

Field Trips Procedure

For the purposes of this procedure, field trips are deemed to be one time outings of a specified duration.

Regular trips to placements, work integrated learning, clinical, or co-op activities are deemed to be part of programming, not a field trip.

Field trips could be part of a program, course, applied research project, capstone project, etc.

1. Determination of whether or not a field trip is mandatory is the purview of the department and/or academic program for which the field trip is prescribed.

2. Non-Mandatory Field Trips

- are covered by insurance
- costs are covered through the students and/or host of the field trip
- fundraising may be considered to offset costs, however, all fundraising activities must comply with College policy

3. Mandatory Field Trips (program, course, applied research project, capstone project, etc. requirement):

- are covered by insurance
- provision of college vehicles for transportation to and from locations is the responsibility of the college and/or host of the field trip
- the Coordinator and Academic Manager will ensure funds are available in his/her budget to cover trip expenses.

students are to be accompanied by college staff member(s)