

# Harlow: An Old World Experience Waiting for You!

## A How-To Handbook on Planning a Program in Harlow



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## ***Are you interested in taking your students abroad but don't know where to begin?***

You are not alone. This resource will help you in the planning and execution of a successful Harlow experience for you, your department/School/Faculty, and especially for your students.



If you are considering teaching a course or program at Harlow Campus, the following information should help you in your planning and preparations; and inform you of the services provided by Harlow Campus staff.

### **Overview of Harlow Campus**

Harlow Campus is Memorial University's fourth Campus and located in England. It is a small campus that gives students and faculty a chance to study and undertake research abroad, creating a unique teaching and learning experience for everyone.

The Campus was first opened on 20<sup>th</sup> August 1969, housing professors from Memorial University and students from the local Harlow College. The first Memorial University students to use Harlow Campus were from Social Work in the fall 1970, who stayed for 3 months. Harlow Campus then continued to house students from the Faculty of Engineering completing internships in

Harlow factories from 1971, followed by the Faculty of Education in 1972 when students completed their internship in local schools over one semester.

While Education students provided the mainstay of the campus throughout the Seventies and Eighties, the Campus has since been used to deliver credit courses in the Arts, Sciences, and Business. It has also housed interns in Social Work, Pharmacy, Cooperative Commerce, Engineering, and Computer Science. The Fine Arts program in theatre and visual arts at Grenfell Campus has a long-standing relationship with Harlow. For over 20 years the two programs have been sending students for programs of up to 8-12 weeks in duration.

Scholarships, bursaries and travel awards are available for [undergraduate](#) students studying at Harlow. The Bowring/Harlow Scholarship is available for graduate students engaged in thesis-related research in Great Britain. In all cases selection is competitive.

### **Location**

Harlow Campus is situated in the quaint, historic town of Old Harlow in the west of Essex County. Its location is midway between London and Cambridge, and is linked to both cities by road and mainline railway (approximately 40 minutes from each by rail). Depending on which airline you travel with typically your entry point into London is either through [London Heathrow](#) (LHR) or London Gatwick (LGW) airports. At time of developing this material, [Air Canada](#) arrives and departs through Terminal 2 at London Heathrow while [WestJet](#) uses London Gatwick. You can get from both these airports to Harlow Campus using a number of methods. Professors would normally travel with the group and a coach is booked to collect them from the airport, which is paid for by the faculty (normally included in the students' program fee). If a professor is travelling on their own they would normally have a taxi pre-arranged to collect them, or they could travel to Harlow by train/tube from either airport quite easily.

It is best to research your options prior to arrival so that you know which one works best for you. **Note: Just to be sure, you can always confirm details with [Harlow staff](#), who will book a taxi for you. Harlow staff will also book coaches to collect groups from the airport.**

## Facilities at Harlow

### Teaching facilities

Harlow Campus has two classrooms on site, St John's House and the Lord Taylor Room. St John's House can accommodate up to 30 students and The Lord Taylor Room can accommodate up to 15 students. Both are equipped with screens, projectors, a TV, a video/DVD machine, and video conferencing facilities. Harlow Campus has a small library linked to the QEII in St John's; Harlow's Librarian is Crystal Rose, Grenfell Campus. Faculty/staff can request publications/books to be added to Harlow Campus' library for use whilst in Harlow.

There is also a computer room for faculty and student use. Classroom space will need to be booked before arriving on campus with the General Manager, Ms. Sandra Wright (+44 (0)1279 455902). Harlow Campus is fully wireless. A MUN Login account is required to access the computer facilities and network.

### Faculty accommodations

Faculty accommodation can be provided on site in one of Harlow Campus' three apartments. All apartments can sleep up to four people so families are welcome.

St. John's Cottage (one double-bedded room and one twin bedded room)

- Mainly used by faculty, but can be rented for holiday residents when not in use.



- 44 and 46 Market Street (two twin bedrooms at 44, one twin and one double bedded room at 46).
  - Mainly used by faculty, but can be rented for holiday residents when not in use.



44 Market Street



46 Market Street

## Student accommodations

Accommodation for students are available in The Maltings or Cabot House. The Maltings has space for 41 students and Cabot House for 10 students.



Cabot House Room



Maltings Twin Room

- Each room in **The Maltings** has its own ensuite;
- **Cabot House** has shared bathroom facilities;
- Both residences have fully equipped kitchens including: fridge, freezer, stove, microwave, pots/pans, dishes, and all necessary utensils;



Cabot House Kitchen

- Each resident has his/her own phone which must be pre-paid at reception;
- There is a common room in both the residences each with a TV/DVD;
-



Maltings Common Room



Cabot House Lounge

- The Maltings houses a computer lab with eight Labnet computers and a printer.
- Cabot House has 2 Labnet computers and a printer.



- The entire campus is Wi-Fi accessible.

### Accommodation requests for special needs

Students are encouraged to contact the Blundon Centre at least six months before travelling to Harlow if they have any accommodation requirements due to a disability. For more information, visit [www.mun.ca/blundon](http://www.mun.ca/blundon). Please inform Harlow staff as early as possible if you have any specific accommodation requirements due to a disability. They will do everything they can to ensure that you have an enjoyable stay at Harlow.

### Visiting Harlow for research, sabbatical, or personal purposes

Harlow can, based upon availability, be booked by members of the MUN community when working or visiting the region.

For further information please contact the Harlow Campus directly by telephone at +44 (0)1279 455900 or by [email](#).

### Food service



A weekday meal is provided for all students, professors/staff and families while studying on campus.

## How does this work?

Harlow Campus is available for booking by any academic unit, but reservations need to be requested well in advance of any course offering. Based on past experience we would suggest 12-18 months lead time. Access to the Campus is on a first come-first served basis and any intended use of the facility must go through a School/Faculty approval process and be coordinated and confirmed in consultation with the [General Manager](#) of the Harlow Campus. Normally this process involves consultation with the Dean and Senior Administrative Officer (SAO).

