

University Studies Program
General Education, done better

Quest III

Community Experience Handbook

Version 2.0
September 2018

INTRODUCTION

In March 2012 members of the UW Oshkosh Faculty Senate took one of the most significant votes in our campus history: they approved a landmark reform of general education, the University Studies Program (USP). Immediately after the result of the vote was known, the campus set to work on making the USP a reality for thousands of students. The first students to experience the USP entered their first Quest classes in September 2013, and since that time the USP has become a model for general education reform across the country.

A new milestone was achieved in the second full year of USP implementation with the first round of Quest III classes. Building on the high-impact practices established in Quest I and Quest II courses, Quest III brings the students of UW Oshkosh into the greater Oshkosh community, allowing them to experience first-hand what they are learning about in their classrooms.

In Quest III, students are encouraged to become contributors to their community by taking courses that not only give them disciplinary knowledge, but also hands-on experience with community partners throughout Oshkosh. These community partners enjoy a reciprocal relationship with our students: while the students gain from the activities they engage in at the partner site, the community partner also gains from having students assist them in their various missions. This experience allows the student to apply their classroom learning to a real world, practical experience, and then return to the classroom with a higher proficiency.

The goals of the Community Experience include the following:

- Develop students' teamwork and leadership skills
- Connect students more to the University and the local community through a community-engagement project
- Engage students in action that has benefits in real time and makes academic knowledge relevant and meaningful
- Enhance students' ability to reflect on the relationship between their educational experiences and their actions within communities
- Promote students' ability to engage in dialogue with and have empathy for community members.

This handbook is for all Quest III constituents—instructors, students, and Community Partners. Here you can find answers to nearly all of your questions related to the Community Experience.

The USP website is a great place to find references and resources related to the University Studies Program. As forms, policies, and guides are updated they will be added to the website.

<https://uwosh.edu/usp/>

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Supporting Documents (found on USP Website)

University-Community Partner Agreement
Instructor-Alumni Mentor Agreement
Quest III Syllabus Checklist
Essential Learning Outcomes (ELOs)

SECTION 1: UW Oshkosh's Essential Learning Outcomes and Signature Questions

In 2007, UW Oshkosh's Liberal Education Reform Team adapted the American Association of Colleges & Universities' list of Essential Learning Outcomes (ELO's) for college students to suit the specific strengths of UW Oshkosh. These UW Oshkosh ELO's underpin all education on this campus. The ELO's are what every UW Oshkosh graduate will have competency in for life.

Knowledge of Human Cultures and the Physical and Natural World

- Through study in fine and performing arts, humanities, mathematics and science, and social science focused by engagement with big questions, both contemporary and enduring

Skills, both Intellectual and Practical

- Identification and objective evaluation of theories and assumptions
- Critical and creative thinking
- Written and oral communication
- Quantitative literacy
- Technology and information literacy
- Teamwork, leadership and problem solving practiced extensively, across the curriculum, in the context of progressively more challenging problems, projects and standards for performance

Responsibility, as Individuals and Members of Communities

- Knowledge of Sustainability and Its Applications
- Civic Learning—local and global
- Intercultural Knowledge and Competence
- Ethical reasoning and action
- Foundations and skills for lifelong learning developed through real-world challenges and active involvement with diverse communities

Learning: Integrated, Synthesized and Advanced

- Synthesis and advanced accomplishment across general and specialized studies demonstrated through the application of knowledge, skills and responsibilities to new settings and complex problems

The University Studies Program is structured around Essential Learning Outcomes in a way that is intentional and cohesive. Responsibilities play an especially important role. Ethical reasoning is attached to Quest II and ethical action is attached to Quest III. The first three responsibilities have been revised into the UW Oshkosh Signature Questions, which allow students to explore their world through many different disciplinary lenses.

- How do people understand and create a more sustainable world? (Sustainability)
- How do people understand and engage in community life? (Civic Learning)
- How do people understand and bridge cultural differences? (Intercultural Knowledge)

SECTION 2: The University Studies Program

All American universities have a general education program. The name University Studies Program has been chosen for UW Oshkosh general education to convey that this program is intentionally designed to support high impact practices and inclusive excellence. Some of its unique features are small, first-year-experience classes, the community engagement experience that second-year students do, and the three signature questions that are woven throughout USP courses.¹ This has all been achieved without adding credits to graduation.

