



## **GUIDELINES FOR SINGLE DAY FIELD TRIPS**

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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 field trips occurring on a single day. It is important that the guidelines are followed to ensure consistency and compliance with university policies and to minimize risk.

### **OPERATIONAL DEFINITIONS**

Single day 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 are considered mandatory. All students in the class are expected to participate and failure to participate has an academic consequence. Field trips which do not include an overnight stay fall into two (2) categories:

1. Local Day Trip – A location close enough for an APDesign/University representative to travel and be of assistance in case of an emergency, accident, or injury (e.g., Konza Prairie, Wamego, Junction City, and Fort Riley, etc.).
  - Faculty should complete the *APDesign Single Day Field Trip form* and must submit a roster of participating students to your department's project coordinator.
2. Distance Day Trip – Locations which an APDesign/University representative would be unable to assist immediately in case of an emergency, accident, or injury (e.g., Kansas City, Wichita, etc.). These trips, though they do not include an overnight stay, pose a greater possibility of accidents, therefore, the following forms need to be completed and given to your office project coordinator:
  - APDesign Single Day Field Trip form
  - Student Conditions of Participation Agreement and Release
  - Emergency Contacts
  - Class Roster of those attending trip

In the event your course will take multiple trips to the same location throughout a semester one set of forms may be completed at the start of the semester. Detailed list of locations and dates/frequency must be listed on the Participation Agreement and Release document.

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. In an instance when a student cannot participate in the field trip, an equivalent experience is typically provided.

**When required, signed and dated copies of the *Student Conditions of Participation Agreement and Release and Emergency Contacts* must be completed fully and returned to the department's program coordinator two (2) 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 department office prior to the day of travel.**

An updated roster must be provided to the department's project coordinator no later than the business day prior to each day trip. 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 SINGLE DAY FIELD TRIPS**

- 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.

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

#### **REQUIREMENTS FOR SINGLE DAY FIELD TRIPS**

A written field trip description must be provided to the students and the department 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
- Statement as to whether the field trip is mandatory or optional
- How a student can request special accommodations if necessary to enable his/her/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 professors regarding the absence (see APDesign Procedures for Students Absent from Class located on the APDesign website).

## 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](http://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 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 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.
- 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.
- 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 not personally pay for student expenses.

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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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## APDESIGN Day Trip Form

Fill out this form for day trips to locations off campus

- 1) Instructor Name(s):
- 2) Location of Trip:
- 3) Date of Trip:
- 4) Depart Campus:                      Return to Campus:
- 5) Means of Travel (ex. Motor Pool, Personal Vehicle, etc.):
  - a. If Motor Pool, have reservations been made and forms prepared by department's project coordinator? ☐
- 6) Purpose of Trip:
- 7) Meals Included (Y/N)?
- 8) Will Classes be missed due to trip (Y/N)?
  - a. If yes: Have students been instructed to make their other professors aware of the class trip (Y/N)?
- 9) Brief Description of the Nature of the Trip:
- 10) **Attach Roster of Students Attending:** ☐

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Faculty Signature

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Date

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Department Head Signature

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Date

Copies sent to:

\_\_\_\_\_ Academic and Student Services: [kkp@ksu.edu](mailto:kkp@ksu.edu) and [bodonnell@ksu.edu](mailto:bodonnell@ksu.edu)

\_\_\_\_\_ Department Office

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Student Name \_\_\_\_\_

## Faculty-Led Field Day Field Trip Student Conditions of Participation Agreement and Release

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(s) where the field trip takes place 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 and Release**

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.

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Printed Student Participant's Name

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WID#

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Student Participant's Signature

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Date

**Student Release** (Use for **Optional** Single Day Field Trips and ANY field trip that contains latent or hidden risks of which faculty must also inform students. Do Not use for Mandatory field trips.)

**Assumption of Risk and Release**

- 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.

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Printed Student Participant's Name

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WID#

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Student Participant's Signature

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Date

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Student Name \_\_\_\_\_

## Faculty-Led 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)

#### Medical History

☐ 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 Field Trip Emergency Contacts

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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 #: \_\_\_\_\_