### Examples of current and past programs offered at Harlow Campus

Several departments currently offer programs/courses at the Harlow Campus. Business, Biology, Education, Music, Theatre, Social Work, and Humanities and Social Sciences are just a few. Which courses are offered and when depends on a number of factors including demand, availability of faculty, availability of accommodations, and so on. Programs can vary in duration and are not tied to a 13 week schedule. Some examples are:

Faculty of Business: <http://www.business.mun.ca/why-us/study-abroad/harlow-program/>

Biology Department: [http://www.mun.ca/biology/undergrad/courses/courses\\_harlow.php](http://www.mun.ca/biology/undergrad/courses/courses_harlow.php)

[Biology 4910 and 4911](#) (You Tube video describing the courses – Spring 2015)

[Biology 3820](#) (You Tube video describing the course – Spring 2015)

Faculty of Education: [http://www.mun.ca/educ/undergrad/internship/intern\\_abroad/harlow.php](http://www.mun.ca/educ/undergrad/internship/intern_abroad/harlow.php)

School of Music: <http://www.mun.ca/music/harlow/index.php>

The Fine Arts program in theatre and visual arts at Grenfell Campus has a long standing relationship with Harlow. For over 20 years the two programs have been sending students for programs of up to 8-12 week duration.

Grenfell's theatre program sees a cohort of students travel to Harlow with a professor from the Theatre program for [up to 8 weeks](#) in the winter semester, either in acting or technical theatre. Students in the acting stream will rehearse on campus during the day and have the opportunity to see theatre shows most evenings. In addition they take part in masterclasses which are held on campus and are led by British actors. The technical theatre students visit London to see backstage areas and meet with those involved in stage management and production. They too will attend shows most evenings. Mid-way through the experience they will all visit Stratford-upon-Avon, the birthplace of William Shakespeare, where they see more shows at the Royal Shakespeare Company.

The visual arts program at Grenfell Campus also includes an optional [12-week summer immersion program](#) in Harlow. Over a 12-week spring semester, you'll take daily field trips to important cultural and architectural sites in the UK. The majority of the course work occurs directly in London, with regular trips into the city. These art history courses are immersive and experiential, offering a hybrid of art history, visual and material culture, and studio-based work. This unique opportunity is available every other year for any student in the visual arts program. Students receive credit for three art history courses (9 credits) towards their degree when they take part in the immersion program.



As mentioned, interested faculty must go through an approval process in their home academic unit for courses to be offered at Harlow Campus. Each department maintains a separate process for consideration and approval and therefore interested faculty should contact their respective department head and/or dean for more specifics. Some departments have well defined processes while others are less so.

An example of the process used by the Faculty of Humanities and Social Sciences as part of their decision making can be found in [Appendix A](#).

## Course concept and rationale for delivery at Harlow (things to consider)

### Getting Ready

Once the program has been approved professors/staff should contact the [General Manager](#) of Harlow Campus to confirm the program dates and expected size of the group, and notify them of the professors/staff that will be accompanying the group.

Harlow Campus staff can provide support in obtaining VISAs for professors/staff and/or students, if required.

It will be the responsibility of the professors/staff to block book the rooms for students and then provide Harlow with a list of room share allocations. Faculty accommodations for programs must be included in the faculty budget and booked in advance with Harlow Campus staff. Students can pay for their accommodations themselves when they arrive at Harlow, but this can also be paid in advance and included in the program fee calculations but must be paid into a separate account, please speak to the General Manager of Harlow for further information.

Before arriving at Harlow Campus, it is highly advisable to book trips and venues in advance. Most venues will require a group booking and will provide a reduced rate when booked in advance. Moreover, if the program is visiting a National Trust, or Youth Hostel Association site, the Harlow Campus are members of both associations, therefore booking in advance through campus staff will greatly reduce the cost. This can be done through Harlow Campus by providing all relevant details, size of the group, date of trip, venue to be booked and transport required. Harlow can book and pay deposits in full and then charge the fees back to the Faculty/School. Harlow Campus can also book transfers to and from the Airport for all professors/staff and students. In addition to assistance with administration, when in residence at Harlow programs can receive assistance with managing budgets, tracking and forecasting program costs. A faculty fee is charged to each program dependent on the size of the group, please contact the [General Manager](#) of Harlow Campus for current rates. This faculty fee should be included in the budget planning, which should also include faculty accommodation and airfare, payment for MUCEPS (if you plan to have a MUCEP student work whilst at Harlow), funds equivalent to the student program fee for faculty to use on field trips.

### Course design

The best advice provided by faculty who have previously taught at Harlow Campus is:

“Do not try to do at Harlow what you would do in your regular class setting! Prepare students for an experiential learning experience that they cannot receive sitting in a classroom or laboratory in St. John’s, Corner Brook, or wherever.”

"Find an opportunity to look at what other programmes might be offered at the same time you are in Harlow. This can allow for new interdisciplinary programming and course amalgamations when thinking about your Harlow courses, and might include shared field trips and team teaching/lecturing (as now occurs with the Music and Visual Arts Harlow programmes). Every group has tours and guest lectures that might provide opportunities for new parameters in thinking of your discipline -- and when programs align at Harlow (as in our cases) this can also lead to the idea of developing a joint course (one that can be cross-listed) benefiting Harlow students with increased opportunities and an enriched experience." *Dr. Gerard Curtis, Chair, Visual Arts Program, Grenfell Campus.*

## Course cancellations

In the unfortunate event a course is cancelled the faculty member is asked to notify the [General Manager](#) of Harlow Campus in writing.

## Funding

### Harlow Incentive Program

To encourage and facilitate study abroad experiences for Memorial students studying at Harlow Campus, the Harlow Incentive Program provides incentives to academic units to offer courses that include student residency on the Harlow campus for all or part of a course.

The funding is dedicated to support a cohort of students taking part in a Harlow Campus program and must be used to encourage student participation.

For the 2016-17 academic year commencing with the fall 2016 semester, each academic unit will receive cohort-based funding as follows:

\$1,500 per student per full semester for the first 10 students living and studying at Harlow Campus; and \$1,000 per student per full semester for every additional student thereafter.