Typically, students who start at UW Oshkosh with fewer than fifteen college credits² participate in the 3-course Quest sequence of first-year and second-year experiences. Typically students complete nine Explore courses, which includes the Quest courses. One of these Explore courses will offer a focus on Global Citizenship, while another will offer a focus on Ethnic Studies. Every student also completes WBIS 188 (a first-year writing course), Communications 111 (an introduction to public speaking course), and English 300 (a second- or third-year writing course).

The program is structured to fit into students' schedules like this:

<i>What do students take?</i>	<i>When do students take it?</i>
<ul style="list-style-type: none"> • Quest I – a 25-student Explore course with First-Year Experience components and a Signature Question • A WBIS 188 or Communication Studies 111, paired with a Quest course and with the same Signature Question 	<i>1st Semester</i>
<ul style="list-style-type: none"> • Quest II – a 50-student Explore course with a focus on future planning and on Ethical Reasoning • Any WBIS 188 or Communication Studies 111, whichever they have not already taken 	<i>2nd Semester</i>
<ul style="list-style-type: none"> • Quest III – a 50-student Explore course with community experience and a signature question 	<i>2nd Year (Fall or Spring)</i>
<ul style="list-style-type: none"> • English 300 – also known as Connect – a 28-student course focused on advanced writing and connecting themes learned in Quest courses 	<i>Right After Quest III</i>
<ul style="list-style-type: none"> • Whichever Explore courses they have not yet satisfied in the Quest/Explore courses <ul style="list-style-type: none"> ○ Explore Culture (Arts & Humanities: XC in TitanWeb) ○ Explore Nature (1 Math & 2 Science: XM for Math and XL for Lab Sciences in TitanWeb) ○ Explore Society (Social Sciences: XS in TitanWeb) • An Ethnic Studies course (ES in TitanWeb) • A Global Citizenship course (GC in TitanWeb) 	<i>Any Time in College Career</i>

¹ Signature questions are covered in the next section.

² To determine your particular requirements, please meet with your academic advisor.

SECTION 3: Quest III Course Design

Most Quest III courses are limited to 50 students, with a substantial Community Experience. The structure of the Community Experience is based on agreements between the instructor, the Community Partner, and the USP Assistant Director for Civic Engagement. As a rule of thumb, each student is expected to spend 14-20 hours of the semester working with the Community Partner.

There are many different possible ways to arrange the Community Experience: students could participate in the Community Experience during class time or outside of it; the entire class may work with one Community Partner or the class can be split into groups working with multiple Community Partners; the class can interact with the Community Partner on-site or on-campus; and the instructor can offer the course in Oshkosh or as a study abroad/study away experience with international Community Partners.

Quest III courses require some advance planning due to the collaboration required between the instructor, the USP Assistant Director for Civic Engagement, and the Community Partner(s). In general, courses follow a similar development path.

- Instructor develops a proposal for a course that might be suitable for Quest III and suggests some ideas for a preferred Community Partner, if possible. The course proposal must take into account one of the three Signature Questions.
- If the instructor has not yet attended a Signature Question workshop in the area required by his/her course proposal, the instructor should make arrangements for professional development with the USP staff.
- Instructor consults with the USP Assistant Director for Civic Engagement who proposes potential Community Partner matches and arranges a meeting between the instructor and Community Partner to discuss emerging course plans.
- Instructor develops a full course syllabus that satisfies all of the requirements set forth in the Quest III Syllabus Checklist, which may be found on the USP web site. This syllabus is reviewed by the USP Assistant Director for Civic Engagement for initial review and feedback. Feasibility of the Community Experience is assessed.
- In consultation with their department chair, the Instructor forwards the syllabus to relevant department committees for review and approval. The course then makes its way through the course approval process, ending with a vote in the USP Faculty Senate Committee and approval by the Faculty Senate.
- USP staff work with Deans and Department Chairs to determine when the new course will be offered.
- The instructor regularly meets with USP Assistant Director for Civic Engagement to discuss the contours of the Community Experience and to further develop a relationship with the Community Partner(s).
- Community Partner signs agreement with the University to work with the instructor on the Quest III course and associated Community Experience.
- The USP Assistant Director for Civic Engagement arranges meetings between all of the parties involved in the Community Experience to ensure shared expectations.
- The course is offered.

