

**DATA LINK INSTITUTE  
OF BUSINESS AND TECHNOLOGY  
(DLIBT)**



**FIELD TRIP POLICY  
(June 2021)**

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## **1.0 Purpose**

The purpose of this policy is to establish guidelines for educationally enriching field trip experiences for Data Link Institute of Business and Technology students that mitigate potential risk to students, staff, faculty, and the University.

This policy is intended to reflect the University's commitment to the principles, goals, and ideals described in the Vision Statement and its core values.

## **2.0 Definitions**

A field trip is defined as a course-related, off-campus activity led by faculty or staff member which is designed to serve educational purposes. A field trip may include the gathering of data for research, factory and workplace visits, participation in a conference or competition, or visits to an event or place of interest. The duration of a field trip may be independent of a class period or may be a class period or longer, and could extend over multiple days. This is not a policy governing:

1. Field-based or field intensive courses
2. Teacher preparation program
3. Intercollegiate sports
4. Service-learning placements
5. Internship placements, or
6. Independent student research not under direct supervision of Data Link Institute of Business and Technology faculty or staff member.

## **3.0 Administrative Responsibilities**

### **3.1 Field Trip Inventory**

The Department shall maintain an inventory of all courses that offer field trip activities. Any course offering field trips shall indicate the nature of the field trip activity as part of the course syllabus and/or course description.

For unplanned field trip opportunities, staff or faculty members shall adhere to the guidelines established in section 4.0 of this policy, and shall notify the Head of Department of the field trip, so that this course may be included in the inventory.

### **3.2 Periodic Site Review**

The faculty shall conduct periodic site reviews of field trip locations. Potential criteria for triggering site review may include, but are not limited to the following:

1. Change in risk factors
2. Site sensitivity to visitor impact (may be environmental, cultural, or other)
3. Change in access or availability, or
4. Inactive use of site.

## **4.0 Faculty/Staff Responsibilities**

### **4.10 Pre-trip Site Evaluation**

The use of field trips as a course learning activity requires a pre-trip site evaluation. The written site evaluation shall be sent to the Head of Department and retained by the Department prior to the field trip.

## 4.2 Instructional Agenda & Itinerary

Faculty shall include field trips in the course description and syllabus when possible. Some students may use this knowledge in course selection.

Additionally, faculty shall provide to students an instructional agenda and itinerary in advance of the field trip. The agenda and itinerary shall include the time and location of the field trip, as well as a detailed description of the activity to occur. Faculty are encouraged to provide a level of detail in the description that will enable participants to understand any potential risks involved.

The instructional agenda should also provide:

1. Any special equipment training necessary to engage in the field trip activity, and a means for participants to receive such training;
2. A means to accommodate any special needs of the participants;
3. An alternative assignment for those unwilling to accept the risk of participation;
4. Health and safety information relevant to the field trip (a check-list might be provided of what students should bring);
5. Emergency procedures; and
6. A code of conduct if specific behavior is expected or required for cultural, environmental, or safety reasons.

## 4.3 Transportation

Staff and faculty coordinating field trips are strongly encouraged to use the institution's vehicle.

## 4.4 Documentation

Prior to the time of the field trip, the faculty member needs to have collected the list of field trip participants and the necessary documentations for the trip.

## **5.0 Student Responsibilities**

Students who wish to participate in field trip activities must submit their names to the faculty conducting the field trip, preferably not less than 24 hours prior to the date the field trip is planned to occur. Students under the age of 18 must secure and submit the signature of their legal guardian before being approved to participate in the field trip activity.

Students unable to participate in a field trip due to medical concerns and potential risks will be able to complete an alternative assignment as described on the course syllabus or provided in the instructional agenda and itinerary provided by the faculty in the case of a field trip that is an unplanned opportunity during the course.