate Studies, and the program director to resolve problems and concerns.

**Field Experience Site Supervisors**

Field experience site supervisors serve as mentors during the field experience. Because site supervisors observe students’ performance on a regular basis and under varying conditions, they are best able to provide continual on-the-job development. Site supervisors are experienced professionals in their field and are responsible for the following:

- Connecting with students by phone during the first week of the field experience. During this phone call, site supervisors should:
  - Obtain students’ contact information and the contact information of students’ course instructors.
  - Verify that students have their site supervisors’ contact information and other important information about the organization.
  - Verify that students are aware of any pertinent federal and state laws and any relevant organizational policies and procedures related to individuals with disabilities.
- Alerting students to organizational policies and routine orientation information (e.g., dress code, location of restrooms/employees’ lounge, etc.) as well as introducing students to other organization colleagues or community members.
- Working with students to develop goals for their field experience.
- Evaluating students in the following areas as appropriate:
  - Professional skills.
  - Management skills.
  - Empathy to clients.
- Taking notes during observations.
- Verifying the number of hours students spend in the field.
- Arranging time for regular conferences with students for providing feedback, offering praise as warranted, and discussing any problems or issues, keeping in mind that students in field experience are beginners who are learning.
• Completing a brief assessment of students’ performance at the end of the field experience.  
	Note: Students are responsible for providing an evaluation form to the site supervisor for 
	verification of their field experience. This completed verification form must be submitted to 
	he course instructor before the end of the class.

• Reporting any concerns immediately with the university; they should also be prepared to work 
	with the university through the appropriate policies, procedures, and timeframes until the 
	problem is resolved.

Occasionally, students and site supervisors experience personality conflicts. If conflicts occur, 
students should contact the associate director of the College of Undergraduate Studies 
(undergradfieldexp@waldenu.edu).

Note: There is not a separate site supervisor for the study abroad course. The course instructor 
evaluates students’ performance during the community action project.

Field Experience Requirements

Students must successfully complete ENGL 1001: English Composition or its equivalent prior to 
eligibility for a field experience course. Walden recommends that students complete at least 
90 credits of their program before enrolling in the public service or internship field 
experience course.

Field experience students are enrolled in the bachelor’s program of their choice. Bachelor of 
Science in Interdisciplinary Studies students are required to complete a special topics course or a 
seminar with field experience. All other Walden undergraduate program candidates will receive 
five elective credits for successful completion of each field experience course.

Choosing a Field Experience Course

Each field experience provides different opportunities, depending on students’ personal and 
academic goals. Students may review the options and may enroll in more than one field 
experience course during their undergraduate program. However, students should not enroll in 
more than one field experience course per 6-week term. The following descriptions outline the 
three field experience course options from which students may choose:

• IDST 4002: Seminar in Public Service (5 credits) - 30 hours
  ▪ Overview: Students have the opportunity to engage in community service and align it with 
their academic and personal goals. For example, students may decide to work with a 
nonprofit organization. The requirement is 30 hours of service.
  ▪ Course Description: As a supplement to students’ approved service learning placement, 
this seminar course provides them with interdisciplinary research skills with applications to 
the service of others. Activities include creating action plans for service, interviews with an 
audience, examination of multiple viewpoints, and reflection. Upon completion, students 
will integrate their experience gained from the service learning opportunity with theory to 
articulate multiple perspectives. (Prerequisite: ENGL 1001.)
- **Course Outcomes:**
  - Analyze the motivations, benefits, and challenges of service.
  - Develop collaborative relationships with organization and community partners.
  - Apply experiential models of learning to answer questions, solve problems, and address topics through service.
  - Justify using an interdisciplinary model in addressing social problems.
  - Select appropriate disciplinary theories or concepts to understand multiple perspectives.
  - Assess symbols of social change in the service experience.

