

GUIDELINES FOR FACULTY-LED DOMESTIC FIELD TRIPS

Field trips constitute an important academic component of all the College of Architecture, Planning & Design's (APDesign's) 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 at least one field trip every semester. The following guidelines are intended to clarify and formalize current best practices in APDesign with regard to domestic field trips. It is important that the guidelines are followed to ensure consistency and compliance with university policies and to minimize risk.

OPERATIONAL DEFINITIONS

Domestic field trips sponsored by the university, APDesign, department and/or program as part of the requirements of a class or for which credit will be awarded which include an overnight stay fall into two (2) categories:

1. **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 an instance when a student cannot participate in the field trip, an equivalent experience is typically provided. It is usually inappropriate to require a "Student Release" to participate in a mandatory field trip.*
2. **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. APDesign students are required to sign a "Student Release" to participate in an optional field trip.

Absences – Participation in an APDesign field trip does not constitute an automatic excused absence from the students' other course. It is the students' responsibility to contact the instructors of any affected courses to request an excused absence. Faculty are encouraged to provide students with a letter setting out the details of the field trip to provide to their other instructors to assist the request.

Signed and dated copies of the "*Student Conditions of Participation Agreement*" and "*Emergency Contacts*" must be completed fully and returned to the department's project coordinator two (2) weeks prior to the field trip. When required (optional field trips and any trip containing hidden or latent risks), the "Student Release" should be submitted at that same time. Students may be barred from participating in the field trip if their completed packet has not been submitted to the department office prior to the day of travel.

* The simple rationale behind this is that it is inequitable to both require students to participate and require them to absolve the institution of any responsibility. This same concern is not present for optional field trips.

An updated roster must be provided by the faculty member(s) to the department's project coordinator no later than the last business day prior to departure. Should a student be sick or otherwise absent on the day of the field trip, an email notification to the department's project coordinator is required.

FACULTY'S REQUIRED PREPARATION FOR DOMESTIC FIELD TRIPS

- Determine purpose, scope and focus of the field trip
- Identify the time and location of official activities
- Research lodging options to establish cost, safety, proximity to other venues, etc.
- **Distribute the "Voluntary Disclosure of Health Information and Special Needs" so that any needs affecting cost can be known. Note: such costs must be built into overall trip, not assessed to the student.**
- Research the costs and sources of support
- Discuss proposed plans with department head and colleagues.
- Research *Emergency Alerts* for domestic travel destination(s)

Once all the required preparations have been completed, obtain departmental approval.

REQUIREMENTS FOR DOMESTIC FIELD TRIPS

A written field trip description must be provided to the students and the department's project coordinator. The description 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
- Description of housing arrangements
- Statement as to whether the field trip is mandatory or optional
- How a student can request special accommodations, if necessary, to enable their participation
- Summary of costs the students will be expected to incur

The responsible faculty member must provide students and their department's project coordinator 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 be granted adequate lead time to talk to other course instructors regarding the absence.

CONSIDERATIONS

- The faculty member must provide adequate supervision during all activities.
- Faculty are expected to act responsibly at all times while leading field trips and performing all other work for the University. 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 should make students aware that the standards for academic performance during the field trip are consistent with the requirements for class and are governed by K-State policies (see K-State Honor and Integrity System at www.k-state.edu/honor/honorsystem/index.htm).

