

## NORTHLAND COMMUNITY & TECHNICAL COLLEGE

### 3370 FIELD TRIPS

A field trip is any course-related, off-campus activity involving the students that is organized by the instructor. College-sponsored or sanctioned student field trips are necessary for a well-rounded college experience. A Student Life Activity Request form is to be completed. In order to assist with well-planned and -executed student field trips, the following is a list of important guidelines to follow when travelling with students.

- The field trip must relate to the course curriculum.
- The field trip should be used only if the instructor deems it the most appropriate technique available in achieving the instructional goals in question.
- All travel arrangements required for field trips must be approved by the appropriate Dean prior to leaving for the scheduled activity.
- It is the responsibility of the instructor to ensure that adequate funds are available to cover all costs associated with the field trip.
- Reimbursement for expenses incurred will be according to the current travel rules and regulation of the State of Minnesota as authorized by statute or by contract.
- Upon return from the college authorized trip, the instructor must reconcile necessary expenditures including receipts and submit to the Business Office.
- 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.
- Itineraries for field trips are recommended to be filed with the appropriate Dean 24 hours prior to any travel. The itinerary must include the following: date, hour of departure, list of students going, and time of return.
- If traveling out-of-state (including border cities), prior approval must be obtained from the college president. At least two weeks prior to the event, requests for out-of-state travel must first be submitted to the appropriate Dean supervising the program for approval. If approved, the Dean will forward the request to the college president for approval.
- Out-of-state travel for student activities may require the presence of a college employee at the discretion of administration.
- Students participating in field trips are to be transported in the manner scheduled by the college. The use of private vehicles for field trips is prohibited, unless approved by college administration.
- Policies in the Student Handbook are applicable during the trip.
- The safety and welfare of participants should always be one of the primary concerns of the staff.

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