The funding package has two components: one based on the number of students in the cohort and one based on an in-kind component providing instructor accommodation on the Harlow Campus. For programs that involve residency of less than a full semester at Harlow, both components will be pro-rated based on the length of the residency.

A cohort is defined as a group of students taking one or more courses offered by a single academic unit or by a consortium of academic units. A full semester is one that aligns closely with full fall or winter undergraduate semesters at Memorial, e.g. a continuous instructional period approximately 12 weeks in length followed by an examination period.

To help units defray fixed costs associated with Harlow programming, Harlow Campus will provide in-kind instructor accommodation (one two-bedroom apartment per program). No additional funding will be provided in cases where additional or off-campus lodging is chosen or required.

Visits to UK partner campuses or hosting of UK faculty members for guest lectures at Harlow is strongly encouraged, and some costs incurred may be reimbursable based on the parameters of the visiting delegations protocol [http://www.mun.ca/international/Visiting\\_Delegations/](http://www.mun.ca/international/Visiting_Delegations/) of Memorial University.

For a list of current UK partners please click [here](#)

Proposals to offer a course or courses at Harlow and plans for interaction with other educational institutions in the UK are to be submitted to [Sonja Knutson](#), Director, Internationalization Office.

Downloadable forms for the Harlow Incentive Program:

- Template for the proposal is [here](#)
- Template for the report to accompany the request for reimbursement is [here](#)

Please complete and return to Zach Wheeler, Coordinator – Finance, via [email](#).

## Appendix A

*The following Humanities and Social Science guidelines were current as of early 2018 and are subject to change. They are presented on an illustrative basis. For the most current applicable version please see [https://www.mun.ca/hss/faculty\\_staff/tasks/off\\_campus\\_program.php](https://www.mun.ca/hss/faculty_staff/tasks/off_campus_program.php)*

### Expressing Interest in Delivering an Off-Campus Field School or Harlow Program

#### I. Purpose of Field Schools.

Faculty of Humanities and Social Sciences field schools provide students with the opportunity to study abroad for a short period with the familiarity and expertise of MUN academic staff members. These special programs bring classroom and learning experiences to life in a safe learning environment. Students are exposed to new surroundings, diverse cultures and languages, skills development, extracurricular trips and guest speakers in ways that are possible only by spending time in another locale. The ability to complete MUN courses elsewhere as part of a local cohort acts as an extension of campus learning. Field schools deliver exceptional value in terms of financial commitment, administration and peace of mind. Because the programming is administered by Memorial University there is no need for external application processes to an international institution and no need to negotiate transfer credit issues. Those who complete time abroad develop skills that help them prepare for today's global society, which increasingly involves traveling to unfamiliar locations, working in multicultural environments, adapting to new situations, and thinking creatively.

#### II. Types of Field Schools funded by the Dean of Humanities and Social Sciences' Office.

The Office of the Dean of Humanities and Social Sciences allots a fixed budget in each fiscal year for qualifying field school programs. A field school that offers courses that are all applicable to a diploma or a certificate program is strongly encouraged. There are three types of programs that will be considered for funding.

1. Required courses: The university calendar specifies that students must complete field school courses as part of their degree program.
2. Harlow courses: Courses [delivered at the Harlow campus](#) that are enhanced by availing of the location, and which may require up to 2 years of advance notice and planning.
3. Elective courses: Courses delivered off campus that will be significantly enhanced by availing of the location. Preference is given to regular courses over the creation of special topics courses.

Normally, all of these courses are to be offered as part of a faculty member's course load, and the department Head must agree that this will not encumber the department's ability to offer courses that are required for students to complete their program of study.

#### III. Pre-Approval Process.

Step #1: Department Head submits an expression of interest to the Associate Dean of Humanities and Social Sciences (Undergraduate):

This step assumes that the Instructor has consulted with and sought approval from the respective Department Head in advance of submitting an Expression of Interest in planning their field school. The advance notice facilitates the Head's development of the department's teaching plan.

Deadline of Expression of Interest: 5:00pm April 10, or next business day (i.e., 13 months before a May program starts, 17 months before a September program starts, 21 months before a January program starts)

The Secretary of the Associate Dean (Undergraduate) will send out an email notice in February as a call for Expressions of Interest, with a reminder in March.

By April 10, the Department Head, on behalf of the interested faculty member, needs to inform the Secretary to the Associate Deans of Humanities and Social Sciences of the basic budget request associated with field schools and/or Harlow programs that will be included in the department's teaching plan submitted in October. This may include submitting a revised request for a program that was not funded in the previous year.

At this juncture, only basic information is needed, and no form needs to be completed. An email submission should identify:

1. the proposed location
2. the start and end dates,
3. the courses to be offered (including whether these are required for the program)
4. the instructors involved (including whether these courses are part of a faculty members' normal teaching load),
5. the minimum number of student enrollments for the program to proceed, and
6. a short statement about the pedagogical relevance of the proposed program.

An approximate budget request need only identify:

1. the estimated travel costs for the faculty member(s),
2. per diems, and accommodation costs and
3. any other anticipated expenses to be incurred for participating faculty member(s) and the administration of the field school.

At a later point a detailed budget breakdown and course outlines will be required, as well as a promotional plan. *Funding is not available through the Office of the Dean of Humanities and Social Sciences for student expenses such as tuition, destination travel, accommodation, or per diems.* The proposed program should clearly prioritize students in the Faculty of Humanities and Social Sciences at Memorial University. The Secretary to the Associate Deans maintains an inventory of all submissions. The submitted information will be used for steps #2-4.

## Step #2: Expressions of interest reviewed by Field Schools Committee

Early each year, the Dean of Humanities and Social Sciences strikes a Field Schools Committee comprised of the Associate Dean of Arts (Undergraduate), the Faculty of Humanities and Social Sciences' Senior Administrative Officer, and three faculty members. Ideally, the faculty members will not be affiliated with departments who are requesting funds for field school delivery.