SECTION 4: Community Experience Project Design

In order to prepare students for high-quality experiences, each Quest III course will introduce students to best-practices in partnering with groups within the community. Students will address a significant need of the community as determined through collaboration with community members. Developing students' respect for the expertise and local knowledge of the community partners is central to all Quest III Community Experiences.

The goals of the Community Experience include the following:

1. Develop students' teamwork and leadership skills;
2. Connect students more to the University and the local community through a community-engagement project;
3. Engage students in action that has benefits in real time and makes academic knowledge relevant and meaningful;
4. Enhance students' ability to reflect on the relationship between their educational experiences and their actions within communities;
5. Promote students' ability to engage in dialogue with and have empathy for community members.

In order to facilitate assessment, the Community Experience and associated assignments must have a clear connection to course curriculum.

Determining Objectives and Expectations of Project

Quest III instructors and students can partner with businesses; non-profit organizations; civic associations; public schools, colleges, and universities; health and human service organizations; or government organizations.

Faculty and community partners will meet prior to the course to discuss their objectives and expectations for Quest III. These objectives and expectations should be put in writing and can be revisited and/or modified throughout Quest III if the need arises. Some important areas for clarification are listed below.

- Instructor goals and objectives
- Community Partner goals and objectives
- The type of skills students need to complete the Community Experience
- The level and kind of input Instructors will provide to students about their Community Experience
- The level of supervision and input the Community Partner agrees to provide
- The level and type of responsibility Community Partners can expect from Quest III students
- Specific expectations regarding the project timeline and the final product the Community Partner(s) expects to receive.

SECTION 5: Community Partners

Quest III students will see how their course topics play out in reality while helping their community partners fulfil their missions. Thus the Community Partner plays an important role in the student's learning experience. Some of the Community Partner's responsibilities are listed below.

- Orient students and University representatives to the Community Partner and Community Experience project, and provide information regarding the Community Partner's administrative and operating policies, procedures, rules and regulations as needed;
- Specify the duties and responsibilities students are expected to perform;
- Provide students with supervision and support appropriate to the Quest III project and the student(s)' needs;
- Offer feedback to instructor, students, and Alumni Mentor(s) regarding the students' performance and effectiveness in meeting the needs of the Community Partner;
- Ensure that the work is conducted in accordance with required safety precautions and procedures; and
- Make appropriate written arrangements with students and the University, signed by the parties involved, for use of work products resulting from the Community Experience, with regard to acknowledgement of authorship, rights to ownership and use and sharing of proceeds, in particular if the work results in patentable or similar products.

Examples of Community-Based Learning Experiences

- Collecting Oral Histories;
- Volunteering at a local food pantry;
- Volunteering at a local homeless shelter;
- Collecting and sharing stories of local veterans and sharing them with the community;
- Creating memorials for local veterans groups;
- Partnering with local sustainable business on their programs;
- Working with an afterschool program to help children celebrate culture through arts;
- Partner with the City to assist them with neighborhood development plans;
- Work with children on providing leadership training through recreation;
- Partner with elementary school students via the UW Oshkosh Nature Connection Program;
- Connect and participate with local city government;
- Work with a local non-profit to create a new website;
- More examples can be provided by the Assistant Director for Community Engagement.

SECTION 6: The Instructors Role in the Community Experience

To ensure maximum flexibility for instructors in Quest III, the Community Experience can be organized in a variety of ways.

- One experience with either one Community Partner or multiple Community Partners;
- Multiple projects with one Community Partner or multiple Community Partners; or
- A study away or study abroad experience with Community Partners in other locations, either domestic or international.

