**FACE-TO-FACE (F2F) ACADEMIC FIELD ACTIVITY (AFA) REQUEST FORM**

| College/Department: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  | Type of AFA: | [ ] Internship/ Practicum/OJT  [ ] Off-Campus |
| --- | --- | --- | --- | --- | --- |
| Date of Submission: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |  |
| Semester/Term: | [ ] 1st Semester  [ ] 2nd Semester  [ ] Midyear | [ ] 1st Trimester  [ ] 2nd Trimester  [ ] 3rd Trimester |  | Academic Year: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | | | | | |

**List of Requested AFAs**

| **Class/Course and Section** | **List of AFAs** | **Number of Participating Students** | **Name of Venue/Facility/ies** | **Address** | **Inclusive Dates** |
| --- | --- | --- | --- | --- | --- |
| *Geol 1 THR* | *AFA # 1: excavation activities, interviews, community immersion, participant obseRvation* | *25* | *Field sites in Pasuquin, Ilocos Norte* | *Pasuquin, Ilocos Norte* | *(1) September 27-30, 2024*  *(2) October 10-13, 2024* |
|  |  |  |  |  |  |

*(You may add additional rows as necessary)*

| 1. **Class/Course:** | *Geol 1* | **Class Section:** | *THR* |
| --- | --- | --- | --- |
| **Name of Supervisor/FIC:** | *Asst. Prof. Pedro Dela Cruz* | | |
| **Contact Details of Supervisor/FIC (*email and***  ***phone number)*** | *09170123456*  *abcde@up.edu.ph* | | |

**Students’ Information**

| **Name of Students** | **Sex assigned at birth** | **Degree Program** | **Participating in AFA #** |
| --- | --- | --- | --- |
| 1. Tonyo Marquez | M | BS Psychology | AFA # 1 |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |

*Requesting unit may opt to simply attach the copy of the class lists from CRS to this request form (instead of encoding the names here), provided that other pieces of needed information that are not found in the class list (e.g. Sex Assigned at Birth, AFA # that will be participated in by the students, and who among the students are not joining the AFA) are supplied.*

**Objective/s or Purpose/s of F2F AFA/s**

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| --- |

**Possible Challenges and Contingency Plans**

|  |
| --- |

**Schedule of Fees** *(if applicable)*

| **Particulars** | **Unit** | **Quantity** | **Amount** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **TOTAL** | | |  |

*(You may add additional rows as necessary)*

| Prepared by: |
| --- |
| Signature over printed name Faculty-in-Charge/Internship Coordinator/Adviser |

| Endorsed by: |
| --- |
| Signature over printed name  Department Chair/Institute Director |

| 1. **Class/Course:** | *Geol 120* | **Class Section:** | *WFV* |
| --- | --- | --- | --- |
| **Name of Supervisor/FIC:** | *Assoc. Prof. Juan Cruz* | | |
| **Contact Details of Supervisor/FIC (*email and***  ***phone number)*** | *09170654321*  *abcde@up.edu.ph* | | |

**Students’ Information**

| **Name of Students** | **Sex Assigned at Birth** | **Degree Program** | **Participating in AFA #** |
| --- | --- | --- | --- |
| 1. Regina Vanguardia | F | BA Political Science | AFA # 1 |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |

**Objective/s or Purpose/s of F2F AFA/s**

|  |
| --- |

**Possible Challenges and Contingency Plans**

|  |
| --- |

**Schedule of Fees** *(if applicable)*

| **Particulars** | **Unit** | **Quantity** | **Amount** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
| **TOTAL** | | |  |

*(You may add additional rows as necessary)*

| Prepared by: |
| --- |
| Signature over printed name Faculty-in-Charge/Internship Coordinator/Adviser |

| Endorsed by: |
| --- |
| Signature over printed name  Department Chair/Institute Director |

*(You may add additional courses as necessary)*

***The unit, under the representation of the FICs/ICs, has taken precautionary measures to ensure safe and secure facilitation and completion of the above-mentioned AFA/s. It is understood that no student will be allowed by the unit to join any F2F AFA without complying with the medical clearance (if applicable) and insurance requirements.***

| Recommending Approval: |
| --- |
| Signature over printed name  Dean/Head of Unit |
|  |

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_