- **IDST 4003: Seminar With Internship (5 credits) – 60 hours**
  - **Overview:** Students have the opportunity to engage in their own vocational or career development. For example, students may decide to work with professional organizations, such as hospitals or government agencies. The requirement is 60 hours of service.
  - **Course Description:** As part of students’ approved internship placement, this seminar course allows them to apply their disciplinary focus and interdisciplinary process in real-life settings. Activities include creating an action plan for internship, interviews with an audience, examination of multiple viewpoints, and reflection. Upon completion, students will integrate their experience gained from the internship opportunity with theory to articulate multiple perspectives. (*Prerequisite: ENGL 1001.*)
  - **Course Outcomes:**
    - Apply experiential models of learning to answer questions, solve problems, and address multiple topics.
    - Assess transferable skills for application in the global workplace.
    - Correlate various models of leadership with professional development.
    - Justify using an interdisciplinary model to address complex issues for an organization or agency.
    - Correlate appropriate disciplinary theories and concepts with internship site practices.
    - Assess symbols of social change in the workplace.

- **IDST 4004: Seminar With Study Abroad (5 credits)**
  - **Overview:** Students have the opportunity to enroll in a course that focuses on working with different cultures. The College of Undergraduate Studies determines study abroad locations, which the Student Communications Team will announce 6–7 months in advance of travel dates. The travel portion of the study abroad experience consists of 7–14 days within a 6-week course.
  - **Course Description:** In conjunction with students’ study abroad experience, this course offers them the opportunity to engage with other cultures and integrate their experiences abroad with their disciplinary focus utilizing interdisciplinary process. Activities include creating an action plan for study abroad, examination of multiple viewpoints, and reflection. Upon completion, students will integrate their experience gained from the study abroad opportunity with theory to articulate multiple perspectives. (*Prerequisite: ENGL 1001.*)
• **Course Outcomes:**
  – Analyze self-identity to understand culture.
  – Detect differences between one’s own and others’ cultural patterns.
  – Develop awareness of intercultural competencies needed to engage with other cultures.
  – Deconstruct symbols, models, and metaphors of culture to simplify complex concepts.
  – Integrate intercultural experience into leadership and social change development.
  – Engage with another culture by traveling abroad.
  – Select appropriate disciplinary theories or concepts to understand multiple perspectives.

**Field Experience Placement**

Placement for field experience refers to the process of locating and securing a site and site supervisor, both of which must meet specific requirements. With the assistance of the associate director, students are responsible for locating and securing their placement. The College of Undergraduate Studies must approve all field experience placement sites for all undergraduate students.

If students work in a public service or professional setting, they may complete a portion of the field experience requirements at their place of employment, provided all placement requirements are met and approvals are granted. Walden recommends that all students who work in a public service or professional setting contact the appropriate human resources office to discuss policies regarding employees completing field hours. Many organizations do not allow students to complete field hours without using accrued paid time off.

**Internship/Public Service Application Process**

All students must apply for their field experience and have their site and site supervisor approved prior to being registered for the accompanying course. The following steps outline the process for application:

1. Students must complete either the *IDST 4002 Public Service Proposal* form or the *IDST 4003 Internship Proposal* form located in Appendix A and B of this handbook or on the Walden website (select “Forms” from the left navigation; scroll down to the “College of Undergraduate Studies” section; select “B.S. in Interdisciplinary Studies”; scroll down to the “Program Documents” section; select the appropriate form.)
2. Students submit proposals via e-mail to undergradfieldexp@waldenu.edu.
3. The associate director reviews all applications and the student is notified if additional information is required.
4. Completed proposals are then forwarded to Interdisciplinary Studies leadership for approval.
5. The associate director works with the site directly to secure an affiliation agreement, which must then be approved by the Walden legal team.
6. Students are notified via Walden e-mail when their proposal has been approved and the associate director has secured an approved affiliation agreement. **Note:** The review process will take up to 6–8 weeks, starting at the beginning of each quarter.
Students are required to identify and research their preferred organization in their community. These organizations are to be included on the appropriate proposal form. The proposal form is due 6 weeks before the field experience course begins. If students fail to complete the proposal form by the deadline, they will not be registered for the course and completion of their program may be delayed. Once the form is submitted and a placement is secured, students will automatically be registered for the course.