The Quest III instructor will assess learning through students' ability to connect the course content, its core concepts and theories, with the action and practice involved in the Community Experience. This assessment can happen in multiple ways, including student blogs, media presentations, journal writing, or research papers. A central component of such assessment would be students' reflection on their Community Experience.

Development of the relationship between the course and the Community Partner(s):

- Provide students an orientation to the Community Experience and articulate course learning goals within the context of the course;
- Provide on-going administrative support as needed by the student(s);
- Assess student(s)' attainment of learning objectives and evaluate the Community Experience project;
- Provide students with any written information supplied by Community Partner regarding applicable administrative and operating policies, procedures, rules, and regulations while at Community Partner's site; and
- Upon request, submit to the Community Partner a listing of students participating in this Community Experience.

SECTION 7: The Student's Role in the Community Experience

Students are responsible for following the policies listed here. These are the same policies required of all students in all university courses.

- [Chapter UWS 14 Student Academic Disciplinary Procedures](#)
- [Chapter UWS 17 Student Nonacademic Procedures](#)
- [Chapter UWS 18 Conduct on University Lands](#)
- All other university policies and course policies set forth by the instructor

Students will also follow the rules, policies, and procedures set forth by their Community Partner. The Community Partner will provide those to the students within the course. Students should keep in mind that they are representing themselves, their instructor, and UW Oshkosh when they are at the Community Partner site.

Students are expected to attend and participate with their Community Partner. Participation with their Community Partner is required to complete their Community Experience and the course assignment associated with it. Students who do not participate in their Community Experience may fail the course and will be required to re-take Quest III. Successful completion of Quest III is required before a student can take Connect and complete USP requirements.

Students need to feel respected and valued during their community experience. If any issue arises where a student feels unsafe or an instance of bias occurs, the student is encouraged to report the situation through the University's [Complaint Information Form](#) through the Office of Equal Opportunity and Access.

Quest III policy on requests directed toward students

Requests made of students should be limited to actions that directly pertain to the pre-arranged Community Experience and academic responsibilities. Examples of inappropriate requests include, but are not limited to: requests for personal favors, requests for loan of an automobile or other personal property items, invitations to social events not related to Quest III responsibilities, and requests for additional work or volunteer hours above those that are required to complete the Community Experience.

Costs Associated with Community Experiences

Some Quest III courses will have an applied course fee associated with them. The course fee covers expenses to operate the Quest III course that are specific to that course. Examples of these expenses could include: criminal background checks, supplies to complete the Community Experience, transportation costs, etc.

Students will be informed by their instructor what process will be used to collect their course fee. *Failure to pay the course fee could result in a hold on the student's account.*

SECTION 8: University and Community Partner's Joint Role in Community Experience

The Community Experience is designed to provide University students with an introductory community-based learning experience to achieve educational goals related to civic learning and the course topic. The consideration for this Agreement is that the Community Partner agrees to provide Community Experience to the University student(s) at no charge to the University and the University agrees to administer the Community Experience and support the achievement of its educational goals.

- Quest III students are not intended to replace or substitute Community Partner employees.
- Any special arrangements in which the University agrees to provide any supplies, equipment, etc., as part of the Community Experience shall be documented in writing prior to the beginning of any Community Experience.
- The Community Partner may request the University to withdraw from the Community Experience any student who, in the Community Partner's judgment, is not performing satisfactorily, or who refuses to follow Community Partner's administrative and operating policies, procedures, rules, and regulations. Such requests must be made in writing to the University's Instructor and/or USP Assistant Director for Civic Engagement representative and must include a statement of reasons, which shall not be based on prohibited discriminatory treatment.
- Any compensation arrangements made between the Community Partner and the student(s) are outside of this Agreement. Except for any special arrangements specifically documented as referenced above, the student is responsible for her/his own transportation, parking, and any expenses associated with this Community Experience. It is the Community Partner's responsibility to determine what provisions or actions, if any, may be necessary or desirable to fulfill any liability and workers' compensation obligations created by participation in this Agreement.

