

AA36 Field Trips

Classification:	Academic Affairs
Responsible Authority:	Dean, Academic Development
Executive Sponsor:	Senior Vice President, Academic
Approval Authority:	Algonquin College Executive Team
Date First Approved:	1998.01.30
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Mandatory Review Date:	2024.03.06

PURPOSE

To provide students an opportunity to directly observe activities in the work place

SCOPE

All students registered in a program of study

DEFINITIONS

Word/Term	Definition
Academic Administrator	Program Chair, Academic Manager, Course Chair, or Dean
Field trip	A mandatory or optional off-campus visit made by students, accompanied by a College employee, to support program learning

POLICY

1. The College recognizes field trips as an important component of program learning. Field trips provide students with the opportunity to observe firsthand the activities, equipment and systems used in the work place.
2. Field trips are off-campus visits under the supervision of a College employee, normally of no more than two days' duration. In order to be considered a field trip, the visit must enhance the course or program learning requirements for the students. A field trip is distinct from field placement, field work, or clinical experience.
3. Field trips are activities approved by the Academic Administrator and offered to students either as mandatory or optional activities.

3.1 **Mandatory Field Trips**

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

3.2 **Optional Field Trips**

- 3.2.1 Optional field trips enhance the educational experience of the students. Students will not suffer academically if they choose not to participate.
- 3.2.2 Optional field trips may be budgeted fully or partly by the academic department.

- 4. The Students' Association establishes an annual budget to help defray the costs of optional field trips which have been approved by an Academic Administrator. Applications to access these funds are made directly to the Students' Association.

5. **Field Trip Requirements**

- 5.1 Every effort will be made to minimize conflicts with other classes when scheduling a field trip. Where the schedule of an approved optional field trip conflicts with other classes, the department is to inform all affected faculty teaching program and service courses and the Registrar's Office (Scheduling Office) three weeks in advance of the scheduled field trip. Field placement and clinical experience are considered priorities and may preclude students' participation in optional field trips.
- 5.2 The transportation of students and staff for a field trip is to be by public transportation or rental vehicles. The use of personal vehicles is strongly discouraged. If personal vehicles are used, the owner must provide the Academic Administrator 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.
- 5.3 The College may cover the mileage costs of a student who has been given permission to use a personal vehicle for a mandatory trip.

PROCEDURE

Action

- 1. Submit request for mandatory or optional field trips during the Annual Curriculum Review to the Academic Administrator.

Responsibility

Faculty

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| 2. | If approved, include the information of the mandatory field trips in the course outline. Provide information on the optional field trips on the course learning management system home page. | Faculty |
| 3. | Inform all faculty teaching in the program, including service course faculty, the Scheduling Office and Finance and Administrative Services three (3) weeks prior to the scheduled field trip. | Faculty |
| 4. | Make arrangements for the use of public transportation or rental vehicles needed for the field trip. | Faculty |
| 5. | Request approval from the Academic Administrator if personal vehicles are to be used. The request is to include proof of public liability and property damage insurance. | Faculty |
| 6. | Remind the owner of a personal vehicle that the College's insurance will not cover costs in the event of an accident. | Academic Administrator |
| 7. | Apply to the Students' Association for funds to help defray the costs of an optional field trip at least 10 days prior to the field trip date. | Student Representative |

SUPPORTING DOCUMENTATION

None

RELATED POLICIES

AA26 Course Outlines and Course Section Information
AD12 Travel, Meals and Hospitality

RELATED MATERIALS

None