



## Medicine Hat College Procedure FIELD TRIP

Procedure #:	PR-AC-07-01
Procedure Authorities:	Deans
Executive Sponsor:	Vice-President, Academic
Approved by:	Vice-President, Academic
Effective Date:	March 1, 2018

### 1. PURPOSE

This procedure provides direction and designates responsibilities for faculty and employees for the initiation, preparation and approval of a local or international field trip.

### 2. SUPPORTING

- AC-07 Field Trip (the **Policy**)

### 3. DEFINITIONS

All terms used throughout these procedures shall have the meaning ascribed to as such under the policy.

### 4. PROCEDURE

#### 4.1 DOMESTIC FIELD TRIPS

ACTION	RESPONSIBILITY
Complete Field Trip Request and Approval - Domestic (Attachment A) and submit to respective Dean, Director or Manager for approval at beginning of semester.	Field Trip Leader
Any additional field trip requests must be submitted to Dean, Director or Manager a minimum of 14 days prior to departure.	
Provide written approval for additional field trip requests at least seven days prior to the field trip departure date. Retain copy of the approved field trip request and provide copy to the Director, Financial Services.	Dean, Director or Manager
Complete health and safety risk assessment. This assessment must identify potential hazards and mitigation measures to control the risks. See Attachment A.	Field Trip Leader/Dean
Conduct trip briefing covering the policy and appropriate trip details with all trip members prior to departure.	Field Trip Leader

**4.2 INTERNATIONAL FACULTY LED FIELD TRIPS**

ACTION	RESPONSIBILITY
<b>EXPLORATION/PRELIMINARY STEPS</b>	
Review applicable policies (FN-01 Travel and Expenses policy, AC-07 Field Trip policy, and 4.16 International Travel policy) and relevant processes with Office of International Education and Diversity.	Instructor/Faculty
Consider and research destination and gauge student interest.	Instructor/Faculty
Discuss potential program with Dean.	Instructor/Faculty
Explore partner interest (if applicable).	Office of International Education and Diversity

<b>TRAVEL PROPOSAL AND APPROVAL</b>	
Complete International Field Trip Request (Attachment B) and submit for signatures.	Instructor/Faculty/Dean/Vice-President
Consider government funding opportunities.	Office of International Education and Diversity/Instructor/Faculty

<b>TRAVEL PREPARATIONS</b>	
Complete International Field Trip Plan and Approval (Attachment C) and list of required documents.	Instructor/Faculty
Distribute relevant documents to students and collect upon completion.	Instructor/Faculty
Create itinerary.	Instructor and International Office of Education and Diversity
Book flights and accommodation in accordance with FN-01 Travel and Expenses policy. ( <i>n.b. where possible, all participants should aim to travel together under the same itinerary</i> ).	Instructor/Faculty
Communicate with students regarding medical insurance.	Instructor/Faculty/Office of International Education and Diversity
Communicate any major changes to travel plans to the approving Dean at the time of change.	Instructor/Faculty

**MEDICINE HAT COLLEGE PROCEDURE—FIELD TRIP**

<b>FINAL APPROVAL</b>	
Complete International Field Trip Plan and Approval (Attachment C) and submit for signatures for final approval a minimum of 14 days prior to departure.	Instructor/Faculty
<b>PRE-DEPARTURE</b>	
Deliver pre-departure information sessions and ensure students attend.	Instructor/Faculty/ Office of International Education and Diversity
Provide a copy of the travel plan to the Dean and Office of International Education and Diversity a minimum of seven days prior to departure.	Instructor/Faculty
Develop communication protocols to ensure group is in contact as required.	Instructor/Faculty/ Office of International Education and Diversity

**5. ADDITIONAL INFORMATION**

Attachment A - Field Trip Request/Approval Form (Domestic)

Attachment B - International Field Trip Request

Attachment C - International Field Trip Plan and Approval

***ORIGINAL COPY SIGNED***

Sandy Vanderburgh  
Interim Vice-President, Academic

Date: March 1, 2018

**DOCUMENT HISTORY**

March 2018 Procedure approved