Quest III policy on use of Community Partner agency vehicles:

Vehicles belonging to Community Partners can be used by Quest III students for the Community Experience only if the following conditions are met:

- (1) The Community Partner possesses insurance covering volunteer drivers;
- (2) The student driver has signed Community Partner paperwork certifying that they are a volunteer; and
- (3) The student possesses the minimum automobile insurance required by the state of Wisconsin.

Proof that these conditions have been met must be provided to the USP Assistant Director for Civic Engagement and be on file with the University Studies Program office.

SECTION 9: The Alumni Mentor Role in the Community Experience

Alumni Mentors

We are delighted that UW Oshkosh alumni are interested in giving back to UW Oshkosh, to current students and to the community by serving as USP Alumni Mentors with students completing their Community Experience. USP Alumni Mentors will facilitate learning at the Community Partner site and contribute side-by-side with the students as they learn. USP Alumni Mentors will be role models, demonstrating civic engagement as they volunteer.

What does an Alumni Mentor actually do?

Alumni Mentors roles will vary based on the course. Each instructor will determine the specific responsibilities based on their course, the Community Experience, and the Community Partner's need. Alumni Mentors primarily serve in an advisory role to students, especially for times when the instructor or community partner cannot provide individual attention to the student.

Responsibilities could include:

- Working side by side with students involved in projects, leading reflections, being interviewed, etc.;
- Serve as a model of civic engagement in action;
- Share expertise, listen, and generally assist students in reflection and connection;
- If problems or issues arise with students while working with the Community Partner, Alumni Mentors serve as an extra set of eyes and ears on the issue. Alumni Mentors are expected to report any problems or issues immediately to the course instructor or the Assistant Director for Civic Engagement;
- Supervising or grading students is not part of the Alumni Mentor expectation.

Alumni Mentors will be selected and recruited on an add-needed basis. All Alumni Mentors must fill out the appropriate paperwork each semester they serve in the capacity of Alumni Mentor. The recruitment process and paperwork to serve in the role is coordinated by the Assistant Director for Civic Engagement.

SECTION 10: Policies Governing Quest III Student Safety at the Community Partner

The University of Wisconsin provides liability coverage for its employees and agents acting within the scope of their employment/agency. Instructors are not covered by the state insurance fund for claims arising from their private acts and omissions.

Student Liability

The University of Wisconsin provides liability coverage for its employees and agents acting within the scope of their employment/agency. Students partaking in fieldwork activity required for graduation are considered agents of university. Quest III Community Experiences are considered fieldwork activities and are required for graduation. Students are not covered by the state insurance fund for claims arising from their private acts and omissions.

Criminal Background Checks

Some Quest III courses will require students to fulfill a Criminal Background Check (CBC). Those courses are noted on the USP website. If a student does not fulfill the CBC process they will be dropped from the course.

The process for fulfilling the CBC will be provided by the instructor. The process may vary by different courses, depending on the Community Partner's need.

Quest III policy on students in private residences

If students are interacting directly with community members as part of their Community Experience, students are not permitted to enter community members' private residences unless special arrangements have been made between the Quest III instructor and the USP Assistant Director for Civic Engagement. These arrangements will be provided from the instructor to the students to follow.

Quest III policy on harassment

Students have a productive and harassment-free learning environment. Quest III instructors, Community Partners, and Alumni Mentors are expected to support the Wisconsin Statute prohibiting harassment:

Section 947.013 of the Wisconsin Statutes prohibits harassment. "Harassment occurs when a person: Strikes, shoves, kicks or otherwise subjects another person to physical contact or attempts or threatens to do any of these things, or engages in a course of conduct or repeatedly commits acts which harass or intimidate the person, and which serve no legitimate purpose." For the full policy, see: [Sexual Assault and Sexual Harassment: Def. Preventions & Resource Information](#).

Quest III policy on transportation and liability

The state of Wisconsin and UW Oshkosh, together with their agents, officers, employees, and students, are not liable for personal injury or property damage resulting from group or individual travel to or from activities related to participation in the Quest III Community Experience. Students who are driving must possess a valid driver's license and driver's insurance for the duration of their Quest III course. Note that many Quest III Community Partners are on-campus or on the bus route and do not require students to drive.

