

# **GHANA CHRISTIAN UNIVERSITY COLLEGE**

## **Teaching Methods & Field Trip Policies**

2017

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# Teaching Methods and Field Policies

## 1. Teaching Methods and Strategies

### 1.1. Introduction

All the university's courses combine theory and practice, in which you apply the latest concepts and technological tools to real business problems.

Graduate Studies at GhanaCU, make use of a range of teaching methods appropriate to individual modules. Each module is divided into units containing detailed material on a particular topic. As an aid to studying, teaching methods mix some of the following methods:

- face-to-face teaching with seminar-room discussion and focus groups
- individual research with group projects and exercises
- oral presentations with written reports
- analytical approach with case methodology,
- business simulation with industrial visits
- Individual & group meetings in with tutors and visiting speakers.
- electronic forum discussion and teletutorials with audio-visual facilities

After a general lecture to a maximum of 40 students, there follows seminars with an average class size of 10 to 15 students, ensuring an interactive, dynamic seminar-room experience.

### 1.2. Teaching Resources

Consistent with GhanaCU's quality assurance policy, it is expected that the class size will be large enough to provide diversity of experience, yet small enough to encourage discussion, creating a cooperative but dynamic learning environment.

All lectures are digitally projected and notes prepared by lecturers are made available to students on GhanaCU's course management system called the e-Campus. In addition to the relevant text books, each student who joins the programme receives a personal computer/ laptop loaded with the relevant software that will aid his / her studies. Teaching materials, notes and relevant internationally recognised journals are all made available online. Students have access to all electronic materials at GhanaCU.

### 1.3 Course delivery

The GhanaCU taught courses delivery works thus:

In order to help the student begin the programme with confidence courses start with an induction programme. The Induction process aims to encourage student networking and familiarises you with the Virtual Campus, Virtual Library and programme expectations. After this initial, in-depth Study Skills-orientated Induction Programme; Four (4) modules per semester by the Ghana Christian University

College for four years for undergraduate courses and two years for a postgraduate programme.

Online access to the university's learning resources centre, a virtual learning environment called i-Campus and self-directed online and face-to-face study discussion groups. At the same time GhanaCU professors teach weekly each semester. GhanaCU also organises periodic weekend 'Business School' workshops undertaken by GhanaCU lecturing staff.

#### *Learning and development*

When you become part of the GhanaCU post graduate programme a senior colleague will become your mentor providing ongoing support throughout the programme. The student will also have a 'buddy', a colleague with whom to share your ideas.

The i-Campus which is GhanaCU's virtual campus is the online learning environment that is accessed through the World Wide Web. The i-Campus includes facilities learning and teaching resources, mailbox and access to the Virtual Libraries of some of GhanaCU's Partner Universities. Interactions with tutors and other students take place in online seminars that run asynchronously, so that time zones present no barrier and students are able to participate at a time that is convenient. The Virtual Library provides access to an extensive range of full text articles, market research reports, company information and other useful sources of information.

The benefits of the above 'blended learning' approach are flexibility and customisation of teaching and learning to suit individual experience and international exposure of the student to both local and global business through their interactive with foreign professors while studying within the Ghanaian business environment. This approach also enhances a healthy collaboration between local and foreign professors from both the developed and the developing worlds. Professors develop close, informal relationships with their students, based on active collaboration.

All taught modules require attendance over a three semester (three 16-weeks) period for lectures, tutorials, discussions, seminars and presentations, sometimes in conjunction with either tutorials or workshops. The lecturing style tends to be participative, and lectures frequently incorporate case analysis and discussions. Thus, centred on Problem Based Learning and Action Learning, the learning methods emphasise the use of case studies, discussions, presentations, group work and digital media. Computer and other simulations are used. Skills teaching will often involve role-playing or video learning work. In addition, you are expected to undertake approximately 130 hours of independent study per module involving reading, research, personal investigation and completion of tutor directed tasks. Throughout the first year students will work in study groups of nine or ten people for all of their core group assignments. In the second year, students form groups themselves.

The programme will also provide the opportunity to visit various organisations, in order to experience, at first hand, the application of theoretical learning to practice. Additionally, industry practitioners are invited as guest lecturers to share their experiences and disseminate best practice.

### **1.4 Information Technology requirements**

The Ghana Christian University College gives each postgraduate participant a laptop for his/her academic work. The University uses Microsoft Office (Windows) and Open Office (Linux), and it is recommended that students become familiar with all of the packages available with these suites before joining the programme. Students will be able to meet this requirement by partaking in the Undergraduate and Postgraduate Programmes.

## 2. Academic Field Trip Policy

### A. Definition:

An academic field trip is defined as an organized, GhanaCU sponsored excursion from the campus, in order to engage in studies that are part of the academic programme. Such trips may be scheduled during normal class hours or for extended periods outside of class, such as weekends. Most commonly, academic field trips are required and essential to the content of the course, but on occasion a department will sponsor an optional field trip that is intended for enrichment only.

### B. Authorization:

To protect students from large time commitments on short notice:

1. Field trips are normally authorized as part of a course on the course approval requests, and the time commitment is published in the course description.
2. Because situations may arise wherein a field trip would add measurably to the content of a course, such trips may be scheduled, but require authorization by the Head of Department at least 24 hours in advance.
3. In authorizing short-notice field trips the Head of Department should ensure (a) that no student will be unduly burdened by a large time commitment, and (b) that the trip will add to the academic content of the course.

