

Attachment 1.3
Executive Committee Meeting - June 25, 2012
(Senate Referral - May 17, 2012)

Proposed Policy on Field Trips

Field Trips
Policy Administrator: Provost/Vice President for Academic Affairs Authority: CSU Executive Order 1062 dated August 23, 2011 Effective Date: Updated: Index Cross-References: Policy File Number:

I. INTRODUCTION AND DEFINITION

This policy is promulgated under the authority of CSU Executive Order 1062 dated August 23, 2011. The Executive Order requires campuses to create a field trip policy and mandates that the policy contain specific elements.

A. Field Trip – definition

A field trip is a university course-related, off-campus activity led or arranged by a faculty or staff member and designed to serve educational purposes. A field trip would include the gathering of data for research (such as at a geological or archaeological site), museum visit, participation in a conference or competition, or visits to an event or place of interest. The duration of a field trip may be a class period or longer, and could extend over multiple days. This definition does not apply to activities or placements in the context of a teacher preparation program, intercollegiate sports, ~~or~~ service-learning placements, or internships, all of which are governed under separate policies.

B. Who may participate in a field trip?

The only authorized participants of a Sacramento State field trip are Sacramento State faculty, staff, volunteer employees, regularly enrolled Sacramento State students, and students enrolled in the extended education program at Sacramento State. Any other participant must be approved in writing by the Dean or Associate Dean.

II. FIELD TRIP PLANNING AND PREPARATION

A. Pre-trip planning and site evaluation

- 1) Exercise due diligence to identify reasonably foreseeable hazards such as legal, physical, environmental, technological and availability or non availability of cell phone communication. Potential hazards must be written into the release/ waiver (see below) and/or the course materials. If the potential hazards are incorporated into the course materials, the release/waiver must reference the course materials.
- 2) A site visit must be conducted before embarking on the field trip. The requirement for a site visit may be fulfilled if the instructor or field trip leader can demonstrate and document sufficient knowledge of the field trip site. The site visit could be accomplished by review of online or published materials, or contacting the site to discuss the visit.
- 3) Trip leader is responsible for taking first aid and other supplies if the trip goes into wilderness areas.

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B. Preparing students for the field trip

Prior to the beginning of the field trip, the instructor or field trip leader shall

- 1) Orient students to the field trip requirements and site. Topics must include instructional activities, health and safety information, emergency contact information, emergency procedures, and student code of conduct. This information may be presented in the course syllabus.
- 2) Provide training for any equipment that will be used on the activity, to include maps and driving instructions for any vehicles being driven to the site.
- 3) Prepare an accommodation plan for students with special needs, as defined by the Sacramento State Office of Services to Students with Disabilities, whose needs could preclude their participation in the field trip.
- 4) Include in the course catalog or syllabus whether participation in field trips is required for completion of the course. In other cases where participation in the field trip is not required to complete the course and the student is unwilling to accept the risk of participation, faculty may consider providing the student with an alternate assignment if the student has provided the faculty member with prior notification of non-participation in the specific field trip.

C. Liability release/waiver

* Each student who will be participating in the field trip must complete the liability release/waiver, which can be found on the Risk Management web site.

III. CONDUCTING A FIELD TRIP

Transportation to and from the field trip site is governed by current Sacramento State policy. Use of university and private vehicles for transportation to and from field trips should comply with Sacramento State current policy on "Driving on University Business" and in support of EO1041. Further information is available on the Risk Management website.

A. Emergency measures

If a University employee is severely injured (death, dismemberment, disfigurement, or hospitalization for 24 hours for other than observation), Cal-OSHA must be notified (916-263-2800) within eight hours of the incident if at all possible. The Offices of Risk Management or Environmental Health and Safety will make the call if the trip leader gets them the information. Otherwise the trip leader must make the call. Cal-OSHA takes the information; it does not assign guilt or liability. Cal OSHA's mandatory penalty for failure to notify: \$5,000.

IV. DOCUMENTATION

- A. Department Chairs are responsible to implement field trip policy, with oversight from Office of Academic Affairs.
- B. Departments that utilize field trip placement sites over extended periods of time shall routinely verify the continued sustainability of the placement sites every three years.
- C. Retaining documentation

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It is the responsibility of Department Chairs to retain all required documentation for one year after the conclusion of the semester during which the field trip took place. For minors, the documents are to be retained for one year after the minor reaches the age of majority.

D. Audit of documentation

Departments shall administer regular reviews to monitor and document compliance with the field trip policy and update requirements as necessary at regular intervals. The list of courses which involve off-campus field trips shall be reviewed at the college or department level annually.

* Note: Items above marked with an asterisk (*) indicate that at least one signature is needed to comply with the requirement.