SECTION 11: Policy on Unacceptable behavior at the Community Partner site

If a Quest III student engages in unacceptable behavior it is recommended that instructors (and Alumni Mentors or Community Partners if appropriate) respond to the situation as soon as possible. Instructors should keep written documentation of the behavior or disruption. The USP Assistant Director for Civic Engagement and Dean of Students Office welcome the opportunity to advise instructors on dealing with distressed and/or disruptive students.

Admittance to a Community Partner site as a UW Oshkosh Quest III student is considered a conditional right of UW Oshkosh students. There are many factors which can impact students' rights to participate at a particular Community Partner site:

- A violation of the UW Oshkosh "Student Code of Conduct" (e.g. interfering with student learning, health, or safety; being under the influence of drugs or alcohol; inappropriate interpersonal conduct and other behavior as delineated in the Code of Conduct;
- Refusals to complete a background check as required by a Community Partner;
- A Community Partner complaint about a student's behavior on-site;
- A failed background check conducted by the USP or a Community Partner. [Students will know at the time of enrollment which Quest III courses require criminal background checks and should choose their Quest III course accordingly.]

The student has the right to an alternative Community Experience at a different site in order to complete the required Quest III course. In such situations, the student will work with the instructor to arrange an alternative project. The USP Assistant Director for Civic Engagement and the USP Director will be consulted as necessary to arrange an alternative. Therefore any of the above situations will not prevent the student from completing the Quest III Community Experience, but may require that students complete an alternative Community Experience assignment.

SECTION 12: Policy on Unacceptable Behavior in the Classroom

If a Quest III student engages in unacceptable behavior it is recommended that instructors (and Alumni Mentors or Community Partners if appropriate) respond to the situation as soon as possible. Instructors should keep written documentation of the behavior or disruption. The USP Assistant Director for Civic Engagement and Dean of Students Office welcome the opportunity to advise instructors on dealing with distressed and/or disruptive students.

Instructors need to review the UW Oshkosh Student Code of Conduct with all of the students in Quest III courses prior to the Community Experience. Ideally, a link to the Student Code of Conduct should be provided as a link in each Quest III syllabus and/or D2L site.

If instructors ever have fear for their safety or the safety of their students, they should call the UW Oshkosh University Police immediately at (920) 424-1212. For general questions about safety at UW Oshkosh, call (920) 424-1216.

If a student engages in unacceptable behavior, meet with the distressed and disruptive student privately to discuss the specific behaviors that raised concerns about the student's ability to be successful in your course and at the Community Partner. The instructor may wish to include the Dean of Students and/or the USP Assistant Director for Civic Engagement in such a conversation, depending on the nature of the student's unacceptable behavior. When meeting with the student, be sure that they are aware of:

- The specific classroom behaviors you have observed.
- The UW Oshkosh Student Code of Conduct, found at: <http://www.uwosh.edu/deanofstudents/university-polices-procedures>
- The Quest III program policy regarding student access to Community Partner sites.

If you are not prepared to make a decision at the time of your meeting, inform the student when he or she can expect to be notified of the decision and next steps.

If you do not feel comfortable meeting with the student one-on-one, the following campus professionals/offices can be helpful in determining how to proceed:

- University Counseling Center, (920) 424-2061
- Office of the Dean of Students, (920) 424-3100
- University Studies Program, (920) 424-1257

For decisions requiring an alternate assignment to complete the Quest III Community Experience, contact the USP Assistant Director for Civic Engagement.

SECTION 13: Institutional Research

The following is copied directly from the Institutional Review Board (IRB) web site, which is a much more complete source of information about IRB. ³

All research involving human participants (subjects) must be reviewed and approved by the University's IRB before you begin collecting data. This peer review ensures that adequate measures are used to protect the individuals who volunteer to participate in your study. All human research must be approved by the IRB. No research is exempt from review.

The Institutional Review Board (IRB) reviews all proposed human subjects research in which the institution is "engaged" that involves research:

- (1) Intervention or interaction with human subjects*
- (2) Collection of identifiable private data on living individuals and/or;*
- (3) Data analysis of identifiable private information on living individuals*

What is a Human subject?

