

Information taken from 2005-2007 Faculty Handbook regarding Field Trips

Procedure for Field Trips:

Field Trips

Field trips must be approved in advance by the Dean of Instruction or assigned designee. Complete the *Field Trip Request* form (see Appendix R, page 40). Prior approval of field trips and student completion of *Assumption of Risk* forms are required. These forms are available through the Dean of Instruction's office in Newport. In addition, faculty should post a notice on their classroom doors before the day of the planned and approved field trip activities indicating the time, location, and duration of field trips to keep students informed about class activities. Field trips must be approved in advance by the Dean of Instruction or assigned designee. Complete the Field Trip Request form (see Appendix, page 41). Prior approval of field trips and student completion of "Assumption of Risk" forms* are required. These forms are available through the Dean of Instruction's office in Newport. In addition, faculty should post a notice on their classroom doors before the day of the planned and approved field trip activities indicating the time, location, and duration of field trips to keep students informed about class activities.

Appendix E

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FIELD TRIPS

All field trips must be coordinated with the Dean of Instruction or College-assigned designee and require prior approval with the completion of the appropriate form. A field trip is defined as any class meeting at any location other than the scheduled instructional facility. It is the instructor's responsibility to ensure that all students sign an "Assumption of Risk" form in order to participate in field trip activities. All field trip forms are available through the Dean of Instruction's Office at the Central County Center.

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