Beginning approximately April 11, the Faculty of Humanities and Social Sciences' Committee reviews expressions of interest that were received by April 10. Normally, the Committee's evaluation of expressions of interest is guided by the following considerations; however meeting all of these criteria is not a guarantee that an application will be successful.

1. Pedagogy considerations, such as the academic benefits to students, and the relationship between course content and the proposed location of study. The pedagogical relevance should be identifiable in a statement from the faculty member establishing why the proposed travel and venue(s) are integral to teaching outcomes;

2. Fairness and opportunity considerations, such as the rotation of program delivery such that a request that is unsuccessful one year is given greater priority for conditional acceptance the following year, and vice versa; and,
3. General cost considerations within the available Faculty of Humanities and Social Sciences budget. The Committee shall consider all expressions of interest within the annual budget envelope available for field schools.

By the end of April, the Committee will request that the Associate Dean of Humanities and Social Sciences (Undergraduate) advise the Dean of its recommendations (i.e., 12 months before a May program starts, 16 months before a September program starts, 20 months before a January program starts).

### Step #3: Dean's Office analyzes general cost considerations

Once the Field Schools Committee has made recommendations, the Faculty of Humanities and Social Sciences' Senior Administrative Officer analyzes the financial aspects of each expression of interest so that the Dean may consider the value for money and related matters. Among the considerations are the financial implications of a faculty member not being available to deliver normal course offerings on campus.

Within a few days of the Committee making its recommendations, the Associate Dean of Humanities and Social Sciences (Undergraduate) submits the Committee's recommendations along with the financial assessment of the Senior Administrative Officer to the Dean.

### Step #4: Dean makes a conditional decision

The Dean of Humanities and Social Sciences reviews the Field Schools Committee's recommendations and the Senior Administrative Officer's financial assessment. By early May, the administrative support (finance and administration) advises Heads, copying the Associate Dean, whether the Dean has deemed the request for limited funds to be conditionally successful or unsuccessful. If the request for funds is conditionally successful then the faculty member will be invited to submit a detailed application (step #5) and the Department Head will tentatively include the course(s) in the preparation of the teaching plan. If the request is unsuccessful, the faculty member is eligible to re-apply the following April, and is encouraged to speak with the Associate Dean who will offer suggestions to improve the program design.

### Step #5: Faculty member submits formal application (required for all field school funding requests exceeding \$3000)

Deadline for submission of formal application: May 31, or next business day (i.e., 11 months before a May program starts, 15 months before a September program starts, 19 months before a January program starts)

By May 31, faculty members' whose request for financial resources has been conditionally accepted will need to submit a completed "[Off-Campus Program Application](#)" form to the Secretary to the Associate Deans. Office personnel are available to answer questions during the preparation of the application. Applicants should consider that the formal application will be subject to an academic review (step #6a) and a financial review (step #6b). The Dean does not require a formal application on an annual basis when a request for funding is less than \$3000, the program has been previously approved and the university calendar stipulates that students must complete the field school as part of their program requirements.

Tips for preparing a Harlow campus field school are available on the [Faculty of Humanities and Social Sciences website](#).

### Step #6a: Academic review of formal application by CUGS

Each year, all formal applications are referred to the Faculty of Humanities and Social Sciences' Committee on Undergraduate Studies (CUGS) for academic review. CUGS is asked to identify suggestions for pedagogical

improvement and consistency with changing university policies. Particular attention is paid to the course outline and its connection with the field school location. Instructors are encouraged to state the skills and knowledge students would acquire by participating in the field school. CUGS does not render a decision on whether or not the field school ought to be offered.

#### Step #6b: Financial review of formal application

The Faculty of Humanities and Social Sciences' Senior Administrative Officer performs a standard review of proposed expenditures to ensure financial diligence and consistency with university policies.

#### Step #7: Approval by the Dean

Deadline: June 30, or next business day (i.e., 10 months before a May program starts, 14 months before a September program starts, 18 months before a January program starts)

The Dean of Humanities and Social Sciences makes a decision that is communicated in a timely manner to the applicant and the Department Head. Any offer of funding is accompanied by conditions and the Office of the Dean reserves the right to withdraw its financial support.

#### IV. Cancelling the Field School due to Low Enrollments

A well-designed and well-promoted program is likely to be in demand. In the event of low enrollments, the Office of the Dean of Humanities and Social Sciences will work with the Department Head to confirm that the field school program should be cancelled, and information must be carefully communicated to students. (See Chart for enrolment deadlines and number of student commitments required.)

#### Minimum Number of Enrollments by MUN Students

	<b>6 months before start of field school semester</b> (by the registration start date of the semester prior to the field school)	<b>4 months before start of field school semester</b> (by the start of classes of the prior semester)
1 faculty member offering 2 courses	evidence of 12 firm commitments from MUN students	minimum 10 confirmed enrolments from MUN students*
2 faculty members offering 4 courses	evidence of 24 firm commitments from MUN students	minimum 20 confirmed enrolments from MUN students*

Communication with students (from instructor)	Students who have signed up are <b>advised in writing by the instructor(s)</b> , copying the Head and the Associate Dean, that the minimum number of enrolments has not been met. Plans continue for the program to proceed and efforts will increase to encourage student sign-ups. However if [NUMBER] students are not signed up by [DATE] the field school will be cancelled, with the possibility that it will be deferred for delivery in 1 year.	Students who have enrolled are <b>advised in writing by the instructor(s)</b> , copying the Head and the Associate Dean, that unfortunately the minimum number of enrolments was not met and the field school will not be offered. Whenever possible a full refund will be available; however, full refunds are not always available due to prepaid expenses that are not reversible. The Department might explore the potential for the program to be offered 1 year later than originally planned, subject to meeting enrolment minimums.
Communication with MUN personnel (from Associate Dean)	The Associate Dean forwards the instructor's email to Dean's Office personnel, to the Go Abroad coordinator, and (if applicable) to representatives	The Associate Dean forwards the instructor's email to Dean's Office personnel, to the Go Abroad coordinator, and (if applicable) to Harlow representatives

\* In extraordinary circumstances, the Dean will consider reducing the cancellation markers to 9 or 19 as applicable, and delaying a cancellation decision by up to 2 weeks. Non-MUN students are eligible to enroll, however they do not count towards the minimum number of enrollments.

