

UG Program Field Trips, Guest Speakers and Course Activities

2024 Spring Semester Session 4

Office of Undergraduate Studies

February 2024

To facilitate teaching and learning in UG courses, the Office of Undergraduate Studies provides financial support as well as necessary administrative support for a variety of classroom activities based on course need. Please note that as the UG program has grown and due to budget limitations, UG Studies will only fund one field trip or one guest speaker per course, not both. Any instructor who would like to plan both a field trip and a guest speaker for the same course may fund the second event out of their discretionary funds, although the UG Studies staff will still help with logistics if requested. Courses may hold a class activity in addition to the field trip or guest speaker. All field trips, guest speakers, and class activities are funded on first-come-first serve basis each session, and there might not be sufficient funding to support all requests in a given session. You are encouraged to submit your requests as early as possible after the application for each session opens.

Field Trips

Course field trips are a unique and important component of DKU undergraduate study. A field trip is a course-related activity that serves the educational purposes of the course. By participating in field trips, students have the opportunity to receive practical information that is difficult to be conveyed in the classroom. The Office of Undergraduate Studies helps to plan the trip, arranges transportation, and accompanies the trip if needed. Faculty are strongly encouraged to consider activities that allow students to interact with people in the local community or expose them to local culture. In particular, faculty may wish to consider field trips that include some kind of service or experiential learning, volunteer work, etc.

Budget

1. Round-trip transportation within a maximum of 2 hours' drive from DKU (for example, Kunshan, Suzhou, Changshu, Taicang, Zhangjiagang, and Shanghai).
2. Entrance tickets (Please note: many sites are on a reservation system and do not support temporary increases in the number of visitors.)
3. No meals, snacks and water will be provided. Students should bring their own or pay for their own on-site. We are working with the canteen to see if we can arrange for students to pre-order packed meals at their own expense. We will share information with faculty sponsors as it becomes available.
4. Gift package for the host organization if needed.
5. Excluding transportation and gift package, the maximum budget for all field trips is **100 CNY per student**, including but not limited to entrance tickets, tour guide, sightseeing, activities, etc. (Please note that this cap is a maximum, not a target. We only have limited funding, and by keeping costs down for each trip, we can support a larger number of field trips.)

Guidelines

1. Funding is not provided for independent studies or capstone courses.
2. All field trips are scheduled on Fridays during the teaching weeks of the session.
3. Since we only have a limited number of Fridays and limited staffing, faculty are encouraged to plan joint field trips with other courses if appropriate.
4. Participation in field trips is highly encouraged but not mandatory. If attendance on the field trip is required for completion of any graded assignment, instructors are expected to provide an alternative assignment or activity for students who do not participate in the trip.
5. If multiple field trips are planned on the same day, students enrolled in more than one of these courses may choose which trip to participate in.

6. The course instructor is the official leader of the field trip and must accompany the whole trip. Although teaching fellows, teaching assistants, or office staff may also accompany the field trip, the instructor is the responsible leader.
7. All participating students are expected to return to campus with the group. Any student who wishes to be excused from returning with the group must notify the instructor at least 24 hours in advance by submitting a signed Application Form for Deviation from Undergraduate Course Field Trips. Students may not leave a field trip before the organized activities conclude.
8. Only instructors, accompanying UG Office staff, and students enrolled in the class can participate in the field trip. Any plan to invite additional people (faculty, students, or staff) on the field trip must be approved in advance by the UG Academic Activities Coordinators. Such additional guests need to pay their own expenses.
9. The course instructor should send the UG Academic Activities Coordinators the final roster of names of all participating students no later than 1 week in advance of the field trip. The list should also include the names and cell phone numbers of any other university affiliates who are accompanying the trip. The instructor should create a WeChat group that every participant should join.
10. No changes or cancellations in either the itinerary or participant list should be made once the planning is completed. Special situations should be discussed with the UG Academic Activities Coordinators. Students who commit to a field trip but do not show up might be required to reimburse UG Studies for non-refundable costs such as entrance tickets.
11. When planning the trip, the course instructor should communicate with the students about any risks associated with the activity, expectations for behavior during the trip, appropriate attire, need for students to bring their own water and/or food, and emergency preparedness information.
12. During the week of the activity, the UG Academic Activities Coordinators will provide the instructor with a detailed agenda and any notes regarding the trip schedule, meeting point, and any necessary documents participants need to bring. The instructor should share applicable information with participating students.

13. If translators are needed, the instructor is responsible for identifying a student from the class to fulfill this role.
14. Whenever practical, the site of the field trip should be visited in advance by the instructor or the UG Academic Activities Coordinators to assess any potential risks associated with the location for the initial visit to the destination.
15. The default transportation for all field trips is chartered buses or university-owned vehicles. The UG Academic Activities Coordinators or designee will arrange transportation and be responsible for communication with the bus driver.
16. In the event that a field trip has fewer than 10 participants, the instructor should discuss the feasibility of the trip with the UG Academic Activities Coordinators.