The College of Undergraduate Studies will make every effort to place students in an organization listed on their proposal form. Once the affiliation agreement is approved, the College of Undergraduate Studies will notify students of the placement via their Walden e-mail address. **Note:** All e-mail communication between the university and students occurs via the Walden e-mail server, as per university policy.

When students are notified of an impending placement, the College of Undergraduate Studies will inform them of any additional documentation the site may require. For example, students may be required to complete a criminal history or sexual offender background check, provide proof of immunizations, provide proof of tuberculosis (TB) clearance, or other requirements deemed necessary by the host organization. It is students’ responsibility to fulfill the requirements with the field experience site and adhere to the organization’s deadlines. Failure to fulfill placement sites’ requirements before the course or experience is scheduled to begin will result in a delayed placement and may require students to postpone registration until the next offering.

**Internship/Public Service Timeline**

This section provides an overview of the internship/public service application process in relation to course start dates:

<table>
<thead>
<tr>
<th>Task</th>
<th>Deadline (from course start date)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Students decide they are interested in a field study course with the help of their academic advisor.</td>
<td>4–6 months out</td>
</tr>
<tr>
<td>• Students begin to search for opportunities for internship or public service with the assistance from the associate director.</td>
<td></td>
</tr>
<tr>
<td>• Students obtain a field service opportunity.</td>
<td>2–3 months out</td>
</tr>
<tr>
<td>• Students submit the proposal form to <a href="mailto:undergradfieldexp@waldenu.edu">undergradfieldexp@waldenu.edu</a>.</td>
<td>2 months out</td>
</tr>
<tr>
<td>• Students receive approval and feedback from the College of Undergraduate Studies on the proposal form.</td>
<td>1 month out</td>
</tr>
<tr>
<td>• Field sites sign an affiliation agreement with Walden University.</td>
<td></td>
</tr>
</tbody>
</table>
- Students are registered for the appropriate field experience course by the associate director.

### Table 2. Internship/Public Service Proposal Deadlines by Term Start Dates

<table>
<thead>
<tr>
<th></th>
<th>Spring</th>
<th></th>
<th>Summer</th>
<th></th>
<th>Fall</th>
<th></th>
<th>Winter</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposal Deadline</td>
<td>Term I Start Date</td>
<td>Term II Start Date</td>
<td>Proposal Deadline</td>
<td>Term I Start Date</td>
<td>Term II Start Date</td>
<td>Proposal Deadline</td>
<td>Term I Start Date</td>
<td>Term II Start Date</td>
</tr>
<tr>
<td>Course Start</td>
<td>Proposal Deadline</td>
<td>Course Start</td>
<td>Proposal Deadline</td>
<td>Course Start</td>
<td>Proposal Deadline</td>
<td>Course Start</td>
<td>Proposal Deadline</td>
<td>Course Start</td>
</tr>
</tbody>
</table>

**Study Abroad Application Process**

The following steps outline the process for study abroad application:

1. Locations are determined by the College of Undergraduate Studies and will be announced by the Student Communications Team 6–7 months in advance of the travel dates.
2. Students enroll with an outside vendor, Education First, with whom they register for the trip portion of the course and have the option to set up a payment plan for travel expenses.
3. Students complete the *IDST 4004 Study Abroad Proposal* form located in Appendix C of this handbook or on the Walden website (select “Forms” from the left navigation; scroll down to the “College of Undergraduate Studies” section; select “B.S. in Interdisciplinary Studies”; scroll down to the “Program Documents” section; select the appropriate form.)
4. Once the proposal is approved, students receive confirmation with additional travel information and the associate director registers them for the accompanying study abroad course.

