



POLICY AND PROCEDURES

FIELD TRIPS

Code: 6.20

Category: Administrative

Effective Date: November 23, 1998

SUBJECT: FIELD TRIPS

POLICY: Lethbridge College supports field trips as an integral component of the learning process.

PREAMBLE:

Field trips are recognized as an integral part of the educational process, providing hands on experiences that may not be able to be facilitated in classroom or lab situations.

DEFINITIONS

Field Trip: is a required group learning activity that is generally conducted off-campus for the purpose of complementing or reinforcing concepts learned in a course/program, and for which college funds are expended.

GUIDELINES

1. Transportation costs associated with approved field trips may be paid for by Lethbridge College out of the respective approved program budget.
2. Drivers, faculty and outside resource people will be reimbursed for actual expenses as per College Travel and Vehicle Use Policies, in situations where travel expenses are approved.
3. Students and staff are expected to conduct themselves in a manner consistent with on-campus standards and are subject to the same disciplinary actions.
4. The following are authorized to participate in or attend field trips.
 - a. Students enrolled in designated courses.
 - b. Faculty, staff and outside resources contributing to the field trip or learning experience.
5. All field trips must be accompanied by a Lethbridge College faculty or staff member.

PROCEDURES

1. Field trips will receive approval prior to the date of the field trip by the respective Dean (or designate). Requests for approval should state the following:
 - a. purpose and justification of the trip
 - b. estimate of expenses and budget source
 - c. number of students attending and from what course(s)
 - d. destination, duration and departing date
 - e. name of staff person accompanying on the field trip
2. In exceptional circumstances students and staff may be permitted to use their own vehicles provided they have liability insurance in effect which has a minimum of \$1,000,000 liability insurance, and which allows for occasional business use when they are conveying other people, equipment, and / or supplies. They will be reimbursed as per College Travel Policy. Approval of the Dean (or designate) is required before personal vehicles are used, having the appropriate insurance coverage.
3. Faculty or staff supervising a field trip has the authority to terminate the trip or the participation of any individual at any time during the trip.
4. To book a Lethbridge College vehicle for a field trip, the standard Field Trip Request form must be completed and authorized.

REFERENCE:

College Management:	1994 11 01
Academic Council:	1994 12 13
Board of Governors:	1995 01 24 (effective 1995 07 01) 1998 11 23 (amended)
Cross Reference:	Vehicle Use: Policy 6.3 College Travel Expense: Policy 6.19