



Medicine Hat College Policy FIELD TRIP

Policy #:	AC-07
Policy Authorities:	Deans
Executive Sponsor:	Vice-President, Academic
Approved by:	President
Effective Date:	March 1, 2018
Next Mandatory Review Date:	March 1, 2023
Frequency of Review:	every 5 years

1. POLICY OBJECTIVE

The purpose of this policy is to

- (a) support the use of field trips as an activity to provide learning relevant to the course/program objectives,
- (b) ensure that appropriate steps are taken to provide for the safety of students and employees, and
- (c) ensure that appropriate steps are taken to mitigate college exposure to liability.

2. POLICY SCOPE

This policy applies to employees, students and other approved resource people involved in field trips within Canada and internationally.

3. DEFINITIONS

- **Field Trip:** an off campus group activity that is organized and led by a Medicine Hat College (MHC) employee. Field trips include
 - (a) learning activities that complement or reinforce concepts learned in a course/program,
 - (b) students participating in learning and cultural experiences, and
 - (c) varsity Rattler athletic activities.
- **International Field Trip:** any field trip outside of Canada or the United States.

4. PRINCIPLES

- 4.1 Employees may select field trips as the preferred learning activity when
 - the field trip provides a valuable learning experience relevant to course programs, and
 - transportation requirements are reasonable based on destination.
- 4.2 Field trip requirements must be approved in advance by the Dean, Director, or Manager.

- 4.3 International field trips require additional approval from the Office of International Education and Diversity and the respective Vice-President.
- 4.4 Field trips must have an employee designated as the field trip leader responsible for the trip.
- 4.5 All varsity Rattler athletic activities must adhere to this policy but are exempt from the process of receiving individual trip approval. Requests for approval should be submitted as an all-inclusive seasonal schedule.
- 4.6 International Education and Diversity led cultural activities (for international students within Alberta) must adhere to this policy but are exempt from the process of receiving individual trip approval. Requests for approval should be submitted as an all-inclusive semester schedule.
- 4.7 Students and employees are expected to conduct themselves in a manner consistent with all MHC policies.
- 4.8 The following are authorized to participate in or attend field trips
 - (a) students enrolled in MHC programs, courses and activities; and
 - (b) employees and other approved resource people contributing to the field trip.
- 4.9 Field trips greater than 60 days require special travel insurance accommodations that must be coordinated through the Director, Financial Services a minimum of 30 days prior to departure.
- 4.10 International field trips require special travel insurance accommodations and must be coordinated through the Office of International Education and Diversity.
- 4.11 Any emergency situation involving MHC students or employees will be managed in accordance with MHC's Emergency Response Plan.
- 4.12 Transportation

The approving authority may organize transportation arrangements from one or a combination of the following categories

 - (a) chartered transportation (e.g. bus, airline). Refer to FN-01: Travel and Expenses policy;
 - (b) self-drive college or rental vehicles. Refer to 3.8 Vehicle Use for College Business policy for conditions and booking procedures. Drivers of college or rental vehicles must meet requirements as outlined in the Vehicle Use for College Business policy; or
 - (c) approved and reimbursed personal vehicle use. Refer to 3.8 Vehicle Use for College Business policy. When a personal vehicle is used for a field trip, expense reimbursement may be either mileage rates or actual fuel expenses as determined by the field trip leader in advance of the trip.

- 4.13 If the College has organized transportation in accordance with section 4.12 and a field trip member does not participate in the use of the provided transportation, that member is responsible for the cost and liability of alternate transportation to and/or from the event.
- 4.14 All transportation and travel costs require prior approval and must be in accordance with the FN-01 Travel and Expenses policy.
- 4.15 Failure to comply with the requirements of this policy by any party, may result in a trip delay or cancellation on an individual or group basis.

5. RESPONSIBILITIES

- 5.1 **Field Trip Leader** is responsible for
- (a) obtaining approval and ensuring all requirements are met prior to commencement of trip;
 - (b) reviewing this policy and other trip details with the all trip members prior to departure;
 - (c) terminating the trip or the participation of an individual during the trip if required; and
 - (d) planning and organizing field trip logistics.
- 5.2 **Office of International Education and Diversity** is responsible for (international field trips only)
- (a) confirming that the proposed international field trip adheres to the International Travel Policy and supports MHC's International Strategy;
 - (b) advising field trip leader of the process and requirements; and
 - (c) communicating with international partner institutions as necessary.
- 5.3 **Dean/Director/Manager** is responsible for approval of the field trip request.
- 5.4 **Respective Vice-President** is responsible for final trip approval for international trips.
- 5.5 **Students** are responsible for
- (a) providing timely completion of required forms and administrative requirements/functions;
 - (b) paying required fees and related expenses via the approved student registration process;
 - (c) abiding by all academic regulations and policies within the MHC calendar while participating in an approved field trip;
 - (d) attending meetings as required; and
 - (e) abiding to all risk management protocols and procedures.

6. RELATED POLICIES

- HR-01: Respectful Work and Learning Environment
- HS-01: Occupational Health and Safety
- FN-01: Travel and Expenses
- SD-04: Student Non-Academic Misconduct
- 3.8: Vehicle Use for College Business
- 4.16: International Travel Policy
- 7.28: Code of Conduct

7. RELATED PROCEDURES

- PR-AC-07-01: Field Trip
- PR-HR-01-01: Respectful Work and Learning Environment Complaint Resolution
- PR-FN-01-01: Travel and Expenses
- SD-04-01: Student Non-Academic Misconduct
- Academic Misconduct (MHC Calendar)

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Wayne Resch (Vice-President,
Administration and Finance), on behalf of
President and CEO

Date: March 1, 2018

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Sandy Vanderburgh
Interim Vice-President, Academic

Date: March 1, 2018

DOCUMENT HISTORY

March 2018 Revised policy approved