The college encourages students to attend an information session to learn more about the study abroad course and application process. Information sessions are available on a monthly basis once a destination has been decided and communicated through the Student Communications Team. Please see additional information and requirements for the study abroad experience in Appendices C, D, and E.
**Study Abroad Timeline**

This section provides an overview of the study abroad preparation process and timeline:

*Table 3. Study Abroad Timeline*

<table>
<thead>
<tr>
<th>Task</th>
<th>Deadline (from first day of travel)</th>
<th>Responsible Party</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration with Education First online account.</td>
<td>No later than 110 days out</td>
<td>Student</td>
</tr>
<tr>
<td>Application for passport and/or visa (if applicable for staff member and student).</td>
<td>3 months out</td>
<td>Student and staff member</td>
</tr>
<tr>
<td>Submission of special travel arrangements to Education First.</td>
<td>3 months out</td>
<td>Student and associate director</td>
</tr>
<tr>
<td>Submission of IDST 4004: Study Abroad Proposal form (see Appendix C) to <a href="mailto:undergradfieldexp@waldenu.edu">undergradfieldexp@waldenu.edu</a> and designated course instructor.</td>
<td>2 months out</td>
<td>Student</td>
</tr>
<tr>
<td>Review of proposal; review sent directly to student e-mail, copying <a href="mailto:undergradfieldexp@waldenu.edu">undergradfieldexp@waldenu.edu</a>.</td>
<td>6 weeks out</td>
<td>Course instructor</td>
</tr>
<tr>
<td>Submission of signed Student Agreement and Release form (see Appendix E) to <a href="mailto:undergradfieldexp@waldenu.edu">undergradfieldexp@waldenu.edu</a>.</td>
<td>2 months out</td>
<td>Student</td>
</tr>
<tr>
<td>Submission of passport copy to <a href="mailto:undergradfieldexp@waldenu.edu">undergradfieldexp@waldenu.edu</a>.</td>
<td>2 months out</td>
<td>Student</td>
</tr>
<tr>
<td>Student submission of all travel expenses to Education First.</td>
<td>30 days out</td>
<td>Student</td>
</tr>
</tbody>
</table>

**Approval for Field Experience**

The College of Undergraduate Studies must approve all applications for field experience and reserves the right to deny any candidate who does not meet program requirements or is in violation of Walden’s Code of Conduct, which can be found in the *Walden University Student Handbook* (from the main handbook homepage, select “University Policies and Code of Conduct” on the left navigation; then select “Code of Conduct”).
SECTION 3. FIELD EXPERIENCE EXPECTATIONS AND POLICIES

Student Expectations

The field experience is a very important component in any undergraduate program. Due to the nature of field experience, and its value to academic and professional success, students are expected to fulfill the following requirements:

- Read this handbook, including the responsibilities of the field experience site supervisor so that they can better understand what is expected of them by their site supervisors.
- Get acquainted with the organization and the field experience site supervisor.
- Display a highly professional attitude with respect to confidential information.
- Dress in accord to field site atmosphere and guidelines.
- Demonstrate the attitudes and actions of a professional representing Walden.
- Become familiar with the rules, regulations, policies, curriculum, and facilities of the field site organization.
- Understand the neighborhood and/or community in which the organization resides.
- Display enthusiasm and interest in all phases of the experience.
- Fulfill all obligations with regard to promptness, schedule, and required hours.
- Notify the field experience site supervisor immediately if they plan to be absent from the assignment.
- Keep the course instructor informed of the schedule and any problems that may arise.
- Accept constructive feedback and engage in regular self-appraisal.
- Be open in communication with both site supervisors and course instructors; freely ask questions and voice concerns.
- Assess performance by completing a self-evaluation during the last week of the course.

Attendance

Students are expected to report to their organization and complete either 30 public service hours or 60 internship hours. Students are also expected to create a schedule with their field experience site supervisor and notify their supervisor if any conflicts arise preventing them from meeting at a scheduled time. For the study abroad experience, students must participate in a community service project as part of the travel portion of the course; they are expected to adhere to all timeframes and schedules related to the project.