Normally, the maximum number of students is related to capacity, such as the number of seats on a bus.

In the event of cancellation, the Dean will notify the faculty member responsible, the academic unit Head, the applicable Associate Dean of Humanities and Social Sciences, the Faculty of Humanities and Social Sciences' Senior Financial Officer, the [Go Abroad Coordinator](#), the HSS Communications Coordinator, and the [General Manager](#) of Harlow Campus. It is the responsibility of the Head of Department to ensure that the faculty member contacts students individually to inform them of a program's cancellation and that this is done in a timely and sensitive manner. With approval of the Dean and the Head of Department, a cancelled program may be eligible for deferral to a future year, subject to changes being made to the program in consultation with the Associate Dean. Such changes may include increased emphasis on the delivery of courses that are required for a departmental program and which are also eligible for interdisciplinary programs and/or for diploma or certificate programs.

## V. Post-approval Process.

### Step #1: Communicating Approval of the Field School to Staff.

Once a field school has been approved, the Humanities and Social Sciences Senior Administrative Officer will notify the following (including start date, location and other unique aspects of the field school):

1. the Instructor and Department Head
2. Humanities and Social Sciences' Communications Officer and the Go Abroad Coordinator,



3. Humanities and Social Sciences' Senior Advisor and the Manager of Interdisciplinary programs of the approval, including start date
4. [Enrolment manager, finance and administration](#), will monitor numbers of students (according to registration counts and Banner Finance) and inform the Dean's Office a minimum of six months in advance of the field school
5. [Administrative support, finance and administration](#), will provide financial and logistical information for the field school and maintain the official financial file on all field school programs, including Harlow.

Representatives at the Harlow Campus wish to receive a request from the Humanities and Social Sciences Senior Administrative Officer at least 13 months before the delivery date.

## Step #2: Administrative Duties of the Instructor

The Instructor of an approved field school will immediately:

1. contact the Dean of Humanities and Social Sciences Office ([administrative support](#)) to obtain a fund number through which student deposits can be facilitated. Instructors should never handle payments for field schools. Students make payments through the Cashiers office. Students normally make a \$300 non-refundable deposit, which is applied to the overall cost of the field school.
2. connect with the Humanities and Social Sciences' Communications Officer to discuss and coordinate printed material (posters, brochures)
3. contact the Go Abroad Coordinator to discuss promotional plans
4. take concrete steps to secure tangible commitments from students in the form of a financial deposit and course sign-up (see Step #3 below)
5. direct students to deposit down-payments to the Cashiers Office

## Step #3a: Instructor's Promotion of the Field School and Generating Enrollments

As soon as a field school is confirmed, it is time for the Instructor to get the word out. Faculty members should begin posting information about the program 8 to 12 months in advance of the departure date to give students enough lead time to arrange financing, etcetera. At all times, students need to be aware that a field school or Harlow semester is subject to cancellation in the event of insufficient enrollments.

Promotional activities include:

1. Get in touch with the [Go Abroad Coordinator](#), who meets with students to discuss future go abroad opportunities. Liaise with the Go Abroad coordinator about participating in one or both of the Go Abroad Fairs, which are held every fall and winter semester. The Communications Coordinator will plan to have promotional items available for distribution at this event if all materials are provided by the beginning of August, in order to allow time for design and production.
2. At the earliest opportunity, create a department webpage that is linked from your department's homepage. This is where most people will look for information. Nothing fancy is required -- what matters is that as much information as possible is available as soon as possible and that people know who to contact for further details. The webpage address should appear in promotional materials. Consider adding it to your email signature for extra exposure.
3. Inform all of your departmental colleagues that a field school program is planned. Course instructors and student advisors play a big role in spreading the word. Providing them with information to show or distribute to students in class is a useful technique.

4. Make good use of email and social media to generate early awareness. This includes using Banner to send an email to students who recently completed a cognate course and/or who are enrolled for an upcoming semester; asking members of a students' society to spread the word; and posting information on your department's homepage and social media accounts. A custom Facebook page or equivalent is particularly helpful and is generally easier to maintain than an institutional website. Students look for photographs and details regarding the program, courses, cost and location. If you have testimonials from previous students, this is a good time to use them.
5. Post notices around the department about what courses will be offered.
6. Get in touch with the Faculty of Humanities and Social Sciences Communications Coordinator. Upon approval from the Dean, the Communications Coordinator will promote the field school via the Faculty of Humanities and Social Sciences social media channels. Usually 50 posters and 100 to 400 brochures are printed in a single print run for each program, depending on the faculty member's needs. High quality (300 dpi) photos from previous trips can be used in posters and brochures. Photos must be free of copyright infringement (i.e. taken by you or if taken by someone else, with written approval) and any students pictured must give their written approval for use of their image. Approval of printed material must be approved by the Dean.
7. Schedule information sessions to promote the program, and publicize them through electronic communication. The Communications Coordinator can promote these through the Faculty of Humanities and Social Sciences events page, social media and Memorial's website.
8. Perhaps the most effective mechanism is to ask course instructors for an opportunity to address students in the classroom and distribute sign-up sheets to collect contact information from students who are tentatively interested. One experienced faculty member relays that visiting a classroom "is the best and fastest way to market my programs. I'll only visit 2nd year and above courses in relevant fields, and I'll privilege larger classes over smaller ones. It's really easy to go through Banner to figure out what classes will be taught in a discipline in the upcoming semester, as well as who is teaching it, and where it is being taught. It's easy to make a flow chart to keep track of all of the possible visits. I'll then email the professor to arrange a visit and see if they prefer a 5, 10, or 15 minute presentation. In the classroom, I'll give a short talk, which includes mentioning my first meeting, telling them how to get in touch, or taking their contact information, and giving them how to join our social media groups. I'll pass around the brochure at this point, as well, and it would be great to tell them to keep it if they're serious about the program, but to return it to the front if they're not interested."

