GUIDELINES FOR DAY FIELD TRIPS

Field trips, such as site visits, client meetings and tours at places of interest, constitute an important academic component of all the College of Architecture, Planning & Design’s programs. Trips which do not consist of an overnight stay (otherwise known as Day Trips) require a set of forms for all students and faculty to comply.

Local Day Trip - Anywhere in the immediate Manhattan area, including the Konza Prairie, Wamego, Junction City and Fort Riley, or a location close enough for a University representative to assist immediately in case of an emergency, accident or injury. Students will not be required to complete any forms. However, faculty should complete the APDesign Day Trip form and a roster of students attending must be given to your office administrative assistant.

Distance Day Trip – Locations include Kansas City and Topeka or areas which a University representative would be unable to assist immediately in case of an emergency, accident or injury. These trips, though they do not consist of an overnight stay, pose a greater possibility of accidents, therefore, the following forms need to be completed and given to your office administrative assistant:

☐ APDesign Day Trip Form
☐ Student Conditions of Participation Agreement and Release
☐ Emergency Contacts
☐ Class Roster of those attending trip

In the event your class will take multiple trips to the same location throughout a semester (ex. Kansas City weekly/monthly etc.) one packet may be completed at the start of the semester and count for the rest of the semester provided location and dates/frequency are listed on the Participation Agreement and Release.

The business day before each day trip, an updated roster must be provided to the office administrative specialist. The day of the trip, should a student be sick or unable to attend the trip, an email to the administrative assistant is required.

All packets must be completed fully and returned to the office administrative assistant two weeks prior to the first class trip. Students may be barred from participating in the field trip if their completed packet has not been submitted to the departmental office prior to the day of travel.