Professional dispositions, or attitudes, are important determining factors for students’ professional engagement. The field experience site supervisor will evaluate students’
professional attitudes toward colleagues, community members, and others at the end of each field experience.

If students are unable to complete their courses as scheduled and are unable to fulfill the field experience hours as required for the term, they will be responsible for notifying their field experience supervisor, classroom instructor, Walden’s Academic Advising Team, and the College of Undergraduate Studies.

Students should discuss any questions about attendance with their field experience site supervisor. The only approved absences are for

- personal illness,
- death in the immediate family,
- religious holidays, and
- professional engagements potentially leading to employment (e.g., an interview with a potential employer).

Students must notify the field experience site supervisor of any absences on the morning of the absence in instances of personal illness or death of an immediate family member and at least 2 weeks in advance for a religious holiday. A medical doctor must document in writing any illness lasting more than 3 consecutive days. Students are also obligated to follow attendance and absence notification regulations as outlined by the field experience site and supervisor.

Students are required to make up any missed hours. Excessive absences (even if excused) may result in the termination of the field experience assignment.

**Emergency/Health Procedures**

In cases when students become ill or injured during field experience, the field experience site supervisor should contact the person(s) whom students designate as their current emergency contact. The contact(s) should be a relative or someone authorized to make decisions about medical care for the student.

**Work Stoppage (Strikes)**

When a work stoppage occurs in a placement site, students are declared nonparticipants. Students remain on standby **during the time the organization is closed. If this situation occurs during a field experience assignment, the course instructor should be contacted immediately for guidance.**

**Performance Below Expectations**

The field experience site supervisor is responsible for informing students where they stand in terms of the level of competency necessary for successful completion of public service or internship. Performance that is below expectations must be clearly identified as early in the field experience as possible. Specific help or remediation strategies should be offered so that students may work toward overcoming any areas of underperformance. Such assistance helps ensure that
the final grade will not be a surprise and that there is enough time to make the necessary growth
to demonstrate competence.

If students are substantially below performance expectations at the mid-point of the completion
hours, the field experience site supervisor should alert the associate director of the College of
Undergraduate Studies and the course instructor. This team will guide students to create and
implement a plan for improvement.

**Conflict Resolution**

If the expectations of any members—students or field experience site supervisors—are not met,
they should initially discuss the problem with the other party involved. Should this discussion
not resolve the issues, they should contact the program director. A mismatch of personalities can
occur, in which case an alternative placement may be the recommended recourse. This situation
should not be perceived as a failure on the part of anyone involved. No changes in placement
will be made without the full participation of all relevant parties.

**Termination Due to Student Misconduct**

Walden reserves the right to terminate a field experience based upon the professional judgment
and concurrence of the field experience supervisor and course instructor. Students may follow
the appeals process delineated in the *Student Handbook*.

Students exhibiting certain negative behaviors may be subject to immediate termination of their
field experience, including involuntary withdrawal from Walden. Such behaviors include
instances in which students
- do not exhibit professionalism in behavior or appearance, such as questionable hygiene,
  language, and/or attire;
- fail to show initiative, not putting forth effort to enrich the organization or community
  experience;
- reject or ignore suggestions and ideas for improvement from the field experience site
  supervisor or course instructor, making excuses and being defensive about constructive
  feedback on their performance;
- do not comply with attendance requirements, arriving late or leaving early, and failing to
  notify the field experience site supervisor when absent or late;
- are unreliable and make self-serving and unprofessional decisions;
- use inappropriate language that demeans individuals or slanders a colleague’s character;
- do not initiate and sustain appropriate professional and personal relationships with other
  colleagues among the organization or persons within the community; and/or
- violate Walden’s (and/or cooperating organization’s) policies on drugs, alcohol, and tobacco
  possession on organization property or in any manner that affects capability in the workplace.

Students may also be terminated from field placement if the field experience site supervisor has
evidence that leads them to doubt students’ ability to function properly in the organization.
Criminal, Sex Offender, and Other Background Checks

Although the College of Undergraduate Studies at Walden does not require students to provide background and sex offender checks, students must comply with any necessary requirements for the field experience, including, but not limited to, state regulations.