### Step #3b: 'Go Abroad' Coordinator's Promotion of the Field School

The 'Go Abroad' Coordinator's responsibilities include holding pre-departure sessions for groups and individuals; organizing Fall and Winter Go Abroad fairs; preparing individual students for go abroad opportunities by providing a variety of resources; exit interviews, and offering guidance to put students' go abroad experience into a career context. Specifically, the 'Go Abroad' Coordinator should:

1. employ social media and Facebook to raise awareness about the approved programs
2. include the approved programs in the Go Abroad Fair
3. attend information sessions and class visits with the Instructor, if time permits
4. organize pre-departure safety/security briefings for students (allow 2 hours)

### Step #3c: Duties of the Communications Officer in promoting the Field School:

The Humanities and Social Sciences Communications Coordinator will liaise with the Instructor to promote the Field School through the media and printed material. The Coordinator will consider whether there is a possibility for an online story and, with approval by the Dean, will endeavour to produce brochures, templates and screen slides to promote the program. The Head of Department, the applicable Associate Dean and the Faculty of Humanities and Social Sciences' Senior Financial Officer must be given an opportunity to review and approve the print materials. The final material must be approved by the Dean.

### Step #3d: The Role of Humanities and Social Sciences' Senior Advisor and the Manager of Interdisciplinary programs in promoting the field school:

Both positions will advise students of the availability of approved field schools and Harlow programs, as part of the promotion of Humanities and Social Sciences experiential learning opportunities.

### VI. Policies and Procedures Specific to Harlow Field Schools.

<http://www.mun.ca/harlow/faculty/>

In addition to the above guidelines for field schools, there are some specific aspects of holding a field school at Harlow that require attention.

#### Responsibilities of Administrative Support (finance and administration):

- requests approval from the Associate VP Academic (in writing) for the associated program fees
- once the program fees have been approved by the Provost, requests approval from the Associate Director of Financial & Administrative Services (in writing) for the designation of a detail code for the purposes of crediting the program fee amounts to each student
- notifies the Registrar's Office (in writing) of the list of participating students and the associated program fee to ensure proper taxable credits are assigned to each student
- maintains the official financial correspondence file on all Harlow and field school programs

#### Responsibilities of the Secretary to the Associate Dean of Humanities and Social Sciences (Undergraduate Studies):

- arranges to have travel letters prepared based on the list of participating students as provided by the faculty member
- maintains the (non-financial) official correspondence file on all Harlow and field school programs

#### Responsibilities of the Instructor:

- In developing their program, Instructors must keep in mind the legal requirements regarding the limitations on teaching abroad. Students are at Harlow for field experience
- Instructors are encouraged to invite the Scholarships office (Harlow Scholarships) to participate in information sessions
- In developing the budget, instructors should keep in mind that the program fee for students is the portion of their total costs for which they receive a taxable credit and is limited to the following items: site visits, field trips, museum and theatre visits, field trip transportation. (NOTE – transportation to and from Harlow upon start and end of field school is ineligible as a program fee cost)
- Student program fee amounts (collected in advance of Field School through the Cashier's Office) and any other funds required while at Harlow campus will be transferred to Harlow campus by the Dean's Office

before the Field School commences. Harlow Campus staff will also send invoices directly to the Dean of Humanities and Social Sciences office for payment in the case of some expenses.

- Program fee fund balances (should any exist) will not be returned to students under any circumstances. Program fee approval is granted directly by the Associate VP Academic and the Dean of Humanities and Social Sciences office does not have authority to return these funds.

**NOTE:** *In the past, some departments have transferred Programme fees directly to Harlow ahead of their arrival and Harlow will recover costs incurred for event bookings, etc. from this amount. During your stay, Harlow can track expenditure against your budget and keep you posted regarding available funds.*

### **Proposal for Harlow Incentive Program (HIP)**

*Please complete and return to Zach Wheeler via email at [zwheeler@mun.ca](mailto:zwheeler@mun.ca)*

Academic unit(s):

Preferred dates/semester:

Faculty lead(s):

Proposed title of course:

Estimated size of cohort:

Number of courses:

Number of instructors:

Length of residency at Harlow:

Expected course approval date:

Total amount of funding requested from HIP: \$

Plans to visit other UK institutions:

Estimated cost of visit(s): \$

Plans to host UK faculty members as guest lecturers:

Estimated cost of hosting guest lecturers: \$\_\_\_\_\_

Signature(s) of faculty lead(s)

Signature of academic unit head

Date submitted:

### **Report for Harlow Incentive Program (HIP)**

*Please complete and return to Zach Wheeler via email at [zwheeler@mun.ca](mailto:zwheeler@mun.ca)*

Academic unit(s):

Semester:

Faculty lead(s):

Course title:

Size of cohort:

Number of courses:

Number of instructors:

Length of residency at Harlow:

Report on visits to other UK institutions and approved costs incurred:

Report on hosting of UK faculty members as guest lecturers and approved costs incurred:

Please attach journal entry form with back-up and forward to:

Zach Wheeler, Internationalization Office  
Education Room 4007  
[zwheeler@mun.ca](mailto:zwheeler@mun.ca)

## Sample Forms (Biology Department)

## PRE-REGISTRATION FOR BIOLOGY COURSES AT HARLOW 2017

Student Name (Print) \_\_\_\_\_ Student \_\_\_\_\_

Email \_\_\_\_\_ Citizenship \_\_\_\_\_

Current address \_\_\_\_\_

Permanent address (if different) \_\_\_\_\_

Telephone # (current) \_\_\_\_\_ Telephone # (permanent if different) \_\_\_\_\_

### HARLOW COURSES which you intend to take:

#### PLEASE TICK OR WRITE YES AS APPROPRIATE

B4910 (Vertebrate Diversity and Adaptation) \_\_\_\_\_  
Prerequisite: B2210 (Biology of Vertebrates)

