

Title: Field Trips	Policy No: 2.7
Category: Instruction and Course work	Effective: Fall 2008

Policy Statement: A field trip is a non-credit bearing activity within a course that provides a group of students with an applied, supervised experience at an off-campus location. A field trip differs from a study tour in that it does not bear course credit independently and is not the primary method of instruction. A field trip should supplement regular course instruction.

Policies governing a field trip associated with a student organization are under the auspices of Student Affairs.

Background: The University of Central Oklahoma considers field trips to be a valuable educational experience. Prior to Fall 2007 there were no uniform university-wide guidelines governing field trips.

Purpose: Provide a definition of field trips, procedures for creating a field trip, guiding student and participant conduct, and ensuring the financial viability of the trip.

Implementation Date: Fall 2008

Related Procedures:

- 1) Field trips must be a part of an approved course.
- 2) If funds are needed, a complete budget including student costs, must be submitted to the appropriate department chair/school director prior to the scheduled activity. Deadlines for budget submission are set by the department chair/school director. If funding is requested from the dean’s office, all budget requests must be submitted one month prior to the date of the field trip.

Emergency Procedures:

- 1) Should an emergency involving injury or serious incident occur, the field trip leader should immediately contact the department chair and/or university director, the dean, and the Office of Academic Affairs. This notification must be followed by a formal report completed within 30 days (see #3 under “Procedures after a field trip”).

Procedures for participants:

- 1) All participants must sign a university approved release form, which includes an agreement to adhere to all UCO policies for the duration of the field trip, emergency contact information and a waiver and release of responsibility for the university and the field trip leader.

Procedures after a field trip

- 1) Any unexpected incident occurring during the field trip should be reported to the appropriate department chair/school director within 30 days following the field trip.
- 2) If an incident involving student conduct occurs, an incident report must be filed within 30 days to the Student Conduct Office and the appropriate dean.
- 3) Department chairs/school directors may require notification from team leaders before a field trip occurs.

Coordinating Offices: Academic Affairs, Dean's Office, Department/Schools office,

Academic Affairs Point of Contact: Vice Provost/Associate Vice President for Academic Affairs

Policy approved by the Vice President for Academic Affairs on March 14, 2008.

Key Words: Field Trip, Off-campus academic experience