Because each site may have different requirements for observers or volunteers regarding criminal, sex offender, and other background checks, it is important for students to discuss these or other requirements with the site as soon as they are notified by the College of Undergraduate Studies of an upcoming field experience placement.

Proof of Immunization and TB Clearance

Some placement sites may require recent proof of TB clearance and immunization for specified diseases. Students should be prepared to provide TB clearance and immunization documentation, as needed.

Rights Reserved

The provisions of this publication are not to be regarded as an irrevocable contract. The College of Undergraduate Studies of Walden University reserves the rights to modify, revoke, or add to any and all regulations at any time.
SECTION 4. FIELD EXPERIENCE EVALUATION

Students, classroom instructors, and field experience site supervisors are involved in the evaluation process. Ongoing observations constitute the basis for evaluation. Although it is appropriate for evaluators to make suggestions, their more critical role is to help students find solutions.

Self-Evaluation

Students are required to assess their performance by completing a self-evaluation during the last week of any internship or public service experience. These self-evaluations are located in eCollege under the “Document Sharing” tab. Students taking the study abroad course will have an opportunity to reflect on the study abroad travel experience within a required course assignment; therefore, they are not required to complete a self-evaluation form.

Course Evaluation

Students’ grades for all field experience courses depend on performance in both course assignments and the successful completion of field experience hours. The course evaluation is based solely on the evaluation provided by the course instructor, who acts as the main evaluator in regard to assignments during any field experience course. Students should refer to the course syllabus for expectations, exact assignments, point systems, and grading policies. Students are required to engage fully in the course during the field experience portion of their program, except during the study abroad travel week.

Field Experience Site Supervisor Evaluation

Students are also evaluated by their field experience site supervisor, who observes performance and provides feedback to help them work toward individual and organizational goals. Site supervisors evaluate students in a variety of areas such as professionalism, adherence to organization guidelines, and the ability to communicate with clients, if applicable. They also verify the number of hours students spend in the field. Students are responsible for providing an evaluation form (located in eCollege under the “Document Sharing” tab) to the site supervisor for verification of their field experience. This completed verification form must be submitted to the course instructor before the end of the course.

Note: Students who enroll in IDST 4004: Seminar With Study Abroad will not receive an evaluation from a separate field experience site supervisor.
APPENDIX A: PUBLIC SERVICE PROPOSAL FORM

IDST 4002 Public Service Proposal Form

The Seminar in Public Service (IDST 4002) courses provide students the opportunity to apply interdisciplinary skills to a real-world focus question or issue. Students formulate a focus question, identify several disciplines from prior coursework or experience, and integrate their public service experience with theory to articulate multiple perspectives relating to their focus question.

Please complete the form below with information regarding your desired public service organization, focus question or topic, and discipline areas. Submit the form and a letter from the organization with whom you wish to complete the field experience to undergradfieldexp@waldenu.edu. An academic committee will review the proposal and either approve as is, ask for revisions, or decline.

Name:
(as it appears in your Walden academic records)

Walden student ID #:

Preferred e-mail address:
Walden e-mail address, if not the same as above:
Preferred phone number to contact:

Term intending to register for IDST 4002:

Has ENGL 1001 been completed?
If yes, provide term completed:
If no, provide term ENGL 1001 was registered:
(Note: ENGL 1001 must be completed successfully prior to starting IDST 4002.)

Organization name:
Organization address:

Organization contact or sponsor
Name:
Title:
E-mail:
Phone:
Description of duties:


Dates for public service:
(Dates need not fall within course term; however, they should overlap. Please refer to the public service guidelines in the Undergraduate Field Experience Handbook.)

Describe your research topic and formulate your problem statement: Why is your focus a subject for interdisciplinary approach?


Select and justify in detail three relevant disciplines connected to your research question:
Institutional Support Requirements

As you are planning a project that will include the active participation of either your organization or another organization, you will be required to submit a letter of support from an organizational “sponsor.”