- Faculty should make students aware that the standards and expectations for personal conduct during all official activities of the field trip are governed by the K-State *Student Code of Conduct* (see <http://www.k-state.edu/osas/conductcode.htm>).
- Expectations for conduct during unofficial time during the field trip should be communicated. However, during “unofficial time,” the student is on his/her/their own and remains governed by the civil and criminal code of that particular jurisdiction.
- **If there are latent or hidden risks known to the faculty member, associated with either a mandatory or optional field trip**, students should be made aware of these risks prior to departing and **all participants** must sign a “Student Conditions of Participation Agreement” and “Student Release.” Signed and dated copies of this form must be filed with the appropriate department’s project coordinator two (2) weeks prior to the field trip.
- If proof of health insurance is required of the participants for either a mandatory or optional field trip, the requisite information must be collected, copied and filed with the department’s project coordinator two (2) weeks prior. In the event the lack of health insurance prevents a student from participating in a mandatory field trip, the faculty member must 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 in advance that a sponsor(s) and/or site owner(s) has additional safety and/or site visit requirements for participants. Faculty should communicate those requirements to the students prior to field trip departure.
- Students are encouraged to explore financial aid options to assist covering the costs of field trips. This includes, but is not limited to, visiting with their Financial Aid Advisor in the Office of Student Financial Assistance, consulting with their department’s project coordinator regarding availability of travel awards; and, if a graduate student, making inquiry with the Graduate School regarding application criteria and application process for a Graduate Student Council Travel Award. Students should be encouraged to explore financial aid options as soon as he/she decides to participate in the scheduled field trip. Faculty should assist the student in their requests for travel awards/financial aid by providing a cost summary sheet on departmental letterhead, that is verified and signed by a professional representative of the department (typically the department head or academic advisor liaison), in addition to the written field trip description.
- The form of transportation should be considered by the faculty.
 - State vehicles – Using state owned or leased motor vehicles is preferred to the use of personally owned vehicles. Arrangements for payment and scheduling need to be made with department’s project coordinator advance of the trip. K-State’s vehicle insurance covers the authorized drivers and passengers traveling in a K-State vehicle.
 - Driver – State-owned or leased motor vehicles are only to be used for official state business and may only be operated by a faculty/staff member who has a valid driver's license.
 - **APDesign does not permit** a student(s) to drive other students in a state vehicle on a field trip. **This restriction includes student employees.**
 - Drivers of state-owned motor vehicles are responsible for operating the vehicle in a safe and prudent manner and in accordance with all laws pertaining to operating of motor vehicles. Any fines or penalties arising from the operation of state-owned motor vehicle in an unlawful manner are the responsibility and obligation of the driver. (PPM 6420.030)
 - Private vehicles – If a student is permitted to travel to the field trip by private vehicle, they must be notified the official field trip begins and ends at the site, after their arrival at the site and before their departure. This must be communicated to the students via the

field trip schedule. In other words, their 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. It is recommended students sign a document acknowledging their choice and responsibility to travel by private vehicle and that for them the field trip is limited to their activities at the site.

- Bus – Using a bus for a field trip requires considerable advance planning and sufficient funds to pay a deposit. Using a bus as transportation for a field trip allows for more faculty control over the schedule and the students. Faculty/Department should confirm that the bus company's insurance would cover the participants while traveling.
- Airplane – Whether the flight(s) are booked by each individual or by a group, using a travel agent is 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. A plan should be in place for delayed arrivals or missed connections and communicated in advance to the participating students.
- If faculty, staff, or students are arriving at the destination at different times, a plan, including transportation options for late arrivals should be communicated in advance of departure.

ACCIDENTS

- For minor accidents/injuries reported to faculty member by student(s), faculty should encourage the injured student to seek any medical advice/attention upon return from the field trip which the student and/or their parents deem appropriate.
- For serious injury/accident, faculty member should call for appropriate medical attention (911). Faculty should telephone, text, or send an e-mail notifying Katie Kingery-Page, Associate Dean as well as the appropriate Department Head of said injury/accident as soon as feasible.
- Faculty members are reminded of the confidentiality of the student in maintaining the "circle of trust". Information regarding the injury/accident must not be discussed with any third party.

FINANCES

There are university policies that govern the collection and/or use of money which faculty must comply with when organizing a field trip.

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

University policies include, but are not limited to:

- Faculty should not sign any contract on behalf of anyone but themselves for transportation or lodging. Faculty should discuss with their department options for booking group lodging and transportation.
- Faculty should not personally pay for student expenses.

Faculty-Led Domestic Field Trip Faculty Checklist

TO BE COMPLETED BY THE FACULTY MEMBER RESPONSIBLE FOR THE COURSE:

