

**AA36****Field Trips**

Classification:	Academic Affairs
Responsible Authority:	Director, Experiential Learning & Entrepreneurship
Executive Sponsor:	Senior Vice President, Academic
Approval Authority:	Algonquin College Executive Team
Date First Approved:	1998-01-30
Date Last Reviewed:	2025-04-04
Date to Complete Mandatory Review:	2030-04-04

**PURPOSE**

To provide students an opportunity to directly observe program-related activities occurring in a workplace setting.

**SCOPE**

This policy applies to all students registered in a program of study and is limited to field trips, which are a type of active learning that is distinct from Experiential Learning.

**DEFINITIONS**

Word/Term	Definition
Academic Administrator	An Academic Administrator is a Program Chair, Academic Manager, Associate Chair, Dean, Testing Services Manager, or designated decision-maker.
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 workplace.
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 experiential and work-integrated learning.
3. Field trips are approved by the Academic Administrator and offered to students either as mandatory or optional activities.

1. Mandatory field trips are listed in course outlines, meet specific learning outcomes, and are an integral component of academic course offerings.
  2. Mandatory field trips are fully funded by academic departments. Students are not charged incidental fees for these activities. However, students may be required to pay for their own meals.
  3. Mandatory field trips are organized and supervised by College employees.
  4. Optional field trips enhance the educational experience of the students. Students will not be disadvantaged academically if they choose not to participate.
  5. Optional field trips may be funded 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 by students.

#### 5. Field Trip Requirements

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.
2. All field-trip travel for students is to be conducted via one of the following:
  - Public transportation (buses, subways, light rail, etc.)
  - Chartered buses
3. Use of personal vehicles is strongly discouraged. If a student wishes to drive their own vehicle and decline the College's travel arrangements, the student must obtain written approval from the Academic Administrator responsible for the field trip and submit the following documents no less than 10 days prior to departure:
  - Valid driver's license
  - Proof of automobile insurance with a minimum \$1,000,000 liability limit
4. Individuals who drive personal vehicles assume full financial responsibility for any accidents, injuries or property damage that may occur. Under no circumstance does the College assume financial responsibility for the use

of personal transportation, nor does its insurance extend to cover individuals injured or property damaged while using personal transportation.

5. If overnight lodging is required, accommodation will be arranged by the college in block bookings, with a priority on securing rooms within a single lodging.
6. Every effort will be made to plan field trip experiences that are inclusive and accessible for any participants. Faculty should consult the Centre for Accessible Learning, as per policy AC01, for accessibility related to learners. Academic Administrators should consult with Human Resources, as per policy AC03, for accessibility related to employees.
7. For the duration of the Field Trip, students must adhere to all College Policies, including but not limited to SA07 Code of Conduct.

## PROCEDURE

	Action	Responsibility
1.	Submit a request for mandatory or optional field trips during the Annual Course Outline Review period to the Academic Administrator for their approval.	Faculty, Academic Administrator
2.	For the approved <i>mandatory field trips</i> , provide the information in the course outline and on the learning management system. For the approved <i>optional field trips</i> , provide the information on the learning management system only.	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, Academic Administrator
4.	Submit transportation and overnight accommodation information to the Academic Administrator at least 20 days prior to the field trip for their approval.	Faculty, Academic Administrator
5.	Arrange and book approved transportation and overnight accommodation that is required for the field trip.	Faculty
6.	Collect and submit the driver's license and insurance certificates of each personal driver who wishes to drive their own vehicle to the Academic Administrator for their approval.	Faculty, Academic Administrator

7.	Require all students approved to use personal transportation to sign an “Acknowledgement and Attestation” waiver stating they understand and accept these conditions. This also includes any passenger who chooses to use a personal mode of transportation (i.e. carpooling).	Faculty, Academic Administrator
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### RELATED POLICIES

AA26: Course Outlines and Course Section Information

AD12: Travel, Meals, and Hospitality