

Field Trips

The College is encouraged to make use of the cultural and educational resources available within the community and surrounding area. Field trips should be carefully planned and correlated to the curriculum and student learning outcomes, providing a unique enhancement to College programs. Specific procedures include:

1. Submit a "Field Trip Request" to the appropriate associate dean prior to the proposed trip (See [Forms](#)).
2. Upon approval of the request, instruct students to convene at the field trip site on the designated day in lieu of meeting on campus. Unless otherwise planned, students are responsible for their own transportation and further are responsible for making arrangements with instructors of any classes they may miss. A student's grade should not be affected nor should there be a penalty for inability to participate in a field trip.
3. Ask the division secretary to post the course information on the classroom door so that anyone looking for the class will know where it is. It is a good idea to do this even if the class will be meeting on-campus (i.e., in the library or at an alternate location).
4. It is generally advisable that the instructor must accompany students to field trip locations, including those that may occur on-campus. Under no circumstances is an instructor to leave students unsupervised; in fact, for off-campus field trips, additional supervision may be required.

Instructor Absence from Class

Professional conduct requires instructors to meet each scheduled class at the designated place for the entire class period. If instructors must be absent, they should notify their associate dean in writing or by phone. Additionally, the instructor should notify the site coordinator when the class is being held at a campus or center other than Main Campus. The associate dean must approve any recommended accommodation. Requests (with documentation) for such accommodations are approved and maintained by the associate dean. If the absence is a result of a last minute problem in the evening, the instructor should notify the associate dean (or department coordinator/director) so that an appropriate message can be delivered to the class. Using the Class Coverage Form (see [Forms](#)), instructors should obtain prior approval from their associate dean for an absence from class. In addition to notifying students well in advance, the instructor should post a notice on the classroom door indicating where the class is being held. Any absence from class that results in the class being canceled may necessitate that the instructor reschedule the class so that the requisite number of contact hours are in fact held for the class during the semester.