

NORTHLAND COMMUNITY & TECHNICAL COLLEGE

3370 FIELD TRIPS POLICY

A field trip is any course-related, off-campus activity involving the students that is organized by the instructor. The field trip policy is developed around the following concepts:

1. The field trip must relate to the course curriculum.
2. The field trip should be used only if the instructor deems it the most appropriate technique available in achieving the instructional goals in question.
3. The use of private vehicles for field trips is prohibited, unless approved, in writing, by college administration.
4. The safety and welfare of participants should always be one of the primary concerns of the staff.
5. Approval for field trips must be obtained from the campus Dean of Academic Affairs after providing necessary information (date, hour of departure, list of students going, time of return, etc.). This approval must be obtained at least one week in advance. If traveling out-of-state (including border cities), prior approval must be obtained from the college president.
6. NCTC policies and procedures are applicable during the trip.
7. Students participating in field trips are required to sign the “Waiver of Liability Assumption of Risk, and Indemnity Agreement – On/Off Campus Activities” form prior to the activity.

Date of Implementation:

Date of Adoption: 6/2/04

Date & Subject of Revisions: AASC Approved 5/9/06; Executive Council Approval 5/18/06; Revised 6/6/07;

Revised #6 6/9/08

1/27/09 Reviewed with minor revisions