GUIDELINES FOR FIELD TRIPS

Field trips, such as site visits, client meetings and tours of places of interest, constitute an important academic component of all the College of Architecture, Planning & Design’s (APDesign) programs. A field trip may be part of a course completed for academic credit or a special opportunity. The majority of APDesign students and faculty will participate in a field trip or multiple trips every semester. The following guidelines (which vary somewhat depending upon if the travel is domestic or international) are intended to clarify and formalize current best practices in APDesign with regard to field trips. It is important that the guidelines are followed to ensure consistency and compliance with university policies and to minimize risk. These guidelines do not apply to student participants in either of APDesign Italian Studies Programs who are required to follow different procedures and sign a different form than included herein.

OPERATIONAL DEFINITIONS

Field Trip – Sponsored by the university, college, department and/or program as part of the requirements of a class or for which credit will be awarded.

Within the category of “Field Trip,” there are mandatory field trips and optional field trips.

Mandatory Field Trip – All students in the class are expected to participate. Failure to participate has an academic consequence. Only an official absence would be accepted as an excuse for non-participation. In a rare instance when a student cannot participate in the field trip, an equivalent experience is typically provided.

Optional Field Trip – Each student in the class can elect to either participate in the field trip or in an approximately equivalent experience on campus, if available, as determined by the faculty member responsible for the course.

STUDENT CONDITIONS OF PARTICIPATION AGREEMENT AND RELEASE FORM

What About Signing “The Form?”

Day Trips – See Guidelines for Field Trips

- 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 where 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, forms will need to be completed and submitted to your departmental office.

Signed and dated copies of the “Student Conditions of Participation Agreement and Release” form must be filed with the appropriate department.

If you have any questions about the circumstances in which the students should or should not complete the form, do not hesitate to contact your department head or Lynn Ewanow.

REQUIRED PREPARATION

- Determine purpose, scope and focus of the field trip
- Identify the time and location of official activities
- Research the costs and sources of support
- Discuss proposed plans with department head and colleagues. Departmental approval is required in order that the department may determine whether it will or will not offer the field trip
- These aspects of preparation are particularly important for field trips that will be taking place outside of the immediate Manhattan vicinity.
- For international field trips: it is particularly important to research US Department of State Travel Warnings and Travel Alerts for the destination(s)
- For domestic field trips: it is important to research Emergency Alerts for travel destination(s)

REQUIREMENTS

There must be a written field trip description that is provided to the students and the department head. The description, at a minimum, must include:

- Purpose of and activities involved in the field trip
- Dates and schedule, which clearly identifies the times when there are official activities and the times when there are no official activities and the students are on their own
- Statement as to whether the field trip is mandatory or optional
- How a student can request special accommodations necessary to enable his or her participation
- Summary of costs the students will be expected to incur (see attached example);

Additional Requirement for International Field Trips:

- Printed documentation for an international field trip, that the destination has not been issued a US Department of State Travel Warning. 
  travel.state.gov/content/passports/english/alertswarnings.html
• Printed documentation showing whether the destination has been issued a US Department of State Travel Alert. If so, the initial proposal must include information describing the alert and how the risks will be avoided and/or mitigated so that the department can decide whether to approve the trip.

travel.state.gov/content/passports/english/alertswarnings.html

The responsible faculty member must provide students and their departmental office with the field trip description well in advance (as defined by the relevant department) of the trip. Field trips are not considered an official absence; therefore, the student must have adequate time to talk to his/her other professors regarding the absence (see APDesign absence policy available on K-State On-Line).

CONSIDERATIONS

• For all faculty-led International Field Trips, the faculty member must provide the department head with printed documentation that the country or countries that will be visited on the field trip have not been issued a US Department of State Travel Warning. The University will not allow students to participate in an approved study abroad program or field trip if the US Department of State has issued a warning. The University might allow participation where a travel alert has been issued, depending on the circumstances and based on a careful assessment of how the risks will be avoided and/or mitigated.

• The faculty member should provide adequate supervision during all official (University sponsored) activities.

• The Kansas Tort Claims Act provides faculty with general protection from personal liability while performing their job duties in Kansas. However, the University can incur liability through the activities of its employees while acting in their official capacities. Faculty are expected to act responsibly at all times while leading field trips and performing all other work for the University.

• Students should be made aware that the standards for academic performance during the field trip are consistent with the requirements for class and are governed by KSU policies (see K-State Honor and Integrity System at www.k-state.edu/honor/).