A living individual about whom an investigator (whether professional or student) conducting research obtains

1. Data through intervention or interaction with the individual, or
2. Identifiable private information (45 CFR 46)

What is Research?

Research is defined by the U.S. Department Health and Human Services as "a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge." (45 CFR 46).

In general, the secondary analysis of existing data only requires IRB review when it falls under the regulatory definition of research and human subjects. Please refer to the [IRB Policy on Analysis of Secondary Data](#) for further information.

Faculty and students still have an ethical responsibility to inform community participants of the purpose of the project, the scope and duration of each activity in which they are expected to take part, and the expected outcomes—in essence, to obtain informed consent. In this case, the Institutional Research Board is available for consultation in drawing up informed consents or cover letters.

For more information, please contact the Institutional Research Board at 920-424-2328 or via email at irb@uwosh.edu.

Copyrights on final products

Faculty who wish to include a copyright statement on final products are advised to confer with Community Partners as early as possible so that all parties involved are aware of the copyright decisions and ramifications. For more information please contact the USP Assistant Director for Civic Engagement.

³ Copied on May 28, 2018 from <https://uwosh.edu/sponsoredprograms/sample-page/research-compliance/institutional-review-board-irb/>

SECTION 14: Community Experiences Outside Oshkosh (Study Abroad/Away)

All Quest III courses require some advance planning due to the collaboration required between the instructor, the USP Assistant Director for Civic Engagement, and the Community Partner(s) through the process described in Section 3 of this Handbook. Quest III courses that are either Study Abroad (international travel) or Study Away (domestic travel) are run through the Office of International Education. All OIE processes, policies, procedures, and timelines will be followed.

Before an instructor prepares to offer a Study Abroad or Study Away course they should first meet with the USP Assistant Director for Civic Engagement. The steps required to offer a course will be outlined at that time.

Study Abroad/Away courses will be offered at 25 students vs the typical 50 students. This is done for many reasons, including: trip logistics, international agency capacity, and supervision.

Supervision Requirements

Instructors are required to stay in the same lodging facilities as the students during the trip. Instructors are the primary chaperone on the trip. When possible, an additional university staff member will be assigned.

Student Information

Students are required to register for Quest III Study Abroad through the Office of International Education. Costs associated with study abroad/away are not included in tuition costs. Financial aid can be applied for and used to cover some costs associated with study abroad/away.

Questions related to study abroad/away can be directed to the Office of International Education at 920-424-0775.

<http://www.uwosh.edu/oie>

SECTION 15: University Studies Program Staff

The primary contact for questions regarding your Quest III Community Experience is your instructor. Should you need additional assistance, please contact the USP Assistant Director for Civic Engagement: Mike Lueder, luederm@uwosh.edu. Students, instructors, and Community Partners and are also welcome to contact other members of the University Studies Program staff with additional questions or if dispute resolution has not been successful with the instructor or USP Assistant Director for Civic Engagement.

The University Studies Program office can be reached by phone at 920-424-1257 or send email to usp@uwosh.edu. Contact information for additional University Studies Program staff is as follows:

- USP Director — Dr. Kenneth L. Price, pricek@uwosh.edu
- USP Associate Director for Student Success — Ms. Debbie Gray Patton, graypatt@uwosh.edu
- USP Assistant Director for Civic Engagement — Mr. Mike Lueder, luederm@uwosh.edu
- USP/CETL Administrator — Ms. Susan Fojtik, fojtiks@uwosh.edu
- USP Course Scheduling & Financial Specialist — Ms. Mary Chapin, chapinm@uwosh.edu

Mailing Address

University Studies Program
University of Wisconsin Oshkosh
800 Algoma Boulevard
Oshkosh, WI 54901

Pollock House

The University Studies Program office is located in Pollock House at 765 Algoma Boulevard. Pollock House, USP & CETL offices have reduced summer hours. Due to staff availability, the building will be closed periodically from Memorial Day through Labor Day. Please leave a message by phone or email and we will get back to you as soon as possible.

The historic Pollock House may be used by small groups for meetings and events.

<https://uwosh.edu/usp/pollock-house/>