COLLEGE POLICY

Policy No. & Title: **A-117 Field Trips**
Policy Sponsor: Vice-President, Operations
Reference Cmtee: Policy & Procedure Committee
Effective: 2024-08-01
Next Review: 2027-07-31

Purpose
The College strives to provide students with a full learning experience. Real world experiences are an important and integral part of the learning process.

This policy describes the purpose and intent of field trips in the learning process and the expectations of College members while participating in such activities.

Scope
This policy applies to all College students, employees, delivery partners, affiliates, volunteers, and contractors.

Definitions
Field Trip: An off-site activity to a location away from normal activities, typically undertaken during regular business hours, that enhances the learning experience in an applied or hands-on setting.

POLICY
1) The College endorses the use of field trips to enhance the learning experience.
2) Field trips must be directly related to course learning outcomes, or experiential learning and must enhance the student experience with applied learning.
3) If the field trip is NOT written into the curriculum, it must be scheduled outside of class time and cannot be mandatory for students to attend.
4) Students are solely responsible for providing their own transportation to and from the field trip site location, if scheduled outside of class time and not mandatory.
5) Faculty must not transport students to or from the field trip site location.
6) There must be no additional cost to the students to attend any academic field trips.
   a) Social or experiential field trips may come with a fee.
7) All students must sign a student field trip waiver prior to attending any offsite field trip. Failure to do so will result in not being able to attend the field trip, without exception.
8) While on field trips, College members are ambassadors of the College and must represent the College in alignment with the College's Values and the Student Code of Conduct (Policy A-109).

9) College members may be asked to follow specific protocol requests by the field trip host firm, organization, or location official. All College members will fully comply with such requests including, but not limited to:
    a) Signing additional waivers/forms, non-disclosures, attendance/sign-in sheet(s), *etc*.
    b) Where applicable, adhering to safe laboratory practice.
10) College members while on field trips are ambassadors of the College. As such, each College member is expected to uphold and demonstrate the College's Values. Failure to do so may result in not being able to complete the balance the field trip, without reimbursement, at the discretion of the faculty member or a site location official.
11) All field trips must be approved by Campus Management.

Related Policies

C-101 Finance and Purchasing
A-109 Student Code of Conduct

Supporting Documents/Forms

A-117p Field Trips - Procedure