

Field trips are considered a very important aid in the communication of knowledge, ideas, and understanding to students. Instructors are encouraged to plan and make use of this teaching aid.

The following regulations should be observed:

A. Planning

1. Field trips are to be planned in advance, with pre-instruction, post-discussion and evaluation being of prime importance in the planning.
2. The industry or business visited should be engaged in practices which demonstrate something related to the subject matter being covered in the course.
3. All arrangements are to be made by the instructor in advance of the trip.
4. Transportation shall be arranged by the instructor. Students must bear the cost of transportation unless travel is being otherwise arranged by the College in advance. Students should not be transported in private vehicles of faculty/staff or travel unaccompanied with faculty/staff in a College vehicle.
5. When students on a field trip are to miss classes taught by other instructors at the College, prior approval is to be obtained from the instructors involved. Instructors may exchange class meeting times to make up hours lost if they so desire. If a field trip is planned in a course embedded in a high school the faculty must follow the field trip guidelines of that high school.
6. An approved Field Trip Form (Trip Details, Page 1) must be submitted and approved by the appropriate Dean and the Form must be filed with the Dean of Students at least three (3) days prior to the field trip.
7. A Field Trip Form must be completed by each student attending prior to the trip. The Parent/Guardian Permission Slip section (Page 2) and the Informed Consent/Assumption of Risk (Page 3-4) of the form are required by students under the age 18 before participating. Both require a parent/guardian's signature. The Informed Consent/Assumption of Risk (Page 3-4) is required by students over the age 18 before participating.
8. The faculty/staff responsible will take a copy of Field Trip Forms with them on the trip for use in case of emergency and file the forms with the Dean of Students at the conclusion of the trip.

9. Students under 18 are not permitted to attend MCC sponsored overnight travel.

B. Use of Curriculum Area Travel Funds

1. Each curriculum division will be assigned a travel budget for the fiscal year. The Dean is responsible for coordinating and regulating the use of these funds. All requests for use of the funds should be directed to the Dean prior to the planned trip. Requests for travel reimbursement from State funds, which do not have prior approval by the Dean and the Vice President for Instruction, will not be honored.
2. For overnight travel, out-of-state travel, or other special action, a Travel Authorization Form must be submitted along with the Field Trip Form.

Adopted: 7/01/2018

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