

## Faculty-Led Domestic Field Trip

### Faculty Checklist

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

- ☐ Read Guidelines for Field Trips
- ☐ Discuss proposed field trip with department head and colleagues and obtain department's written authorization and 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). 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. Obtain department's written authorization well in advance of the planned field trip.
- ☐ Prepare written description of field trip (Including type of field trip: mandatory or optional)
- ☐ Prepare schedule with official and unofficial times noted
- ☐ Prepare description of how a student can request special accommodations
- ☐ Prepare cost and fund summary
- ☐ Communicate field trip description and schedule to:
  - Department Head
  - Tim de Noble, Professor & Dean
    - (copy to Ann Cook, Administrative Assistant)
  - Lynn Ewanow, Associate Professor & Associate Dean
  - Damon Fairchild, Director of Development
  - Thom Jackson, Communications and Events Coordinator
  - Department Administrative Assistant/Specialist
- ☐ Provide supporting documents (copy to department head)
  - 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 give to other faculty whose classes they might miss
- ☐ **Completed student packets must be provided to the department no later than two weeks prior to departure.**