

## **CLASS TRIP & FIELD TRIP PROCEDURES & GUIDELINES**

### **Definition**

Class Trip: A curricular experience guided by learning outcomes where students spend structured time off-campus during, or in place of, their regularly scheduled class time.

Field Trip: A co-curricular experience as part of a course or College led group (i.e., ABO, TRIO, NEA, etc.) where students spend structured time off-campus.

### **Representing Office and/or Department**

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### **Employee Procedures & Guidelines**

- A. Employees must complete the Employee Leave of Absence Form as soon as possible in advance of the anticipated absence and in accordance to the 11.4 Employee Travel policy.
  1. If the experience is a Class Trip, please select the corresponding box
  2. In the "Purpose of Leave" section of the form, please include:
    - a. the course(s) and section number(s) (if part of a course)
    - b. travel date(s),
    - c. trip location(s) and a description of the vetting process,
    - d. number of students participating,
    - e. student and employee costs, as well as a general ledger account number, to be used for reimbursements (in accordance to the 11.1 Employee Reimbursement Policy),
    - f. a description of how the trip will meet course outcomes (if part of a course)
  3. Students are never required to attend a trip and must be provided an alternative assignment if they are unable to participate.
  4. The trip coordinator must accompany the trip and serve as the primary point of contact and are fully responsible for all trip activities.

5. Whenever practical, the site of the trip should be visited in advance by the trip coordinator to evaluate and plan accordingly for potential risks.
- B. Upon prior approval, those trips that have an overnight stay are required to submit the GRCC Off Campus Student Travel Form 1-week prior to departure along with the following information to Campus Police.
    1. an itinerary
    2. list of trip participants
    3. the following student documents:
      - a. Assumption for Risk and Release
      - b. Emergency Contact Information (only if the trip requires an overnight stay)
      - c. Health Information Form (only if the trip requires an overnight stay)
      - d. Trip Travel Expectations and Behavior Agreement
  - C. If employees are needing to request a College (rented) vehicle, all drivers (faculty and staff only, no student drivers) must complete the Michigan Department of State Record Lookup Request for Government Agencies form and submit to Campus Police at least 30 days prior to travel.
    1. Employees should contact the Fieldhouse Director as early as possible to arrange a rental vehicle as well as complete any other procedural requirements.
  - D. If the trip is part of a course, information must be included within the course syllabus including date, time, locations, means of transportation and any fees for which the student is responsible for as well as any expectations around behavior and consequence for not meeting expectations.
  - E. Parties responsible for facilitating the College Sponsored Student Travel experience are deemed a Campus Security Authority and will adhere to the federal mandate on Clery reporting. He/She will complete all training and paperwork necessary through Campus Police before departing.
  - F. During an emergency or situations involving the well-being of participants and/or violations of the Student Code of Conduct, the person(s) responsible for the off-campus trip will contact the GRCC Campus Police for consultation (616-234-4911). GRCC Campus Police may refer the caller to the Associate Provost and Dean of Students Affairs and/or the Administrator on call.
  - G. Employees will work with their supervisor to reconcile costs and any employee reimbursement in accordance to the 11.1 Employee Reimbursement Policy.

## **Student Procedures & Guidelines**

- A. Complete and submit the following forms to your trip coordinator prior to departure:
  - 1. Assumption for Risk and Release
  - 2. Emergency Contact Information (only if the trip requires an overnight stay)
  - 3. Health Information Form (only if the trip requires an overnight stay)
  - 4. Field trip Travel Expectations and Behavior Agreement
  
- B. Students are expected to attend all meetings of classes for which they are registered. In the event that a student is expected to participate in an approved trip that would require absence from his/her registered class(es), the student must notify his/her instructor(s) for the class(es) prior to the trip.
  
- C. Students are expected to adhere to the Student Code of Conduct at all times.