

# PROCEDURE

Procedure Number: AOP 205	Procedure Title: Field Trips
Supersedes Existing Policy? Y	Procedure Owner: Senior Vice-President Academic
Associated Policy: Y	Date Last Approved by CET: September 2016

## 1 Purpose

This procedure outlines the processes associated with College field trips.

## 2 Application

This procedure applies to all faculty, staff and students involved in field trips.

## 3 Mandatory Field Trips

- 3.1 All field trips must be approved in advance by the appropriate Dean. Approval will depend on the relevancy of the trip to the learning outcomes of the program and the availability of funds. Out-of-province trips must be approved by the Vice-President Academic or the President. International trips must comply with the International Travel and Safety – Students policy (AOP 236).
- 3.2 Mandatory field trips are listed on course outlines with the specific learning outcomes referenced.
- 3.3 Mandatory field trips are budgeted for in program budgets and are fully funded by the program. Students may be required to provide their own meals.
- 3.4 Mandatory field trips are organized and supervised by College faculty.

## 4 Optional Field Trips

- 4.1 Optional field trips are those considered to enhance a student's educational experience, but not essential to meet course or program learning outcomes.
- 4.2 Students who do not participate in optional field trips will not suffer academic penalty and alternative learning experiences and evaluation must be provided.
- 4.3 Optional field trips may or may not be fully or partially budgeted for by the program budget.

## 5 Field Trip Requirements

- 5.1 If a field trip conflicts with other scheduled courses, the faculty responsible for the trip will discuss it with the faculty affected by the trip.
- 5.2 The use of public transportation or chartered buses is recommended. The use of personal vehicles is strongly discouraged however, in the event that personal vehicles are used, the owner is required to provide the Dean approving the trip with proof of public liability and property damage insurance. Should an accident occur, for individuals choosing to drive their own vehicles, the driver's insurance is primary.
- 5.3 The faculty organizing the field trip are required to provide the names of the students and faculty participating in the field trip and emergency contact information for all participants, and if the field trip is out-of-country, a copy of all participants' passports, to the Office of the Dean before departing from the College.
- 5.4 International field trips must comply with the International Travel and Safety – Students policy (AOP 236).

## **6 Code of Conduct**

While on a field trip, it is understood that students, faculty and staff will conduct themselves in a professional manner consistent with the behavioural guidelines outlined in the Code of Conduct Academic Operating Policies (AOP 201 and 209) and the College Code of Ethics.

As a field trip is considered an extension of the classroom environment, the same behavioural expectations, policies and discipline for unacceptable behaviours that would exist within the on-campus environment are enforced.

## **7 Related Documents or Links**

- Code of Conduct: Academic Employees – AOP 201
- Student Conduct: Positive Learning and Living Environment – AOP 209
- Evaluation of Student Performance – AOP 224
- AOP 205 Field Trip Proposal Form
- International Travel and Safety - Students - AOP 236
- Fit to Work Policy - OHS 017

## **8 References**

N/A