• Students should be made aware that the standards and expectations for personal conduct during all official activities of the field trip are governed by the KSU Code of Student Conduct (see www.k-state.edu/osas/code.html).

• Expectations for conduct during unofficial time during the field trip should be communicated. However, during “unofficial time,” the student is on his/her own and remains governed by the civil and criminal code of that particular jurisdiction.

• If there are latent or hidden risks associated with the field trip of which the University is aware, or if the trip includes an overnight stay or multiple overnight stays, students
should be required to sign a “Student Conditions of Participation Agreement and Release” form (available on K-State On-Line). Signed and dated copies of this form must be filed with the appropriate department.

- If proof of health insurance is required of the field trip participants, the requisite information must be collected, copied and filed with the department. In the event the lack of health insurance prevents a student from participating in a mandatory field trip, the faculty member should provide an approximately equivalent experience, if available, for the student. When proof of health insurance is required, all participants must sign a “Student Conditions of Participation Agreement and Release.”

- The faculty member should be aware that a sponsor(s) and/or site owner(s) may have requirements for faculty and students and communicate those requirements to the students.

- Students may seek an adjustment to their federal financial aid to use for the field trip, if the field trip meets the following criteria:
  - Approved by the academic department;
  - Department can provide a cost summary sheet (see example on K-State On-Line), on departmental letterhead, that is verified and signed by a professional representative of the department (typically the academic advisor); and
  - Field trip will take place in the semester in which the credit will be earned and the course will be documented on the student’s official transcript.
  - Student must seek support as soon as he or she decides to participate in the scheduled field trip.

- The form of transportation should be considered by the faculty.
  - State vehicles – Using state vehicles is preferred to the use of personally owned vehicles. Arrangements for payment and scheduling need to be made with departmental staff in advance of the trip. KSU’s vehicle insurance covers the authorized drivers and passengers traveling in a KSU vehicle (see KSU PPM Chapter 6420).
  - Private vehicles – It is recommended that if private vehicles are used for transportation, the official field trip should begin and end at the site. This must be communicated to the students via a schedule. In other words, the travel time to and from the site (as well as between sites if there is more than one) is not considered part of the official field trip. The owner’s private vehicle insurance should cover the driver and passengers.
  - Airplane – Whether the flight(s) are booked by each individual or by a group, using a travel agent and purchasing trip insurance is highly recommended. Purchasing travel insurance is not reimbursable by the State of Kansas for faculty. While the faculty member would then incur some cost for travel insurance, if there are problems with the airline, the flights or a serious delay, having the support of the agent and the trip insurance to cover unanticipated costs can be desirable.
If individuals are arriving at the destination at different times, a plan for late arrivals should be communicated in advance of departure.

- Bus – Using a bus for a field trip requires considerable advance planning and sufficient funds to pay a deposit. For example, if a field trip spans a fall weekend during the football season, no bus may be available even if reservations are being made during the summer for the fall. Using a bus as transportation for a field trip allows for more faculty control over the schedule and the students. The bus company’s insurance should cover the travelers.

**ACCIDENTS**

For minor accidents/injuries reported to faculty member by student(s), faculty should encourage the student to seek any medical advice/attention which the student and/or their parents deem appropriate upon return. For serious injuries/accidents, faculty member should call for appropriate medical attention (911). Faculty will telephone or send an e-mail notifying Lynn Ewanow, Associate Dean, and the appropriate Department Head as soon as feasible.

**FINANCES**

There are university policies that govern the collection and/or use of money which faculty must comply with when organizing a field trip. As a general rule, faculty should not sign any contract on behalf of anyone but themselves for transportation or lodging, and should not personally pay for student expenses.

Very early in the planning stage, faculty should schedule an appointment to see your department's administrative assistant/specialist for assistance in working out the financial details so that faculty member(s) are in compliance with university policies.

**SUPPORTING MATERIALS**

In an effort to assist faculty, a field trip check list for faculty and for students is included along with a sample of the “Student Conditions for Participation Agreement and Release” and other relevant forms.

Prepared by:
- Jody Fronce, Senior Administrative Specialist, Department of Landscape Architecture/Regional and Community Planning
- Karilyn Lindeen, Project Coordinator, Department of Architecture
- Stephanie Whitis, Administrative Specialist, Department of Architecture
- Mary Cosimano, Senior Administrative Specialist, Department of Interior Architecture and Product Design
- Becky O’Donnell, Project Coordinator, Student Services

Reviewed by OIP, Office of General Counsel, Deans, and Department Heads