- ☐ Read Guidelines for Domestic Field Trips
- ☐ Discuss proposed field trip with department head and colleagues
- ☐ Obtain department's written authorization well in advance of the planned field trip.
 - Provide printed documentation that the areas/sites that will be visited on the field trip are not under an Emergency Alert(s) (e.g., hurricane warnings/watches or other extreme weather, threatening emergencies).
 - This document must be updated just before the trip as well and submitted to your department's project coordinator.
 - If the destination(s) have been issued an Emergency Alert(s) the faculty member must include information describing the alert, a printout of the alert from FEMA.gov (or other US Government website) and a detailed description of how the risks will be avoided or mitigated so the department head can decide to approve or not approve the trip.
- ☐ Prepare written description of field trip (*Including type of field trip: mandatory or optional*)
- ☐ Prepare schedule with official and unofficial times noted
- ☐ **Distribute "Voluntary Disclosure of Health Information and Special Needs" with a rapid return deadline as it is possible this information could affect cost calculations**
- ☐ Prepare cost and fund summary
- ☐ Communicate field trip description and schedule to:
 - Department Head and/or department's project coordinator
 - Katie Kingery-Page, Associate Dean
 - Damon Fairchild, Director of Development
 - Thom Jackson, Communications and Events Coordinator
- ☐ Provide supporting documents (copy to department's project coordinator)
 - Written description of field trip
 - Schedule with official and unofficial times noted
 - Cost and fund summary
 - List of participants
 - Transportation (include relevant #s, carriers, etc.)
 - Lodging, including address and telephone number
 - Names of host(s) including contact information
 - Contact information for all faculty while on field trip
- ☐ Prepare letter for students to provide to other instructors whose classes they might miss due to participation in the APDesign field trip
- ☐ Distribute all materials to students with an expected date for them to return the signed "Student Conditions of Participation Agreement" and "Emergency Contacts" (also "Student Release" when required for Optional trips and trips with hidden or latent risks).
- ☐ **Completed student packets must be provided to the department no later than two weeks prior to departure.**

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FIELD TRIP ESTIMATED COST/FUND SUMMARY



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Professor(s) _____

Department(s) _____

Course # & Name _____

Purpose of Trip _____

Destination(s) _____

Dates of Travel _____

Anticipated # of Students _____

FUND SOURCE(S) (EX: Grant, Department, Dean, Department Foundation, Student Pays)

_____ \$ _____

_____ \$ _____

ESTIMATED TOTAL COSTS*

STUDENT ESTIMATED COST

Transport Type (EX: Private/State Vehicle, Airplane, Bus, Public Transport)

_____ \$ _____ \$ _____

_____ \$ _____ \$ _____

Meals \$ _____ \$ _____

Lodging \$ _____ \$ _____

Student Insurance** \$ _____ \$ _____

Registration/Admission Fees \$ _____ \$ _____

Misc. \$ _____ \$ _____

Total Cost \$ _____ \$ _____

*** Use current State Travel Policies and Reimbursement Rates as a guide to estimate costs.**

Required Signatures:

Faculty Member _____

Department Head _____

Dean (if funding) _____

Date Submitted: _____

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Faculty-Led Domestic Field Trip Student Conditions of Participation Agreement

As a Participant in College of Architecture, Planning and Design (APDesign) Field Trip to

(Field Trip Destination)

I have read, understand, **and** agree to the following:

Personal Conduct

- I understand that I am expected to represent APDesign and Kansas State University with dignity at all times.
- I understand that grounds for dismissal from a faculty-led field trip and immediate return home at my expense - as well as the loss of field trip costs and potential academic credit - include any behavior determined by APDesign or the faculty leader, to be inappropriate.
 - Reasons for dismissal may include, but are not limited to: 1) violation of K-State's *Student Code of Conduct*, 2) violation of laws, rules, regulations, or customs of the community, institution and field trip, 3) reasonable cause for the faculty leader to believe that my continued presence on the field trip constitutes a danger to the health or safety of any person(s) or property, or threatens the future viability of the field trip.
- I understand that I am subject to the civil and criminal code of the particular jurisdiction and that it is my responsibility to be informed of these laws, rules, and regulations and to fully abide by them.

Health and Safety

- In the event of injury or illness to myself, I authorize the field trip leader(s) to secure whatever medical treatment is necessary.
- I understand that if I choose to drink alcohol, I will do so legally and responsibly. I understand that being drunk is not socially acceptable.
- I understand that possession and/or usage of illicit drugs are strictly prohibited.
- I understand I can voluntarily provide specific health information that can be used by the faculty in case of emergency.

Academic Conduct

- I understand that this field trip is a part of an academic program and that academic requirements include completing all assigned work and participating in all aspects of the field trip. I understand that non-compliance with these requirements may result in a failing grade and may subject me to disciplinary action.
- I understand that I must follow all APDesign and K-State policies regarding academic integrity and honesty.
- I understand that the host institution and/or field trip provider may have additional policies, rules, or guidelines to which I will be subject and to which I agree to abide.

Financial Obligations

- I understand that all field trip fees must be paid by the established deadlines. I understand that it is my responsibility to track payment deadlines.
- I understand and agree to the costs associated with this field trip and realize my particular experience may be more or less expensive than estimated by APDesign and/or department, depending on my personal expenses and choices.
- I acknowledge that I have received a cost sheet from APDesign and/or department, which outlines my estimated expenses.

