

# DOMESTIC FIELD TRIP RESPONSIBILITIES AND PROCEDURES

*College of Design*

IOWA STATE UNIVERSITY

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## **General Information**

Field trips are excursions within continental United States that accompany a College of Design course or curriculum for the purpose of meeting educational objectives that cannot be accomplished with on-campus experiences. Such trips may not take place during the first or last week of the semester, nor may they extend over more than two consecutive class days (Monday through Friday); these regulations may be waived only by special permission of the dean of the college in which the course is offered.

In order to go on a field trip, students must first obtain permission from the instructors whose classes they will miss. If permission to miss class is not granted, students cannot be required to go on the field trip nor can they be penalized for missing the trip.

Students who wish to participate in a College of Design field trip must read and sign “Field Trip Conditions Of Participation” and “Waiver Of Liability & Hold Harmless Agreement.” If the student is under 18 years of age, these forms must also be signed by their parent or legal guardian. Students who refuse to sign both of these forms are not permitted to participate in the field trip.

## **University’s Responsibilities**

- Provide counsel and support in the event of an emergency.
- The state shall defend any employee, and shall indemnify and hold harmless an employee against any claim against for money only, on account of damage to or loss of property or on account of personal injury or death, caused by the negligent or wrongful act of or omission of any employee of the state while acting within the scope of the employee's office or employment including claims arising under the Constitution, statutes or rules of the United States or any state. The duty to indemnify and hold harmless shall not apply if it is determined that the conduct of the employee upon which the tort claim or demand is based constituted a willful and wanton act or omission or malfeasance in office.

## **College Responsibilities**

- Create policies, procedures, and release forms for use on all field trips.
- Be available for counsel and support in the event of an emergency.

## **Departmental Responsibilities**

- When applicable, inform students before they enroll in the degree program of required, institutionalized field trips, approximate costs, and student responsibilities.
- Familiarize all faculty members who conduct field trips with College of Design policies and procedures stated in “Field Trip Conditions Of Participation,” “Waiver Of Liability & Hold Harmless Agreement,” and “Field Trip Responsibilities and Procedures.”
- Insure that all students who participate in field trips led by departmental faculty members sign the “Field Trip Conditions Of Participation” form and a “Waiver Of Liability & Hold Harmless Agreement” prior to leaving town.
- Obtain a detailed itinerary with emergency contact information prior to the trip departure.

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## Faculty Responsibilities

- Include the purpose for any field trip(s) to be taken, sites to be visited, and cost estimates in the course syllabus.
- Secure a signed “Field Trip Conditions Of Participation” form and a signed “Waiver Of Liability & Hold Harmless Agreement” from each student participating in the field trip prior to leaving town. This can be done once for courses in which several trips are taken.
- Carry “Field Trip Conditions Of Participation” forms on the trip because they include emergency contact information.
- Prepare viable academic alternatives for students who are not able to attend a required field trip or who refuse to sign the “Field Trip Conditions Of Participation” form or the “Waiver Of Liability & Hold Harmless Agreement.”
- Supply the departmental office with a detailed itinerary and emergency contact information prior to departure.
- Prepare students for the trip by informing them of particular safety measures that must be observed, rules of conduct, laws applicable to the particular locale, and consequences of misconduct.
- Faculty members shall not consume alcohol during scheduled activities including while traveling to sites to be visited. Faculty members who choose to drink outside of scheduled activities must use good judgment, do it responsibly, and in a manner that does not disturb others or impact organized activities.
- Faculty members are responsible for avoiding willful negligence including:
  - abusing alcohol or controlled substances while on the trip,
  - hosting or condoning an occasion where alcohol is being served to minors,
  - engaging in solicitous relationships,
  - placing students in clearly dangerous circumstances, and
  - not taking appropriate, expedient action (such as sending the student home) when it becomes evident that a student is placing themselves or the group in danger.
- **In the event of a medical emergency the faculty member is responsible for:**
  - seeing that the student gets appropriate medical help - this responsibility may be delegated,
  - if serious, telephoning the ISU Department of Public Safety Dispatch (515 294-4428) and informing them of the incident,
  - asking Department of Public Safety Dispatch to telephone the student’s parent/legal guardian **and** the College of Design Dean’s Office, and, if possible,
  - leaving a telephone number where the faculty member can be reached.
- **In the event of a serious disciplinary problem, the faculty member is responsible for** telephoning the College of Design’s associate dean/assistant dean/dean (515 294-7427) or, after business hours, the ISU Department of Public Safety Dispatch (515 294-4428). The university administrator/officer will discuss the matter with the faculty member and the student(s) involved, and work with the faculty member to determine an appropriate course of action.

If the faculty member is not in a position where he/she is able to reach the College of Design or the Department of Public Safety, he/she shall meet with the student(s) involved, provide an opportunity for the student(s) to explain the incident and/or their actions, and determine an appropriate course of action.