



THE SCHOOL FOR FIELD STUDIES

DATA POLICY

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Office of Academic Affairs

INTELLECTUAL PROPERTY, DATA, AND ACKNOWLEDGEMENT POLICIES

In recognition of this institution's obligation to transfer technology and useful discoveries to local communities, fellow researchers, and society, SFS encourages the creation of scholarly works by SFS faculty, staff, and students as an integral part of its mission. This section should clarify the rules for ownership and use of data generated during the SFS program, and it presents guidelines for the production of scholarly works.

Data and Educational Materials Ownership

SFS is the owner of all academic products developed and research data collected by students while participating in an SFS program or through the use of facilities or funds provided by or through SFS. No student may utilize these data for any purpose other than scholarly works. "Scholarly works" include, but are not limited to, the production of i) required coursework outputs, ii) reports to approved SFS clients such as Directed Research papers and related products, iii) conference presentations, and sometimes iv) publications, and v) senior theses. The use of these data by students for undisclosed and unapproved personal benefit or commercial application, financially or professionally or in any other way, is not permitted.

Use of Directed Research Data for Scholarly Works and Thesis

Because the research projects conducted at the Center are linked to the Strategic Research Plan, and projects are defined and prioritized by Center faculty, **the SFS faculty advisor is considered the principal investigator of the project.** As a member of the research team, students who have collected data during their program period will have access to these specific data from their SFS program. Students may pursue the production of scholarly works, such as a senior thesis, using SFS research *only under consultation with and approval by the project's principal investigator* (i.e. the faculty supervising the DR project). If the principal investigator is no longer with SFS, approval may be granted by the Center Director or the Dean of the School. In some instances, collected data may not be suitable for purposes such as a thesis.

The purpose of the Directed Research (DR) project is to contribute to a broad and ongoing research agenda that has been defined by SFS staff. Therefore, SFS cannot cater the DR projects to independent student interests or academic requirements at a student's home institution. Similarly, since the DR paper and other research assignments are works produced for an SFS course, students must hand in original work, therefore we generally cannot accommodate using data from research conducted at the home institution.

For students hoping to develop some aspect of their SFS Directed Research into a thesis at their home institution, the responsibility for seeking clarity on research requirements from SFS and their home institution lies solely with the student. Students should discuss this option with their SFS Admissions Counselor prior to starting the program, though approval will not be able to be granted in advance of the program. Once on the program, students should communicate their interest with the Center Director and their DR advisor and seek approval while on the program.

It is also critical that the student discusses this option with their faculty advisor at their home institution before, during, and after their participation in the program. Students and home advisors should bear in mind that students will not have the opportunity to pursue independent research or research on a topic unrelated to the DR. Also, data collection is usually completed as part of a team effort. Past students have discovered when returning to their home institutions that their efforts when broken down as part of a team were not sufficient to fulfill a research requirement beyond that for which they were credited through SFS.

The SFS faculty advisor is solely responsible for assessing the content and quality of student work for the DR. Likewise, the student's thesis advisor at their home institution will be responsible for assessing subsequent work. It may be appropriate for students to invite their SFS advisor to serve on their thesis committee.

SFS requires students to take the following steps in the development of scholarly works, including a senior thesis, conference presentation, or manuscript for publication:

1. Discuss proposed plans with SFS faculty or Center Director, preferably while still at SFS;
2. Formally request permission from the SFS faculty to use the data for scholarly work outside of SFS;
3. Develop an authorship plan and work plan with SFS faculty, and, in the case of a senior thesis, with their home institution advisor;
4. All authors prepare the scholarly work;
5. Acknowledgements (see below) and institutional affiliation details are determined in discussion with SFS and the student's home institution.

SFS Acknowledgment Policy

In all scholarly works submitted for publication and based upon SFS data, the authors, whether currently or previously students at SFS, are required to acknowledge SFS, the Center, and all SFS employees and students who were involved in the project. In addition, publications or presentations by SFS employees that are based on data obtained by students during the conduct of SFS program coursework will, at a minimum, give acknowledgement to SFS classes who contributed to the research and full acknowledgement to the students who made a significant contribution to the research. The inclusion of students as co-authors by faculty is optional and will be based on merit, contribution, and relevance.

The appropriate acknowledgement of SFS is as follows:

“The Author gratefully acknowledge(s) the key [financial and/or field and/or logistical and/or other] support provided by The School for Field Studies (SFS) Center for [name and location of Center, e.g.: Center for Rainforest Studies, Australia]”

NOTE: In the case of both author address and acknowledgement, “The School for Field Studies (SFS)” is always identified and always placed before the name of the Center.

Research Ethics

The research our faculty and students conduct complies with the research ethics rules and guidelines in the country in which they are working, and when applicable, permissions are obtained for research on human subjects, animal subjects, and for the extraction of biological samples. Additional vetting for human subjects research is made by the SFS Office of Academic Affairs to ensure standards of ethical practice and protection of subjects are met.

Photography

Students are encouraged to bring cameras to the field. Still photography and video photography are allowed during many academic program activities, but may be restricted based on location, social cultural context, and/or the disposition of a speaker or lecturer. Students should understand that US laws do not apply while abroad. Photography in some public spaces may not be allowed by non-citizens and equipment may have to be surrendered to authorities upon request. Students should always check with local staff on standards of use of photography while in the field. Students should not bring to the field camera equipment that is intended to be operated remotely from the user. This means **DO NOT** bring: camera traps, drones, balloons, or other photographic equipment that is not intended to be held by the operator. Remote operated cameras may be seen by international authorities as surveillance equipment – and in many contexts be illegal. SFS faculty often have permissions/permits to use remote photography for research. These uses are permissible and will be performed with SFS approved equipment.