



Medicine Hat College Policy FIELD TRIP

Policy #:	AC-07
Policy Authority:	Deans
Executive Sponsor:	Vice-President, Academic and Provost
Approved by:	President and CEO
Effective Date:	September 13, 2023
Next Mandatory Review Date:	September 13, 2028
Frequency of Review:	Every 5 years

1. OBJECTIVE

This policy

- (a) supports the use of field trips required to achieve outcomes for the course/program objectives,
- (b) ensures that appropriate steps are taken to provide for the safety of students and employees, and
- (c) ensures that appropriate steps are taken to mitigate college exposure to liability.

2. SCOPE

This policy applies to employees, students, and other attendees involved in field trips within Canada and internationally.

3. DEFINITIONS

- **Field Trip:** an off campus group activity that is organized and led by a Medicine Hat College (MHC) employee. Field trips include:
 - (a) learning activities that complement or reinforce concepts learned in a course/program,
 - (b) students participating in learning and cultural experiences, and
 - (c) varsity Rattler athletic activities.
- **International Field Trip:** a field trip outside of Canada or the United States.
- **Other Attendees:** approved attendees who are not a student or an employee. E.g. community member, support person.
- **Protected Ground:** race, religious beliefs, colour, gender, sexual orientation, physical disability, mental disability, marital status, family status, source of income, age, ancestry, place of origin, gender identity, gender expression, or as otherwise set out in the Alberta Human Rights Act.

4. PRINCIPLES

MHC values the benefits of off-campus student trips that allow members of the college community to broaden their experiences, expand and share their knowledge, and encourage innovation and collaboration. MHC is committed to supporting safe educational and athletic off-campus experiences.

5. DIRECTIVES

- 5.1 Employees may select field trips as the preferred learning activity when
 - the field trip provides a valuable learning experience relevant to course programs,
 - the field trip allows students requiring accommodations based on a protected ground to achieve the same learning objectives, and
 - transportation requirements are reasonable based on destination.
- 5.2 Consideration must be given to academic, physical, mental, or other accommodations based on a protected ground to ensure all students have the opportunity to engage in the field trip experience. This includes but is not limited to transportation, adapted equipment, supports, accessibility, or the creation of an alternate activity.
- 5.3 Field trip requirements must be approved in advance by the dean, dean's designate, director, or manager.
- 5.4 International field trips require additional approval from International Education and the respective vice-president.
- 5.5 International Field Trip travel must adhere to the 4.16 International Travel policy.
- 5.6 Field trips must have an employee designated as the field trip leader.
- 5.7 All varsity Rattler athletic activities and academic programs with regular, scheduled field trips, must adhere to this policy but are exempt from the process of receiving individual trip approval. Requests for approval should be submitted as an all-inclusive seasonal/academic year schedule.
- 5.8 International Education led cultural activities (for international students within Alberta) must adhere to this policy but are exempt from the process of receiving individual trip approval. Requests for approval should be submitted as an all-inclusive semester schedule.
- 5.9 Students and employees are expected to conduct themselves in a manner consistent with all MHC policies.
- 5.10 The following are authorized to participate in or attend field trips:
 - (a) students enrolled in MHC programs, courses, and activities, and
 - (b) employees and other approved attendees contributing to the field trip.

- 5.11 Field trips greater than 60 days require special travel insurance accommodations that must be coordinated through the Executive Director, Corporate Finance a minimum of 30 days prior to departure.
- 5.12 International field trips require special travel insurance accommodations and must be coordinated through International Education.
- 5.13 Any emergency situation involving MHC students or employees will be managed in accordance with MHC's Emergency Response Plan.
- 5.14 Transportation
- The approving authority may organize transportation arrangements from one or a combination of the following categories:
- (a) chartered transportation (e.g. bus, airline). Refer to FN-01: Travel and Expenses policy,
 - (b) self-drive college or rental vehicles. Refer to 3.8 Vehicle Use for College Business policy for conditions and booking procedures. Drivers of college or rental vehicles must meet requirements as outlined in the Vehicle Use for College Business policy, or
 - (c) approved and reimbursed personal vehicle use. Refer to 3.8 Vehicle Use for College Business policy. When a personal vehicle is used for a field trip, expense reimbursement may be either mileage rates or actual fuel expenses as determined by the field trip leader in advance of the trip.
- 5.15 If the college has organized transportation in accordance with section 5.14 and a field trip member does not participate in the use of the provided transportation, that member is responsible for the cost and liability of alternate transportation to and/or from the event.
- 5.16 All transportation and travel costs require prior approval and must be in accordance with the FN-01 Travel and Expenses policy.
- 5.17 Failure to comply with the requirements of this policy by any party may result in a trip delay or cancellation on an individual or group basis.

6. RESPONSIBILITIES

- 6.1 **Field Trip Leader** is responsible for
- (a) obtaining approval and ensuring all requirements are met prior to trip commencement,
 - (b) reviewing this policy and other trip details with all trip members prior to departure,
 - (c) terminating the trip or the participation of an individual during the trip if required,
 - (d) advising students of hazards and the Emergency Plan, and
 - (e) planning and organizing field trip logistics.

- 6.2 **Office of International Education** is responsible for (international field trips only)
- (a) confirming the proposed international field trip adheres to the 4.16 International Travel Policy and supports MHC's International Strategy,
 - (b) advising field trip leader of the process and requirements, and
 - (c) communicating with international partner institutions as necessary.
- 6.3 **Dean/dean's designate/director/ manager** is responsible for
- (a) approval of the field trip request, and
 - (b) keeping all copies of original field trip forms.
- 6.4 **Respective Vice-President** is responsible for final trip approval for international trips.
- 6.5 **Students** are responsible for
- (a) providing timely completion of required forms and administrative requirements/functions,
 - (b) paying required fees and related expenses via the approved student registration process,
 - (c) abiding by all MHC policies and academic regulations within the MHC calendar while participating in an approved field trip,
 - (d) attending meetings as required, and
 - (e) abiding by all risk management protocols and procedures.

7. RELATED POLICIES

- HR-01: Respectful Work and Learning Environment
- HR-10: Code of Conduct
- HS-01: Occupational Health and Safety
- FN-01: Travel and Expenses
- SD-04: Student Non-Academic Misconduct
- SD-05: Academic Accommodation for Students with Disabilities
- 3.8: Vehicle Use for College Business
- 4.16: International Travel Policy

8. RELATED PROCEDURES

- PR-AC-07-01: Field Trip
- PR-HR-01-01: Respectful Work and Learning Environment Complaint Resolution
- PR-FN-01-01: Travel and Expenses
- SD-04-01: Student Non-Academic Misconduct
- PR-SD-05-01: Academic Accommodation for Students with Disabilities
- Academic Misconduct (MHC Calendar)

ORIGINAL COPY SIGNED

Kevin Shufflebotham
President and CEO

Date: September 13, 2023

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Nancy Brown
Vice-President, Academic and
Provost

Date: September 13, 2023

DOCUMENT HISTORY

March 2018	Revised policy approved
September 2023	Revised policy approved