

AP 4300 Field Trip Activities

I. DEFINITIONS

A: FIELD TRIP

Field trips are generally scheduled outside the normal class meeting time and may include weekends. A Field Trip is tied to a specific class that is led by an instructor who is there to provide instruction and supervision as part of the approved curriculum. The trip may be either mandatory or optional. A field trip is usually undertaken to observe some topic or aspect discussed in the classroom and provides an essential part of the curriculum that is not available in the classroom. Examples of Field Trips could include the following:

- ✓ Visiting a zoo or aquarium with the instructor
- ✓ Attending a performance of a play or concert with the instructor
- ✓ Viewing a display or demonstration in a museum with the instructor

1. MANDATORY FIELD TRIP

- A. A mandatory field trip is one “which is integral to the completion of a course,” has been integrated into the course outline of record through the curriculum approval process, and applies to all sections of the course.
- B. The curriculum committee certifies that the course content cannot be taught and that gaps in the curriculum would exist without the trip. The course/catalog description of classes requiring field trips should be annotated to reflect this status.
- C. If a field trip is approved as part of the Outline of Record, an instructor cannot make the field trip optional.
- D. Mandatory field trips must be preplanned and published in the schedule of classes indicating the date, destination, and any known costs associated with the field trip. All field trips must be submitted at the same time as the classes they are tied to as part of the schedule building process.
- E. A mandatory trip may occur during the regular class hours (inclusive of required lecture/lab requirements) and be calculated as part of the grade.

2. OPTIONAL FIELD TRIP

- A. An optional field trip is an enrichment activity that the instructor feels is valuable to the student learning experience because it provides a significant contribution to the goals and objectives of the class but is “not integral to the completion of a course.”
- B. While student participation is encouraged but not required, the instructor is expected to be present and provide instruction and supervision.
- C. The trip must be held outside of normal class meeting times. The trip cannot replace any part of class contact hours and cannot be claimed for apportionment.
- D: If used for extra credit, a comparable on campus activity must be available so those not attending the field trip can have access to the same amount of extra credit. The student cannot be penalized for lack of attendance.

3. PROGRAM FIELD TRIP

- A. Certain programs (e.g., International Travel, Field Studies, etc.) by their nature involve off-campus instruction.
- B: Class sections designated as part of these programs require students to participate in the field trip. For these sections, the procedures and policies of mandatory field trips will apply.

- C. To ensure student access, if a program field trip is required for a particular section, that is part of a degree or certification requirement, there must be an alternative course—two classes in the case of cohort classes—without a required field trip that a student may enroll in to complete that particular degree or certificate requirement.

4. OFF CAMPUS ASSIGNMENT

Similar to homework assignments, students undertake these instruction activities on their own, without any supervision or direct instruction provided by an instructor. For example, an instructor may provide a list of museums and require students to visit one.

II. CURRICULUM APPROVAL OF MANDATORY FIELD TRIPS

Before a mandatory field trip is offered, the Course Outline of Record must note that a trip is “integral to the completion of the course.”

1. The Course Outline of Record must include the assignment and Student Learning Outcome(s) that substantiate the need for the field trip.
2. The Department Chair, Division Dean, and Curriculum Committee should be cognizant of costs involved and access issues for a mandatory field trip when approving a course.
3. Mandatory field trips must be tied to at least one student learning outcome.
4. Trip information must be submitted with the class section information in time to be included in the schedule of classes.
5. After the schedule of classes is prepared, the CIO will prepare a list of all mandatory, program, and planned optional field trips, and submit it to the Board for Approval.

III. FACULTY

A. FACULTY REQUIREMENTS

1. All faculty members who participate in a field trip must have completed a “Field Trip Orientation” within the past 3 years.
2. Adjunct Faculty cannot be assigned a class that requires a mandatory field trip if that assignment would increase their teaching load to more than 67% of full-time load for the semester.
3. Section 87482.5(c)(1) of the California Education Code excludes “professional ancillary activities” from the definition of teaching load. Currently the District defines optional field trips as “professional ancillary activities” and are thus not to be considered part of the teaching load.

B. INFORMATION REQUIRED – MANDATORY, PROGRAM, OUT OF STATE, AND PLANNED OPTIONAL FIELD TRIPS

The following information must be provided with the class section information in time to be included in the schedule of classes:

1. Information pertaining to the field trip
 - a) Days the section will meet
 - b) Travel dates for the field trip
 - c) Destination(s) of the field trip
 - d) Any costs related to the field trip