End of Proposal

For official use only---------------------------------------------------------------

Review Status:

- Approved as is □ Date
- Sent back for revision □ Date
- Declined □ Date
APPENDIX B: INTERNSHIP PROPOSAL FORM

IDST 4003 Internship Proposal Form

The Seminar With Internship (IDST 4003) courses provide students the opportunity to apply interdisciplinary skills to a real-world focus question or issue. Students formulate a focus question, identify several disciplines from prior coursework or experience, and integrate their internship experience with theory to articulate multiple perspectives relating to their focus question.

Please complete the form below with information regarding your desired internship organization, focus question or topic, and discipline areas. Submit the form and a letter from the organization with whom you wish to complete the field experience to undergradfieldexp@waldenu.edu. An academic committee will review the proposal and either approve as is, ask for revisions, or decline.

Name:
(as it appears in your Walden academic records)

Walden student ID #:

Preferred e-mail address:
Walden e-mail address, if not the same as above:
Preferred phone number to contact:

Term intending to register for IDST 4003:

Has ENGL 1001 been completed?
If yes, provide term completed:
If no, provide term ENGL 1001 was registered:
(Note: ENGL 1001 must be completed successfully prior to starting IDST 4003.)

Organization name:
Organization address:

Organization contact or sponsor
Name:
Title:
E-mail:
Phone:
Description of duties:

Dates for internship:
(Dates need not fall within course term; however, they should overlap. Please refer to the internship guidelines in the Undergraduate Field Experience Handbook.)

Describe your research topic and formulate your problem statement: Why is your focus a subject for interdisciplinary approach?

Select and justify in detail three relevant disciplines connected to your research question:
**Institutional Support Requirements**

As you are planning a project that will include the active participation of either your organization or another organization, you will be required to submit a letter of support from an organizational “sponsor.”

**End of Proposal**

For official use only--------------------------------------------

**Review Status:**

- Approved as is  [ ]  Date
- Sent back for revision  [ ]  Date
- Declined  [ ]  Date
APPENDIX C: STUDY ABROAD PROPOSAL FORM

IDST 4004 Study Abroad Proposal Form

The Seminar With Study Abroad course (IDST 4004) experience provides students the opportunity to apply interdisciplinary skills to a research question or issue connected to their experience in the host country. During the course, students will formulate a research question relating to some aspect of their study abroad experience. For their final project students will integrate theory, personal experience, and additional research to articulate multiple perspectives relating to their research question.

Please submit to UndergradFieldExp@waldenu.edu and the course instructor will review.

Name:
(as it appears in your Walden Academic records)

Walden Student ID #:

Preferred e-mail address:
Walden email address if not the same as above:
Preferred phone number to contact:

Has ENGL 1001 been completed?
If yes, then term completed:
If no, then term ENGL 1001 registered:
(ENGL 1001 must be successfully completed prior to starting IDST 4004)

Are you a fluent speaker of any languages, other than English? If yes, please list.

Please answer the following questions provided in the space below.
1. Why are you interested in study abroad?
2. What aspects of the host country are you specifically interested in?
3. Formulate a potential research question connected to the country we will be traveling to. The research question should be 1-2 sentences that summarize the topic.
4. What do you hope to learn from the study abroad, and how will it impact your academic, personal, and professional experiences?

End of Proposal

For official Use Only

Review Status

Approved as is: □ Date
Sent back for revision □ Date
Declined □ Date
## APPENDIX D: STUDY ABROAD

### STANDARD TRAVEL CANCELLATION POLICY*

<table>
<thead>
<tr>
<th>Cancelation Deadline</th>
<th>Refund Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>150 days or more prior to departure</td>
<td>Full refund of travel costs, less the $95 enrollment fee and a $250 cancellation fee.</td>
</tr>
<tr>
<td>149–110 days prior to departure</td>
<td>Full refund, less the $95 enrollment fee and a $450 cancellation fee.</td>
</tr>
<tr>
<td>109–30 days prior to departure</td>
<td>Full refund, less the $95 enrollment fee and 50% of the program fee.</td>
</tr>
<tr>
<td>29 days or less prior to departure</td>
<td>No refund will be issued.</td>
</tr>
</tbody>
</table>