- I understand that if I am dismissed from my field trip for violations of conduct, I will still be charged the cost of the trip and will not receive any refund.

Student Field Trip Participant's Agreement

I affirm that the information given in this application is true and correct to the best of my knowledge.
 I understand that all my fees, deposits and/or payments are non-refundable.
 I have read, understand, and agree to the foregoing.

 Printed Student Participant's Name

 WID#

 Student Participant's Signature

 Date

Student Release (Use **ONLY** for Optional Field Trips and ANY field trip that contains latent or hidden risks of which faculty must also inform students)

Assumption of Risk and Release

- I understand and acknowledge that K-State and APDesign assume no responsibility or liability, in whole or in part, for any delays, delayed or changed departure or arrival times, fare changes, dishonors of hotel, airline or vehicle rental reservation, missed carrier connections, sickness, disease, injuries (including death), losses, damages, weather, civil unrest, or public health risks. If due to weather, flight schedules or other uncontrollable factors I am required to spend additional nights, K-State and APDesign will not be responsible for my hotel, transfers, meal costs, or other expenses. In consideration of being allowed to participate in the faculty led field trip, I hereby release Kansas State University, APDesign, the State of Kansas, and their agents, officers, and employees, from any and all claims, demands, or causes of action of any kind, including claims for negligence, which may arise from participation, including travel to, from, and/or during the field trip.

 Printed Student Participant's Name

 WID#

 Student Participant's Signature

 Date



Faculty-Led Domestic Field Trip

Voluntary Disclosure of Health Information and Special Needs

The purpose of this form is to help College of Architecture, Planning & Design (APDesign) faculty/staff provide you with appropriate help. It is important that the faculty/staff member on the field trip may be made aware of any medical or emotional issues or other special issues, which might affect your participation in this field trip. Mild physical or psychological disorders can become serious under the stress of travel. This disclosure is voluntary. Any information provided will remain **confidential** and will only be shared with the faculty, staff, or appropriate professionals on a need to know basis.

Last Name

First Name

Middle Name

Field Trip: _____

Location of Field Trip: _____

Field Trip Dates: _____

(Beginning to Ending)

Statement on Inclusive Lodging

The College of APDesign is committed to providing a safe, inclusive and supportive experience for all students. Recognizing that shared lodging may not be appropriate for everyone, we attempt to provide an inclusive, single-room lodging option for field trips. **Please contact Mitzi Farmer, APDesign Director of Academic Services (mwfarmer@ksu.edu), to make an alternate lodging request as soon as possible.** Note that availability of an inclusive lodging is not guaranteed. If you contact the Director of Academic Services with concerns related to lodging and field trips, the request will be handled through a confidential process.

Medical History and Special Needs

- ☐ Yes ☐ No Are you currently being treated for a physical or mental health condition that might affect your participation in the field trip? If yes, please explain.
- ☐ Yes ☐ No Do you have allergies that might affect your participation in the field trip? If yes, please explain.
- ☐ Yes ☐ No Are you taking any medications that might affect your participation in the field trip? If yes, please explain.
- ☐ Yes ☐ No Have you had any recent major injuries, diseases or ailments that might affect your participation in the field trip? If yes, please explain.
- ☐ Yes ☐ No Are you a vegetarian or are you on a restricted diet? If yes, please explain.
- ☐ Yes ☐ No Is there any additional information that you wish to share that would be helpful for the program to be aware of during your Field Trip? Please include learning disabilities or other special needs that might affect your participation in the field trip.

Please initial one of the following statements:

_____ I certify that all responses made on the Voluntary Disclosure of Health Information and Special Needs form are true and accurate to the best of my knowledge, and I will notify APDesign hereafter of any relevant changes that occur prior to the start of the trip and during the trip.

~OR~

_____ I choose to not provide the above information.

Student Participant's Signature

Date

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Student Name _____

Faculty-Led Domestic Field Trip

Emergency Contacts (Students must complete whether a field trip is mandatory or optional)

In the event of an emergency please contact:

1. Name: _____

Relationship to Student: _____

Address: _____

Cell #: _____

Email: _____

Home #: _____

Work #: _____

2. Name: _____

Relationship to Student: _____

Address: _____

Cell #: _____

Email: _____

Home #: _____

Work #: _____