

<b>SUBJECT</b>	<b>Field Trips Procedure</b> Curriculum Development and Revision Policy #A-27
<p><b><u>PROCEDURE</u></b></p> <p>For the purposes of this procedure, field trips are deemed to be one time outings of a specified duration.</p> <p>Regular trips to placements, work integrated learning, clinical, or co-op activities are deemed to be part of programming, not a field trip.</p> <p>Field trips could be part of a program, course, applied research project, capstone project, etc.</p> <ol style="list-style-type: none"> <li>1. Determination of whether or not a field trip is mandatory is the purview of the department and/or academic program for which the field trip is prescribed.</li> <li>2. Non-Mandatory Field Trips <ul style="list-style-type: none"> <li>➤ are covered by insurance</li> <li>➤ costs are covered through the students and/or host of the field trip</li> <li>➤ fundraising may be considered to offset costs, however, all fundraising activities must comply with College policy</li> </ul> </li> <li>3. Mandatory Field Trips (program, course, applied research project, capstone project, etc. requirement): <ul style="list-style-type: none"> <li>➤ are covered by insurance</li> <li>➤ provision of college vehicles for transportation to and from locations is the responsibility of the college and/or host of the field trip</li> <li>➤ the Coordinator and Dean will ensure funds are available in his/her budget to cover trip expenses</li> <li>➤ students are to be accompanied by college staff member(s)</li> </ul> </li> <li>4. Approvals for Out-of-Province (North America) / International Travel <ul style="list-style-type: none"> <li>➤ must comply with the <a href="#">Northern College Travel and Hospitality Policy and Procedure</a></li> </ul> </li> </ol>	

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2019-11-29	2019-05-27	2024-11-29	A-27 Policy	ACADEMIC	1	1