B4911 (Field Course in Applied Biology) \_\_\_\_\_  
Prerequisite: the second year Biology Core  
(B2060 Cell; B2250 Genetics; B2600 Ecology & B2900 Evolution)

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**NOTE: A DEPOSIT OF \$250 (CASH ONLY) WILL BE EXPECTED EARLY IN THE WINTER SEMESTER. THIS DEPOSIT IS NON-REFUNDABLE IF THE STUDENT WITHDRAWS EXCEPT FOR DULY AUTHENTICATED AND UNANTICIPATED SERIOUS MEDICAL OR FAMILY REASONS.**

Signed (Student name) \_\_\_\_\_

Date \_\_\_\_\_

**PLEASE RETURN THIS FORM TO SHENA QUINTON  
OR DR. PAUL MARINO AT THE BIOLOGY OFFICE (SN3125)**

#### FOR OFFICE USE ONLY

Date Deposit Paid: \_\_\_\_\_

Time Deposit Paid: \_\_\_\_\_

Initials of Staff Person: \_\_\_\_\_





## **BIOLOGY AT HARLOW 2017 (Majors Courses)**

**WHEN:** Spring Semester 2017.

- As for previous years the time at Harlow for **each course will be two weeks**; students should be prepared to do preparatory work for the courses and apportion time post-Harlow for write-up of projects and reports.

**COURSES:**      **B4910 Vertebrate Diversity and Adaptation,      B4911 Field course in Applied Biology**

- Due to the limited number of places available the department may preferentially accommodate senior students or those wishing to take both courses.
- **STUDENTS SHOULD NOT OBTAIN PLANE TICKETS UNTIL ADVISED TO DO SO.**

**Students for the first course will leave St. John's Friday 28 April 2017**

Time scheduling is as follows:

<b><u>Course</u></b>	<b><u>Depart St.John's</u></b>	<b><u>Course starts*</u></b>	<b><u>Course finishes*</u></b>	<b><u>Depart Harlow</u></b>
B4910	28 April 2017	1 May 2017	12 May 2017	**
B4911**	**	15 May 2017	26 May 2017	27 May 2017

\*Course starts/finishes refers to time at Harlow

\*\* It may be possible for students to depart or join between B4910/B4911 but such students should realize they may have to travel by themselves and their transport to or from Heathrow will likely NOT be covered by the Programme fee. Note (as above) students registering for both courses may be given preference.

**PRE-REGISTRATION:** Interested students should pre-register by **10 March 2017**, see separate form, also available from Biology Office, give to Shena Quinton in the Biology Office, and pay a deposit of \$250 (cash only). The deposit is non-refundable if the student withdraws except for duly authenticated and unanticipated serious medical or family reasons.

**COSTS:** The student will be personally responsible for purchasing the air-plane ticket BUT should not purchase it until advised to do so (seat-sales/group-rates may be available). Currently, tickets from St. John's to London Heathrow are running about \$1,250.00; about the same as in recent years. There will also be a programme fee for each course, paid at registration in Canadian dollars; this fee is additional to the usual registration fee. **The programme fees are subject to approval each year.** Estimated fees for this year are: B4910-\$300, B4911-\$265.

Accommodation (usually shared, twin) at Harlow, paid to Harlow personnel, shortly after arrival, in British pounds (GBP) is expected to be approximately as follows: per week per person (sharing) GBP127.75 – 138.95 (depending on room size). In the case of an odd number of male/female students, a single room is GBP158.55. Students will also need "spending money" for essentials, like breakfast, packed lunches, some evening meals etc. Currently the exchange rate is about \$1.63 per GBP, but it may move higher (or lower), and students should allow for that possibility.

**FOR FURTHER INFORMATION CONTACT SHENA QUINTON (squinton@mun.ca) at the BIOLOGY OFFICE (SN3125), telephone 864-4357 or DR PAUL MARINO (pmarino@mun.ca).**



## BIOLOGY AT HARLOW 2017

### REQUESTED PROGRAMME FEES FOR B4910, B4911 and B3820

The budget for these three courses for 2017 is given below. The amount for which we are requesting approval is an overall decrease from the 2016 budget mainly due to the decreased value of the British Pound relative to the Canadian dollar. Airfare is approximately the same as last year. The exchange rate is (1 GBP = 1.58 CAD (22 February 2017)). Maximum class sizes for the two courses are 14 students per course. The cost/student will be higher the fewer the number of students enrolled in each class; we are hopeful for full-enrolment given student interest.

#### **B4910 BUDGET (per student) in £**

<b>Expenditure per student</b>	<b>Cost (£)</b>
Train fares (Travel cards at £15 per day x3)	45
Admission charges (£15-Whipsnade, £25-Croc Park, £10-Cambridge, £15-London Zoo, £8.41-Down House, £50-Sparsholt).	123.41
bus (Tring £17.6, Whipsnade £17.6, Epping £6.4, Crocodile & Cotswold wildlife park £23.6, Sparsholt £19.1)	84.3
Tutor (Field Studies Council)	24
Bus to/from Heathrow	18.9
Tips to bus drivers	2
<b>TOTAL PER STUDENT</b>	<b>297.41</b>

For an exchange rate of \$1.5 per £, £297.4 would be \$446.

For an exchange rate of \$1.8 per £, £297.4 would be \$535.

**THE PROGRAMME FEE FOR WHICH APPROVAL IS REQUESTED IS \$565 - \$300 incentive = \$265.**

#### **B4911 BUDGET (per student) in £**

<b>Expenditure per student</b>	<b>Cost (£)</b>
Train fares (Travel cards at £15 per day x 3)	45
Admissions (Kew £12, Chelsea £33, Hunterian £7, Wimpole £9.35)	50
bus (£18-Wildwood, £11.4-Wimpole, £18.0-Brogdale, £13.6-Rothemsted, £17.6-John Innes Centre, £17.6-Minsmere, £10.1- Rivers Hospital, £10.1- McMullen Brewery)	106.4
Bus to/from Heathrow	18.9
Guide at Brogdale (£5)	5

Admission and Tutor at Minsmere RSPB (£7.50, 12.50)	20
Full-day tutor, admission Wildwood	15
Tips to bus drivers	2
<b>TOTAL PER STUDENT</b>	<b>264.3</b>

For an exchange rate of \$1.5 per £, £264.3 would be \$397

For an exchange rate of \$1.8 per £, £264.3 would be \$476

**THE PROGRAMME FEE FOR WHICH APPROVAL IS REQUESTED IS \$503 - \$300 incentive = \$203**

## THE BURTON TOUR OF CENTRAL LONDON

The BURTON TOUR is named for Drs. Derek and Margaret Burton, who established and ran the MUN Biology field courses at Harlow for many years.

