

**Manhattan Area Technical College
Institutional Policy and Procedure Manual**

Policy No. 4.2.6

Title: Field Trips	
Originated by: Dr. Linda Hertzal, VPIS	
Signature	Date
Approved by:	
Signature	Date
Reviewed on:	Revised on:

Policy Statement: When an instructor plans a field trip for a class, the field trip is to be reported at least one week in advance to the instructor's direct supervisor via the Field Trip Notification form.

Rationale: The purpose of the notification is twofold. 1) Insurance and liability issues and 2) Communication issues, i.e. in case a student forgot about the trip location or someone needs to contact the student or instructor during the field trip.

Procedure:

1. Complete the Field Trip Notification form available in the copy room.
2. Submit the form at least one week in advance to the instructor's direct supervisor.
3. The supervisor will forward the form to the office of the VPIS.
4. The office of the VPIS or the division chair will notify the receptionist in the administrative office with following information: course, instructor, date, time, and, location of field trip.