IV. PROCEDURE FOR APPROVAL FOR OPTIONAL FIELD TRIPS

- A. Optional field trips do not need to be notated in the Course Outline of Record; however, they must be relevant to the student learning outcomes and course objectives.
- B. Planned field trips must be submitted with the schedule of classes and approved with the mandatory field trips.
- C. Unplanned field trips that seek to exploit an unforeseen learning or enrichment opportunity must follow the following procedure.
 - a. The faculty member must submit the Optional Field Trip Request form to their Division Dean in time for Board approval prior to the proposed field trip.
 - b. The faculty member must submit (with the Request form) an equally enriching alternative activity for students not participating in the optional field trip.
 - c. The Division Dean will ensure that all required forms have been submitted and procedures have been followed.
 - d. The Division Dean will forward the Optional Field Trip Request form to the CIO. If the CIO agrees with the purpose and the nature of the Field Trip, he/she will submit it to the Board for ratification.
 - e. The Instruction Office will forward notification of the field trip to the Risk Management Office. Risk Management will prepare the Student Waiver and Emergency Contact Information forms and provide them to the appropriate instructor with copies of the Incident Report form.
 - f. Any field trip request not meeting these criteria, deadlines, or procedural requirements is subject to denial.

D. INFORMATION REQUIRED –OPTIONAL FIELD TRIPS NOT APPROVED WITH THE CLASS SCHEDULE

The following information must be provided with the Field Trip Request Form.

- 1. Dates and locations of the field trip
- 2. The relation of the trip to the course objectives and/or Student Learning Outcomes
- 3. Any costs related to the field trip
- 4. An alternative assignment for those students not participating in the field trip
 - a) The assignment should be equivalent to the field trip in terms of instructional quality, content, and academic value.
 - b) The division Dean may request additional information and explanation if there is any question on the appropriateness of the alternative assignment.

V. LIABILITY

To minimize the College's risk exposure and liability, guests are not allowed on academic field trips. Field trips should be limited to faculty, staff, enrolled students, and approved volunteers of the College.

VI. CHECKLIST FOR FACULTY

The Instruction Office will develop a "Faculty Checklist" to assist faculty members with field trip procedures. Items on the list will include, but are not limited to, the following:

- A. Pre-Trip
 - 1. Submit an authorization for travel.

2. Ensure that all students have completed, signed, and returned the Emergency Information Form.
 3. Ensure that all students have completed and signed a Student Waiver form.
 4. Submit a list of all students, chaperones, and staff naming all persons scheduled to attend the field trip to the Instruction Office.
 5. Pick up the emergency information packet from the Instruction Office.
- B. Trip
1. Ensure that students who did not sign waivers do not participate on the trip.
 2. The faculty member will designate a meeting place where they will meet the students.
- C. Post-trip
1. Return copies of liability waivers to the Risk Management Office.
 2. Risk Management will retain these waivers for a reasonable amount of time.

VII. REIMBURSEMENT/FISCAL ISSUES

- A. All regular Business Services' procedures and policies will be adhered to regarding field trips.
- B. Sufficient funds for reimbursement must be in the Department budget.
- C. Faculty members must complete Request for Travel Authorization forms even if they will not be requesting reimbursement.
- D. Faculty may be reimbursed for Mandatory, approved Program field trips.
- E. Faculty must complete and submit all appropriate District forms in accord with established timelines.
- F. If requesting reimbursement, an estimate of expected reimbursement costs must be listed on the Travel Authorization form. Reimbursement may be for mileage, meals, and other expenses in compliance with District travel policy.
- F. Reimbursement is rarely available for optional field trips; however, in some cases a division, departmental, Foundation, or grant budget may be available to assist with reimbursement of related field trip events.
 1. Any request to use division, departmental, Foundation, or grant funds must be made when the field trip request is initially submitted and prior to authorization.
 2. If a request to use division, departmental, foundation or grant funds is denied, the faculty member will be provided the opportunity to withdraw the field trip request or to continue with their request for field trip authorization knowing that such funds are not available.

VIII. STUDENT FEES

- A. Students may be charged for meals, lodging, and other "incidental expenses" for mandatory field trips.
 1. All charges to students will be in compliance with the State Chancellor's Office Student Fee Handbook.
 2. The process for charging student fees will be developed and coordinated between the Instruction Office and the Student Business office.
 3. Under no circumstance should a faculty member assume responsibility for collecting any student fees or cash.
- B. In compliance with Education Code Section 55220(b), "No student shall be prevented for taking a field trip or excursion which is integral to the completion of a course because a lack of sufficient funds. To this end the governing board shall coordinate efforts of community service groups to supply funds for students in need of them."
 1. A student may be exempt from any such fees if they lack "sufficient funds" to pay for the trip.

2. In compliance with Sections 55220(d) and 55220(e), student costs for mandatory field trips may be paid by public funds if consistent with fund's purpose including adherence to any statutory, regulatory or contractual conditions. Additionally, student costs may be paid by an auxiliary organization such as a grant, categorical fund, Foundation, or philanthropic source if consistent with fund's purpose.

Approved – 12/08/10