

Field Trip Instructions (Academic)

Overview

Per Executive Order 1062, Field Trip Policy & Procedures, “a field trip is a university course-related, off-campus activity led by a faculty or staff member and designed to serve educational purposes. A field trip would include the gathering of data for research (such as at a geological or archaeological site), museum visit, participation in a conference or competition, or visits to an event or place of interest. The duration of a field trip may be a class period or longer, and could extend over multiple days. This definition does not apply to activities or placements in the context of a teacher preparation program, intercollegiate sports, or service-learning placements, all of which are governed under separate policy.”

Faculty Trip Coordinators are responsible for compliance with University regulations, understanding risks, ensuring all safety protocols are followed and providing the required documentation to the party according to the relevant instructions (provided below).

Faculty Coordinator must consult University Risk Management if the academic field trip involves overnight stay, hazardous or strenuous activity, or potentially dangerous locations. A customized field trip liability release form may be required.

Academic Field Trips – Mandatory/Required for Academic Credit

1. Review the [Academic Field Trip Guidelines](#).
2. Add the trip to the [Music Department Events List](#).
3. Submit the [Music Academic Field Trip Details Microsoft Form](#) **at least 6 weeks prior** to the event (ideally at beginning of the semester in which the field trip is planned or the end of the semester prior if it’s early in the semester) so the Department Administrative Support Coordinator (ASC) can generate the Academic Field Trip Release of Liability (ROL) and Release of Liability Roster templates.
4. After receiving the ROL and ROL Roster templates from the Department ASC, distribute them to students at the same time so the emergency contact information on both documents matches, but *instruct them not to sign the ROL Roster until the day of the trip* as it’s meant to confirm that the information is current as of that date.
5. Provided transportation must be arranged **at least 6 weeks prior** (8 weeks if an e-requisition is needed).
6. If transportation isn’t provided distribute the applicable Field Trip Student Driver Instructions **at least 4 weeks prior** to the trip.
7. Complete and email the following documents to the Department ASC (cc the Chair) **at least 3 weeks prior** to the trip or the students cannot attend, and the trip may be cancelled:
 - a. Signed Academic Field Trip ROLs
 - b. [Field Trip Site Evaluation Form](#)
 - c. [Emergency Response Plan](#)
 - d. Instructional Agenda
8. Distribute the following to each student attending the field trip (see [Academic Field Trip Additional Risk Information](#) for recommended formatting):

- a. Instructional Agenda
 - b. Health and Safety Information (as appropriate)
 - c. Emergency Response Plan
 - d. Student Conduct Code
9. Each attending faculty/staff member must submit a Concur Travel Request **at least 3 weeks prior** (2 weeks for insurance only) – *see the Faculty Handbook webpage for instructions.*
- a. Attach a student participant list to the primary field trip coordinator's request.
 - b. Defensive Driver Training Certificate must be on file (if applicable).
 - c. Authorization to Use Privately Owned Vehicles STD-261 must be on file (if applicable).
10. On the day of the trip, distribute the ROL Roster for each student so they may review/update their emergency contact information and sign confirming it's accurate, then scan that packet to the Department ASC.

Contact the Music Department Administrative Support Coordinator if you have any questions about this process or require assistance.