*This cancellation information can also be found on Education First’s student agreement. All cancellations must be submitted by students directly to Education First. Walden’s associate director receives notifications of cancellations confirmed through Education First, at which time students are dropped from IDST 4004: Seminar With Study Abroad.
APPENDIX E: WALDEN UNDERGRADUATE STUDY ABROAD STUDENT AGREEMENT AND RELEASE

Agreement and Release
Educational Tours Faculty-Guided Study Abroad Program

1. I hereby release and waive any claim against, and agree not to sue Walden University, LLC ("School") and/or Laureate Education, Inc. and their parents, subsidiaries, employees, officers, or agents (the "Releasees") regarding any and all claims and causes of action for damage to or loss of property, personal illness or injury, or death, arising out of any travel, program, or activity conducted by or associated with School, or from my personal activities or travels outside the program, including those arising from civil unrest, war, terrorism, natural disaster, transportation delays, labor disturbances, and/or acts or omissions of government or military authorities. I agree that I am fully advised of the hazards of travel in the destination country and have reviewed the current U.S. State Department’s Statement: [http://travel.state.gov/travel/travel_1744.html](http://travel.state.gov/travel/travel_1744.html).

2. To the best of my knowledge, I am able to fully participate in the program. I understand that I will be going to a foreign country, with different customs, standards, laws and risks than I am accustomed to in the United States. I understand that I may become sick or injured while participating in the program, that I may be arrested or imprisoned if I do not conform to local laws, that there is crime in other countries and that I may be a victim of a crime, and that local customs and standards may not be comparable to those in the United States. I voluntarily accept those risks and will not hold the Releasees responsible for any claims or damages.

3. I agree that I am not relying on any representations or warranties made by the Releasees regarding safety, customs, perils or other risks associated with travel to a foreign country and I have made my own independent assessment of such safety, customs, or other risks as I deemed appropriate.

4. I understand that School may cancel or alter any program or course for insufficient enrollment or otherwise, and may make changes or substitutions.

5. I understand and agree that I am responsible for obtaining and maintaining a valid passport and any required travel visa(s) in sufficient time prior to my departure date. Further, I understand that if I do not hold a U.S. passport, it is my responsibility to know and understand the travel requirements for my travel locations and to obtain any visa(s)
or further travel documentation necessary during my study abroad program. Failure to maintain appropriate travel documents will not result in a refund of any program fees or tuition.

6. I understand that the Releasees will not be responsible for any medical costs associated with any injury or illness I may sustain during my study abroad program. I also understand that it is my responsibility to obtain any accident, medical, or travel insurance, which will not be covered by the Releasees.

7. I understand that the Releasees will not be responsible for any legal costs, attorney’s fees, fines or other expenses associated with any legal proceeding I may be involved in while abroad, be they civil or criminal in nature. I also understand that the Releasees will not be responsible for obtaining or locating legal counsel for me and I will have to make and pay for any such arrangements myself.

8. I will comply with School’s rules, standards and instructions for participant behavior. I understand that failure to do so may result in my expulsion from the program, and actions that violate the student Code of Conduct may be cause for review by Walden University or the sponsoring institution. I fully understand that I am solely responsible for any and all costs arising out of my withdrawal or removal from my program.

9. This agreement will be effective upon my signature and shall be governed by the laws of Minnesota.

10. I consent to the provision of emergency medical treatment to the extent that the treatment is necessary in the medical opinion of the doctor rendering the treatment. If I require emergency medical treatment, please contact:

    Name: ________________________________  E-mail: _________________________

    Home Phone: ______________________       Work Phone: _____________________

______________________________________
Signature of Participant

______________________________________   ___________________________
Participant’s name (printed)                Date