

SUBJECT	Field Trips Procedure New Academic Program Development Policy #A-25
<p><u>PROCEDURE</u></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"> 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. 2. Non-Mandatory Field Trips <ul style="list-style-type: none"> ➤ are covered by insurance ➤ costs are covered through the students and/or host of the field trip ➤ fundraising may be considered to offset costs, however, all fundraising activities must comply with College policy 3. Mandatory Field Trips (program, course, applied research project, capstone project, etc. requirement): <ul style="list-style-type: none"> ➤ are covered by insurance ➤ provision of college vehicles for transportation to and from locations is the responsibility of the college and/or host of the field trip ➤ the Coordinator and Dean will ensure funds are available in his/her budget to cover trip expenses ➤ students are to be accompanied by college staff member(s) 4. Approvals for Out-of-Province (North America) / International Travel <ul style="list-style-type: none"> ➤ must comply with the Northern College Travel and Hospitality Policy and Procedure 	

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