

# GUIDELINES FOR FIELD TRIPS

The logo for K-State First, featuring the text "K-STATE" and "FIRST" in white on a purple rectangular background. A stylized white arrow points upwards from the "T" in "FIRST", and a grey circular arc is positioned above the text.

Field trips constitute an important academic component of K-State First's learning objectives.

The following guidelines are intended to clarify and formalize current best practices in K-State First with regard to field trips. It is important that the guidelines are followed to ensure consistency and compliance with university policies and to minimize risk.

## OPERATIONAL DEFINITIONS

### Field Trip

Sponsored by the university, college, department and/or program as part of the requirements of a class or for which credit will be awarded. Within the category of "Field Trip," there are mandatory field trips and optional field trips.

### Mandatory Field Trip

All students in the class are expected to participate. Failure to participate has an academic consequence. Only an official absence would be accepted as an excuse for non-participation. In a rare instance when a student cannot participate in the field trip, an equivalent experience is typically provided.

### Optional Field Trip

Each student in the class can elect to either participate in the field trip or in an approximately equivalent experience on campus, if available, as determined by the faculty member responsible for the course.

### Local Day Trip

Anywhere in the immediate Manhattan area, including the Konza Prairie, Wamego, Junction City and Fort Riley, or a location close enough for a University representative to assist immediately in case of an emergency, accident or injury.

Students will not be required to complete any forms. However, faculty should complete the "K-State First Explanation Form for Local and Distance Day Trips" and a roster of students attending must be given to your department.

### Distance Day Trip

Locations include Kansas City and Topeka or areas where a University representative would be unable to assist immediately in case of an emergency, accident or injury. These trips, though they do not consist of an overnight stay, pose a greater possibility of accidents, therefore, forms will need to be completed and submitted to your departmental office.

Signed and dated copies of four forms required. These forms are: "K-State First Explanation Form for Local and Distance Day Trips," "K-State First Student Consent Form for Distance Day Trip," "Faculty-Led Distance Field Trip Emergency Contacts," and the "Faculty-Led Distance Field Trip Voluntary Disclosure of Health Information and Special Needs" form.

These must be filed with K-State First. In addition, your departmental guidelines regarding field trips must also be followed. If you have any questions about the circumstances in which the students should or should not complete the form, do not hesitate to contact K-State First or your department head.

### **REQUIRED PREPARATION**

- 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
- Departmental approval is required in order that the department may determine whether it will or will not offer the field trip
- *These aspects of preparation are particularly important for field trips that will be taking place outside of the immediate Manhattan vicinity*

### **REQUIREMENTS**

There must be a written field trip description that is provided to the students and the department head. The description, at a minimum, 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 necessary to enable his or her participation
- Summary of costs the students will be expected to incur

### **TRANSPORTATION**

The form of transportation should be considered by the faculty.

#### **State vehicles**

Using state vehicles is preferred to the use of personally owned vehicles. Arrangements for payment and scheduling need to be made with departmental staff in advance of the trip. K-State's vehicle insurance covers the authorized drivers and passengers traveling in a K-State vehicle (see KSU PPM Chapter 6420).

#### **Private vehicles**

It is recommended that if private vehicles are used for transportation, the official field trip should begin and end at the site. This must be communicated to the students via a schedule. In other words, the 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. The owner's private vehicle insurance should cover the driver and passengers.

#### **Bus**

Using a bus for a field trip requires considerable advance planning and sufficient funds to pay a deposit. For example, if a field trip spans a fall weekend during the football season, no bus may be available even if reservations are being made during the summer for the

fall. Using a bus as transportation for a field trip allows for more faculty control over the schedule and the students. The bus company's insurance should cover the travelers.

### **ACCIDENTS**

For minor accidents/injuries reported to faculty member by student(s), faculty should encourage the student to seek any medical advice/attention, which the student and/or their parents deem appropriate upon return. For serious injuries/accidents, faculty member should call for appropriate medical attention (911). Faculty will telephone or send an e-mail notifying Greg Eiselein, K-State First Director, and the appropriate Department Head as soon as feasible.