Application

1. The UG Academic Activities Coordinators are available for consultation to help faculty identify a suitable location for their field trip that meets the learning objectives of the course. If any questions, please contact
 - Jiawen Cai at jiawen.cai@dukekunshan.edu.cn (Division of Natural and Applied Sciences and Language and Culture Center)
 - Isaac Zhu at yongyu.zhu@dukekunshan.edu.cn (Division of Social Sciences and Division of Arts and Humanities)
2. Requests should include an explanation of how the field trip will enhance the learning objectives of the course.
3. The UG office will send out a survey to collect field trip requests 3 weeks before the session starts. Faculty who wish to have a field trip should take the survey as early as possible. All requests are due no later than 1 week before the start of the session in which the field trip is scheduled.
4. All field trips, guest speakers, and class activities are funded on first-come-first serve basis each session, and there might not be sufficient funding to support all requests in a given session.
5. A schedule of field trips supported by the UG Office will be made available before the start of the session.

Fridays available for 2024 Spring Session 4

~~Week 1, March 22nd: Course drop/add.~~

Week 2, March 29th

~~Week 3, April 5th: the Thursday class meeting schedule is in effect on this day.~~

Week 4, April 12th

Week 5: April 19th

Week 6, April 26th

~~Week 7, May 3rd: the Thursday class meeting schedule is in effect on this day.~~

Guest speakers

We have limited funding available for faculty who wish to invite a guest speaker from outside DKU to visit their class. Whenever possible, we encourage faculty to work with academic divisions, research centers or the colloquium series to bring in people who might give a public seminar as well as visit a class.

Guidelines

1. Remote speakers are highly recommended.
2. The topic or activity should be closely related to the course content.
3. Only a maximum of one speaker per course per session will be funded.
4. Speakers are not supported for independent study or capstone courses.
5. The UG Studies Office will only cover travel expenses within China. Visitors from Suzhou/Shanghai are highly preferred. For longer distance visitors, preference is given to speakers from Wuhan University, and visitors must meet with faculty and students while on campus and give a public presentation.

Budget

Budget is limited to:

1. Round-trip transportation by train (up to first-class coach) or air (economy class) within China

- a. Local: Maximum 200 CNY
- b. Long distance: Limited number available, maximum 2,000 CNY
 - i. Domestic airfare: economy
 - ii. Train: second class
2. One-night accommodation near the DKU campus or at the Conference Center: Maximum 750 CNY (long distance only)
3. A maximum of 100 CNY per day on-campus dining
4. Honorarium of CNY 1,500 (speakers from Duke Kunshan University, Duke University, Wuhan University will not be offered an honorarium)
*(*Starting from 2022, there has been a change in procedures for issuing Fapiao application of individual service provider who is a mainland China ID holder. Please check with the UG Academic Activities Coordinators for more information.)*

Application

1. Faculty who wish to invite a visiting class speaker should submit the Qualtrics survey to UG Academic Activities Coordinators, as early as possible. Applications will not be accepted within two weeks of the proposed visit start date.
 - Jiawen Cai at jiawen.cai@dukekunshan.edu.cn (Division of Natural and Applied Sciences and Language and Culture Center)
 - Isaac Zhu at yongyu.zhu@dukekunshan.edu.cn (Division of Social Sciences and Division of Arts and Humanities)
2. Requests should include an explanation of how the proposed visit will enhance the learning objectives of the course.
3. We expect that faculty will allow invited guest speakers to participate in additional course/faculty discussions and meet with students and faculty during their stay at DKU in order to make the best use of our budget. Speakers, particularly long-distance speakers, are also strongly encouraged to give a public seminar while on campus.
4. Funding for both local and long-distance speakers is competitive. All field trips, guest speakers, and class activities are funded on first-come-first serve basis each

session, and there might not be sufficient funding to support all requests in a given session.

Class Activities

DKU has funding available for class activities such as poster sessions, classroom demonstrations, film screenings, etc. These activities typically take place on campus. The maximum budget is CNY 75 per enrolled student for a regular-sized course, and generally a maximum of one activity per course will be funded. Funding is not provided for independent studies or capstone courses.

Activities should support the teaching objectives of the course. There are many ways such funds could be used; however, the office **will NOT fund any coffee or snacks**. If you have any questions regarding whether or not an activity is eligible for funding, please consult the UG Academic Activities Coordinators.

Application

1. Please submit Qualtrics survey to the UG Academic Activities Coordinators, at least two weeks before the proposed activity date.
 - Jiawen Cai at jiawen.cai@dukekunshan.edu.cn (Division of Natural and Applied Sciences and Language and Culture Center)
 - Isaac Zhu at yongyu.zhu@dukekunshan.edu.cn (Division of Social Sciences and Division of Arts and Humanities)
2. Requests should include an explanation of how the activity will enhance the learning objectives of the course.
3. All field trips, guest speakers, and class activities are funded on first-come-first serve basis each session, and there might not be sufficient funding to support all requests in a given session.