

Field Trip Guidelines

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Why were guidelines developed?

- Ensure safe and successful out of classroom experiences
- Provide resources for field trip planning and execution
- Promote consistent Field trip planning campus-wide



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What is a Field Trip?

University supervised educational or instructional journey or excursion away from the Auburn University campus, whether or not in University vehicles, that is organized and/or sponsored by a department or unit of the University, or by a faculty member or other authorized employee of the University, that is related to an approved academic program or area of study, serves an academic purpose, and involves participation by one or more students.

What is not considered a Field Trip?

- internships,
- practicums,
- co-operative education,
- service learning,
- volunteer activity,
- international travel



Website

<https://cws.auburn.edu/rms/pm/fieldtrip>

Objectives

- Provide workable solution for improving safety
 - Hopefully not too cumbersome
- Include section for reporting sexual misconduct
- Include Hazard Assessment (more on this later)
- Develop planning resources
 - Itinerary form
 - Checklist
 - Student Handout



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A little more on Hazard Assessments...

- Goal of the hazard assessment is to identify and mitigate any foreseeable hazards associated with planned field trip activities.
- Prior planning can identify any training, personal protection equipment, and emergency contingency needs.
- Risk Management and Safety is available to help your department in hazard identification and mitigation planning efforts.



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Where do we go for help?

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