

Field Trip Policy

POLICY: Field Trip		CUSTODIAN: Academic Dean
POLICY NUMBER: 700.10		
APV'D DATE: 7/30/2019		
EFFECTIVE DATE: 7/30/2019		REVIEW DATE: June 2019
REFERENCES: Student Handbook, Vehicle Use Policy		

Part 1. Policy Background and Purpose

Field trips are recognized as a valuable supplement to classroom activities. However, it must also be recognized that, like any useful device, such a practice can be overworked and thus seriously interfere with the academic success of the student.

Part 2. Definitions

A field trip is defined as any approved faculty activity that takes place outside of WETCC campus.

Student: For the purpose of this policy the term “student” includes participant in WETCC sponsored activities.

Part 3. Responsibility

The Associate Dean of Student Services is responsible for approving field trips.

Faculty are responsible for following the procedures outlined in the policy.

Part 4. Policy

Part A. Field Trips

A faculty member or faculty advisor who contemplates taking students on a field trip should review the process to reserve White Earth Tribal and Community College (WETCC) vehicles and complete the Field Trip form available in Student Services.

Anyone serving as an advisor to a student club or organization, must consult the Associate Dean of Student Services. Field trips must be approved at least one week prior to departure.

All other approved policies must be followed such as the Student Code of Conduct and Alcohol and Drug Policy. The following processes should be completed:

1. Complete Field Trip intention form making sure to include the list of participating students.

2. Obtain the signatures of endorsement from the appropriate departments.
3. Return the completed form to the Associate Dean of Student Services for final approval.
4. If needed, send out a list of approved participants to appropriate instructors.

Part B. Travel

Travel arrangements are made by WETCC staff. Students travelling are responsible for any personal incidentals.

Students will be expected to share rooms whenever possible, if a student brings a non-student on a trip as a guest, that guest is responsible for the entire cost of the trip. Student guests are not allowed to travel in the company vehicles.

Part C. Waiver

Students who participate in a field trip will be required to sign a waiver of liability as WETCC will not assume responsibility for incidents or accidents while on a field trip.