### C. Transportation:

#### 1. Use of University Vehicles:

The expenses of such transportation shall be financed from departmental funds, unless specific fees are approved by the President. However, students may be asked, at their option, to share expenses on field trips.

#### 2. Use of Private Vehicles:

With the lecturer's prior approval, privately owned vehicles may be used for transportation of faculty and students on authorized field trips, provided evidence of insurance is submitted. Reimbursement for allowable transportation expenses may be considered with the prior approval of the Head of Department.

### D. Subsistence:

1. Faculty: Faculty members in charge of authorized field trips may be paid subsistence allowances.
2. Students:
  - a. No subsistence allowance may be paid to a student whose participation in an authorized field trip arises from his/her enrollment in the course.
  - b. Students will be required to pay for actual meals/lodging costs.

## **E. Authorized Participants**

Allow only GhanaCU faculty, staff, volunteer employees, and students to participate in your field trip. The minimal protection that accrues to each of these participants is not afforded to family members or students from other institutions.

## **F. List of Participants:**

The faculty member taking students on an overnight field trip will take steps to ensure that a roster of participants is made at the beginning of the field trip and checked before departure for the return trip to ensure that all participants are accounted for. The primary intent is to protect students, staff, and faculty when they participate in field trips and establish a procedure whereby the likelihood of negligence is reduced or eliminated. A copy of the roster should be maintained in the departmental office and shall include:

1. A list of students, including name, postal address, e-mail address and telephone number of the person to be contacted in case of emergency for each student.
2. Names of those who are acting as advisors, etc.
3. The itinerary and localities where the party might be reached at least once a day.

**All student must** complete the First Trip Participation and ensure that their department office and the person in charge of the trip (who is going on the trip) each have a *very accurate copy* of the list before their departure.

## **G. Risk Management Guidelines**

1. Select the area where the class is to be held. The faculty or lecturer should visit the general area prior to the field study course or demonstrate sufficient knowledge of the area.
2. Prepare a detailed day-to-day instructional agenda including health and safety instructions for all participants.
3. Plan and include in the itinerary all destinations and alternates if an emergency prevents entry into the original destination. Send a copy of the itinerary to campus Safety Office.
4. Plan for and accommodate students with special needs.
5. Provide training for any equipment to be used on the trip.
6. Review permissible conduct rules. Be sure to include the GhanaCU policy regarding alcohol and chemical substances (i.e. No alcoholic beverages or chemical substances, except personal prescription medication, shall be transported in any University vehicle or personal private vehicle used in support of or as part of a university-sponsored activity).
7. Review emergency preparedness processes and the crisis response plan. Distribute a handout for students with emergency phone numbers and contacts.
8. Communicate codes of conduct for staff and students, addressing such issues as fraternizing, consuming alcohol, controlling activities, and conduct outside the University campuses. Advise

participants of the consequences of non-compliance and take appropriate action when aware that participants are in violation.

## **H. Vehicle Drivers**

The best option, when available, is to use an University bus and driver. Other University vehicles and privately owned vehicles may be used, but only GhanaCU employees may be authorized to drive on University business. "University employees" are defined as those persons who have completed all prerequisites to GhanaCU employment; faculty, staff, and student assistants and persons on volunteer status.

## **I. In Case of Accident**

1. First, determine whether anyone needs medical attention and seek appropriate assistance immediately.
2. For medical emergencies, the student's own medical insurance is primary and should be used to secure medical care. Employees acting within the course and scope of their employment will likely be covered under the Workers' Compensation program, but use proof of your own insurance coverage to initiate care.
3. For questions during business hours call the University Medical Centre.

### **4. Smart Things That Can Help**

- a. Take a first-aid kit appropriate for the possible injury risks.
- b. Take a cell phone, but avoid using it while driving.
- c. Train participants in the use of any equipment to be used on the trip.
- d. Establish a contact in the area(s) to be visited (name and telephone number) in event of an emergency.

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Ghana Christian University College reserves the right to change, without prior notice, any policy or procedure, tuition or fee, curricular requirements, or any other information found on this web site or in its printed materials.

Questions may be directed to the Director of Educational Support Service.

# Ghana Christian University College

## FIELD TRIP

### STUDENT EXCUSE FROM CLASS

Ghana Christian University College believes that opportunities to participate in off-campus, real-world experiences are an important learning tool and can supplement and reinforce classroom learning for students. This form is meant to address class absence issues that arise when students participate in field trips associated with scheduled academic classes or academic programme requirements. with \_\_\_\_\_ will be participating in a \_\_\_\_\_ on

(name of student)

ID Number

(event)

\_\_\_\_\_ and will be absent from classes that day from \_\_\_\_\_.

(date)

(time of day)

The faculty member responsible for this activity and making this request is \_\_\_\_\_.

(signature)

**Students:** Please list in the space below all classes that you will miss due to this activity. You are responsible for any and all class work and assignments that you will miss due to this absence.

**Faculty:** Please initial in the space below to indicate that the student has informed you of his or her planned absence and to give your approval of this absence from your class. You do have the right to refuse to approve this absence or to make alternate arrangements or requirements related to the absence.

\_\_\_\_\_ Approve \_\_\_ Disapprove  
(class) (lecturer)

\_\_\_\_\_ Approve \_\_\_ Disapprove  
(class) (lecturer)

\_\_\_\_\_ Approve \_\_\_ Disapprove  
(class) (lecturer)

\_\_\_\_\_ Approve \_\_\_ Disapprove  
(class) (lecturer)