

ALGONQUIN COLLEGE DIRECTIVE	NO. OF PAGES 2	DIRECTIVE NO. E22
	ORIGINATOR Vice President, Academic	
	APPROVED BY President's Executive Committee	
TITLE Field Trips	EFFECTIVE DATE 2006.09.20	REPLACES 1998.08.31

PREAMBLE

Field trips are activities sanctioned by an academic department of the College and offered to students as either mandatory or optional activities. The trips are off-campus visits, normally of no more than two days' duration and under the supervision of a College staff member. In order for a project to be considered a field trip, it must have recognized academic value within the students' program. A field trip is distinct from field placement, field work, or clinical experience.

POLICY

It is College policy to support field trips as important components of programs. Field trips are a learning process, providing exposure to an area of relevant interest within the program of study. They provide students with the opportunity to observe firsthand the processes, organization, equipment and systems operating in the work place.

PROCEDURES, ROLES AND RESPONSIBILITIES

1. Mandatory Field Trips

- 1.1 Mandatory field trips are listed in course outlines, meet specific learning outcomes and are an integral component of academic course offerings.
- 1.2 Mandatory field trips are budgeted and fully funded by academic departments and are activities for which students are not charged incidental fees. Students may, however, be required to pay for their own meals. Mandatory field trips are organized and supervised by College staff.

2. Optional Field Trips

- 2.1 While optional field trips may enhance their educational experience, students will not suffer any academic penalty by choosing not to partake of an optional field trip. Optional field trips are academic activities which may or may not be fully budgeted by academic departments.
- 2.2 Optional field trips must be approved in advance by the Dean, the Executive Dean or the Vice President Academic. A description of the field trip with the required approvals is to be forwarded to the Finance Department of the College. College insurance coverage is dependent on the necessary approvals being obtained in advance of the field trip taking place.

- 2.3 The Students' Association establishes an annual budget to help defray the costs of optional field trips which have received the approval of the College's administration. Applications for funds from this budget should be made directly to the Students' Association.

3. Field Trip Requirements

- 3.1 Where the schedule of an approved trip conflicts with other classes, the department is to inform all affected teachers of the program (service and program), and the Registrar's Office (timetabling) three weeks in advance of the scheduled field trip. It is recognized that field placement and clinical experience are considered priorities and may preclude participation in optional field trips.
- 3.2 Field trips should take place as close as possible to the students' home campus.
- 3.3 The use of public transportation or rental vehicles is recommended wherever practical. The use of personal vehicles is strongly discouraged. When personal vehicles are used, the owner must provide the first-line supervisor responsible for approving the field trip, proof of public liability and property damage insurance. Individuals choosing to drive their own vehicles are cautioned that the College's insurance will not cover costs in the event of an accident.
- 3.4 When approval has been granted for the use of a personal vehicle for a mandatory trip, mileage costs may be paid by the College.