The aim of the Burton Tour is to familiarize you with the transport system in Central London, and to introduce you to some of the most memorable London landmarks before we start our field trips.

The tour starts with the train journey from one of the two Harlow train stations – either Harlow Mill, which is the closest at about 10 mins walk away from campus, or Harlow Town, approximately 30 mins walk away.

We will arrive at **Liverpool Street Station**, and have a station orientation session to introduce you to Liverpool Street Station.

We must not forget to find out **times of the trains back** to Harlow before leaving the station!

### STAGES OF THE BURTON TOUR

We will take the Circle Line to St. James's Park Station **(1 and red arrow on map)**.

Out of the station, we **cross Birdcage Walk** and go **into St. James's Park**.



We take the bridge across the lake (note: there are free loos just on the other side of the bridge in the park).

Next, we enter the Mall (pronounced to rhyme with pal), turn left and walk along the Mall to the **Queen Victoria Memorial** and **Buckingham Palace**. If you have watched any of the Royal Weddings, you will recognize this scene!

If the Queen is in residence, the flag will be flying; otherwise, not.

Standing with your back to Palace, the first Gate to your left is the **Newfoundland Gate**. The next one round is **Canada Gate** – there to show that the palace is the working residence of the Queen of Canada and Newfoundland (at the time, Newfoundland was a dominion, not part of Canada).

From the Palace, we leave by Birdcage Walk and head to the Thames and Big Ben, Houses of Parliament and Westminster Abbey.

We walk into **Parliament Square**, and here there are many statues, buildings of interest, and history to look out for. Westminster Abbey is on the right, and the Houses of Parliament (Palace of Westminster) is in front of you.

Westminster Hall (in the Houses of Parliament) is the location for lying-in-state of the monarch or very occasionally a politician (e.g. Churchill in 1965).

Then down to the river, and lunch on the Embankment. There are loos by the Embankment Gardens, plus the Gardens are very nice to sit in if the weather is good.

On the Embankment, there are plenty of landmarks to note:

- Statue of Boadicea (Boudicca) near Westminster Pier
- County Hall (including the Aquarium)
- London Eye
- The original New Scotland Yard buildings (the original buildings, which are just along from Big Ben and now house MPs' offices. Check out the "Whitehall Mystery" when you have access to Google!)
- The Shell Centre

For future reference, you might want to take a walk along the Embankment taking in The Globe Theatre, shops and cafes, Tate Modern (free), Millennium Bridge that takes you over the river and leads to St. Paul's Cathedral etc.

If it is rainy when we want to eat lunch and the Embankment is too wet, then we will head back to Bridge Street, where there is a covered walkway opposite Big Ben, and right by Westminster tube station. Here, there are two coffee/sandwich shops and a covered wall we can sit on to eat our lunches.

After lunch, we will walk back up Bridge Street to Parliament Square and walk down Whitehall, towards Trafalgar Square.

### **Points of Interest along this route**

- The Cenotaph
- 10 Downing Street (home of the PM) and #11 (home of the Chancellor of the Exchequer).
- The Banqueting House and the spot outside it where Charles I was beheaded on a scaffold erected for the purpose
- Horse Guards Parade via Horse Guards Ave - a great spot for photo ops. This is the venue for Trooping the Colour, the celebration of the Monarch's official birthday which is not on the actual birthday but some time in June (ER II's actual birthday is April 21)

Heading back to the Mall, we walk along Horse Guards Road, turn right and walk to Trafalgar Square under the Admiralty Arch.

In Trafalgar Square there is so much to see. Canada House is here with its flags (including NL), St. Martin's in the Fields is a beautiful church on one side of the Square, Nelson's Column of course, many



statues, the Lions by Landseer, the National Gallery, and just round the corner, the National Portrait Gallery.

We will go in to the National Gallery for a short visit (note: there are **loos** in the basement). There are paintings by Leonardo, Michelangelo, Raphael, Rembrandt, Cezanne, Monet, Van Gogh, and many more.

Close to Trafalgar Square you will find the West End (Theatreland!), Soho, The English National Opera, Covent Garden.

Next, we walk up Charing Cross Road to Leicester Square and Leicester Square Tube Station, and we will take the Piccadilly Line north to Russell Square.

From Russell Square, we will walk to the British Museum, and we will go in via the back entrance of the British Museum (FREE). The Reading Room has been restored and is a magnificent place to visit. Here, many famous people came to research and write – Gandhi, Kipling, Wilde, Marx, Orwell, Twain etc.

Note- the loos are downstairs, underneath the Reading Room.

You should go on line and see what you would like to visit - maybe the Elgin Marbles, or the Rosetta Stone.

When we leave the British Museum, we will walk back to Russell Square tube station, and catch the train to Kings Cross / St. Pancras.

St. Pancras is a train station and also a listed building! It was opened in 1868, and is now where the Eurostar train leaves for France via the Channel Tunnel. There are some nice statues here too - John Betjeman, the Meeting Place (Kiss).

King's Cross is home to Platform 9  $\frac{3}{4}$  !

This is the last stop on our tour. From here we will catch the underground back to Liverpool Street Station, and then get the train back to Harlow, making SURE that we know whether the train we are on stops at HARLOW MILL. If it does not, then we must get off at Harlow and do the longer walk back to campus.

## Map of the Central London Underground System

