



## Course-Based Field Trips Field Trip Instructor Check list

As a course-based field trip instructor, you are required to comply with the following steps in planning your field trips. Questions should be directed toward the Associate Dean of your College.

### Prior to semester of field trip

	1. Inform Department Office of intention to include a field trip in your course. Instructors must also notify Department of all unplanned field trip opportunities that arise during the semester.
	2. Develop activity and instructional plan for the field trip. What will be the activities? What are the learning outcomes? Include instructional agenda, health and safety information, emergency procedures, and the student code of conduct. <i>See <b>Instructional Plan Form</b>.</i>
	3. Develop alternative assignment for students unwilling to accept the risk of participation.

### Prior to field trip

	4. Conduct a pre-trip evaluation of risk assessment and complete <b>Field Trip Site Pre-Assessment Form</b> . In most cases this could be accomplished by reviewing online, published materials, or contacting the site to discuss the visit. In some cases, this should include a site visit and a written evaluation which will be retained by the qualifying department and available for review. <i>The pre-trip location visit can be bypassed if the campus can demonstrate and document sufficient knowledge of the field trip site.</i>
	5. Review California State University Use of University and Private Vehicles Policy Guidelines and the California State University student travel policy, where applicable.
	6. Distribute and collect approved <b>Field Trip Registration &amp; Liability Release Form</b> by all participants including student emergency contact information is obtained prior to the field trip. The campus must have emergency contact information readily available.
	7. As necessary, contact the <b>Disability Programs and Resource Center (DPRC)</b> to assist with the development of plans for special accommodations. Contact information found at: <a href="http://www.sfsu.edu/~dprc/fac_resources.html">http://www.sfsu.edu/~dprc/fac_resources.html</a>
	8. Provide training to students on special equipment to be used during field trip.

### After field trip

	9. Provide accident reports to Department Office. See <b>Initial Incident Form</b> .
	10. Report to Department Office recommendations on improving Field Trip risk assessment practice.

**After the field trip or at end of semester (whichever is most appropriate) forward the following forms to the Department office:**

Instructional Plan form (required). See "2" above.

Field Trip Site Pre-Assessment form (required). See "4" above.

Student Field Trip Registration (required). See "6" above.

Student Release of Liability form (required). See "6" above.

Incident form (only if accident has occurred; submit to chair immediately if incident occurred). See "9" above.

For auto accidents with university vehicles or by university approved drivers, see:

<http://www.sfsu.edu/~safety/otherinfo/trips.html#reporting>