### **FINANCES**

There are university policies that govern the collection and/or use of money which faculty must comply with when organizing a field trip. As a general rule, faculty should not sign any contract on behalf of anyone but themselves for transportation or lodging, and should not personally pay for student expenses. Very early in the planning stage, faculty should schedule an appointment to see your department's administrative assistant/specialist for assistance in working out the financial details so that faculty member(s) are in compliance with university policies.

# K-State First Explanation Form for Local and Distance Day Trips



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 administrative specialist? (Y/N)

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 and estimated student costs:

10) Attach Roster of Students Attending.

\_\_\_\_\_  
Faculty Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
KSF Staff Signature

\_\_\_\_\_  
Date

Copies sent to:  
Department Office



# K-State First Student Consent Form for Distance Day Trip

**Student Name (Print)** \_\_\_\_\_

As a Participant in K-State First's Field Trip to: \_\_\_\_\_

I have read, understand, and agree to the following (Initial Below):

## Personal Conduct

I understand that I am expected to represent my 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 K-State First or the Faculty Leader to be inappropriate. Reasons for dismissal may include, but are not limited to:

1. violation of the K-State Code of Student Conduct
2. violation of laws, rules, regulations, or customs of the community, institution and field trip
3. reasonable cause of 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.

(Initial Here) \_\_\_\_\_

## Assumption of Risk and Release

I understand and acknowledge that K-State and K-State First assume no responsibility or liability, in whole or in part, for any delays, delayed or changed departure or arrival times, fare changes, dishonors of hotel, airline or vehicle rental reservation, missed carrier connection, sickness, disease, injuries (including death), losses, damages, weather, civil unrest, or public health risks. If due to weather, flight schedules or other uncontrollable factors I am required to spend additional nights, K-State and K-State First will not be responsible for my hotel, transfers, meal costs, or other expenses. In consideration of being allowed to participate in the faculty-led field trip, I hereby release Kansas State University, K-State First, the State of Kansas, and their agents, officers, and employees, from any and all claims, demands, or causes of action of any kin, including claims for negligence, which may arise from participation, including travel to from, and/or during the field trip.

I understand that I am subject to the civil and criminal code of the particular jurisdiction and that it is my responsibility to be informed of these laws, rules, and regulations and to fully abide by them.

(Initial Here) \_\_\_\_\_

## 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.

(Initial Here) \_\_\_\_\_

**Student Name (Print)** \_\_\_\_\_

**Academic Conduct**

I understand that this field trip is 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 noncompliance with these requirements may result in a failing grade, and may subject me to disciplinary action.

I understand that I must follow all 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.

(Initial Here) \_\_\_\_\_

**Financial Obligations**

I understand that all 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 K-State First and/or the department, which outlines my estimated expenses, if requested. 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.

(Initial here) \_\_\_\_\_

**Applicant 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.

\_\_\_\_\_  
Printed Applicant Name

\_\_\_\_\_  
Student ID#

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

# Faculty-Led Distance Field Trip Emergency Contacts



**Student name (Print)** \_\_\_\_\_

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

# Faculty-Led Distance Field Trip Voluntary Disclosure of Health Information and Special Needs



Student name (Print) \_\_\_\_\_

The purpose of this form is to help K-State First faculty to provide you with appropriate help. It is important that the professor be made aware of any medical, emotional, 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 or appropriate professionals on a need to know basis.

\_\_\_\_\_  
Last Name                                      First Name                                      Middle Name

Field Trip: \_\_\_\_\_

Location of Field Trip: \_\_\_\_\_

Field Trip Dates: \_\_\_\_\_

## Medical History - Please circle "Yes" or "No"

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 this 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 K-State First or the Leader(s) 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.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date