

HAYWOOD COMMUNITY COLLEGE	INSTRUCTIONAL FIELD TRIPS	Policy 4.2.5
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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 per procedures 6.3.4.1 and 6.3.4.2.
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.
5. When students on a field trip are to miss classes taught by other instructors at the College, the trip instructor will notify the other instructors involved. Instructors are encouraged to work with students who are on field trips to make up missed work.

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.

C. Haywood Community College Participant and Emergency Contact Form

1. Instructors are responsible for completing the Haywood Community College Participant and Emergency Contact Form accurately and completely before leaving campus with students.
2. Per procedure 6.3.4.1, the original form should be dropped off in the Drop Box located at the Campus Development Motor Pool Area and a copy

submitted to the appropriate Departmental Assistant and to the Vice President of Instruction.

Adopted: 9-5-2017