

Henry Ford College - Dearborn, Michigan  
**Field Trip Guidelines and Related Documents**  
(November 22, 2022)

## **I. INTRODUCTION**

### **A. Definitions**

1. A field trip is considered to be an optional, off-campus classroom-related activity organized by a faculty member.

2. For purposes of this policy “participants” shall refer to anyone on the field trip, including but not limited to HFC faculty, students, and authorized guests of students. When the term “student” or “students” is used, it shall refer to someone registered at HFC for the purpose of attending a class or classes during the term of the field trip.

### **B. Financing**

1. The faculty member shall be responsible for ensuring that a field trip is properly and fully financed, raising funds and collecting fees from the participants if necessary.

2. The faculty members shall make all arrangements with the receiving body for the field trip, including but not limited to transportation, accommodation, meals, and activities.

### **C. Attendance**

1. The faculty member may offer a Field Trip as part of a course, in which case identification of the field trip may be included in the course description in the College Catalog. An alternative assignment shall be made available for students who don’t participate in the field trip.

2. Student absences due to participation in authorized College activities, e. g. field trips, must be considered in the total picture of absences for all purposes. It would be advantageous for the affected faculty to show support for these enriching opportunities for HFC students.

3. It shall be made clear, both in the “Memo to Faculty,” and verbally to the students, that the students shall be responsible for any missed work in the affected class(es), including but not limited to quizzes and tests, at the sole discretion of the faculty member of the affected class(es).

### **D. Requirements**

1. The provisions of this Field Trip Policy shall be the minimum requirements. Any faculty member in charge of a field trip has the option of adding more stringent requirements.

## **II. POLICY**

### **A. Permission**

1. The “Request for Field Trip” form (see attached) shall be submitted, for signature of approval, to the faculty member’s Dean at least three weeks prior to the beginning of the field trip. The “Request for Field Trip” form shall include:

- a. The rationale for the field trip;
- b. The time(s), day(s), and date(s) of the field trip;
- c. The complete itinerary of the field trip, including times and locations, and contact numbers at the location(s);

d. The class, section, and number of students involved.

### **B. Notice to affected faculty**

1. Prior to the field trip, the faculty member shall complete the form "Faculty Notification of Field Trip" (see attached), addressed to all HFC faculty, outlining the time(s), day(s), and date(s) of the field trip, as well as a list of participating students. This memo shall not be distributed to all faculty; rather, copies shall be made available to the students involved, at least two weeks prior to the start of the field trip for the student(s), to take to the faculty of the classes which would be affected.

### **C. Liability**

1. The "Waiver of Liability" form (see attached), signed by student (and by the legal, custodial parent or guardian, if the student is a minor), including the HFC Student Code of Conduct, shall be collected from each participant at least one week prior to the beginning of the field trip, and be kept on file with the appropriate Dean.

2. The "Field Trip Participants" form (see attached), containing the names of all participants and their home contacts, shall be submitted to the appropriate Dean prior to or on the day of departure. The Dean shall distribute copies of this list to the appropriate Vice President, the Dean of Student Services, and Office of Campus Safety.

3. Henry Ford College will not be responsible for vehicles or their contents which remain in the HFCC parking lots beyond normal operating hours during field trips. To help assure that vehicles remaining in HFC parking lots will not be ticketed or towed, it is recommended that the faculty member provide Campus Safety with the completed "Vehicle Information" form (attached).

## **III. GENERAL WARNINGS**

### **A. Transportation Liability**

When deciding on a means of transport, faculty should balance the liability of HFC with the needs and concerns of the participants. The more control the College has over the vehicle and the driver, the more liability it has in case of accidents.

In the event College provided vehicles are used for the field trip, the faculty member is responsible for complying with the Motor Vehicle Policy.

### **B. Faculty Driver**

The faculty member should be very careful about the potential risks of driving an individual student passenger. (Never be alone with a student)

### **C. Contraband**

The faculty member should be aware that contraband, even contraband of which they are unaware, can result in the confiscation of the vehicle in which the contraband is found.

### **D. Rooming**

There should be no coed rooming for minors on overnight trips.

### **E. Student Attendance**

The faculty member may designate a field trip to be part of the course requirements, in which case identification of the field trip shall be included in the course description in the College Catalog. Students shall not be required to participate in a field trip; an alternative assignment shall be made available for students who don't participate in the field trip.

## **IV. TRANSPORTATION RECOMMENDATIONS**

### **A. Mini Trips**

For trips of one-half day or less to close destinations, carpooling in participants' cars is recommended.

### **B. Short Trips**

For short trips of up to one day to relatively close destinations, carpooling in participants' cars or the use of rented vans or coaches is recommended. Only HFC employees or licensed chauffeurs may drive the vans and/or coaches.

### **C. Overnight Trips**

For overnight trips and/or trips to more distant destinations, rented vans or coaches are recommended. Participants should not have to carpool or drive themselves; only HFC employees or licensed chauffeurs may drive the vans and/or coaches.

### **D. Foreign Travel**

For travel to foreign countries, regardless of the length of the trip or how distant the destination, rented vans or coaches shall be used. Only HFC employees or licensed chauffeurs may drive the vans and/or coaches and only authorized passengers may be transported. It is strongly recommended that foreign trips of longer than overnight be arranged with the assistance of an experienced and/or professional travel agent. It is the participants' responsibility to have all necessary documentation, including but not limited to passports, visa for entry and re-entry, and photo identification, when traveling outside the United States.

### **E. Alternate Modes of Transportation**

Alternative transportation, including but not limited to train, plane, or boat is acceptable to all destinations.

## **V. FIELD TRIP APPLICANT CHECKLIST**

### **A. "Request for Field Trip"**

To the Dean for signature, at least three weeks prior to the beginning of the field trip.

### **B. "Faculty Notification of Field Trip"**

To participating students, at least two weeks prior to the beginning of the field trip.

**C. "Waiver of Liability"**

Signed by students and delivered to the Dean, at least one week prior to the beginning of the field trip.

**D. "Field Trip Participants"**

To the Dean, on or prior to the first day of the field trip.

**E. "Vehicle Information" (if applicable)**

To Campus Safety, on or prior to the first day of the field trip.

Henry Ford College - Dearborn, Michigan  
**Request For Field Trip (form 1 of 5)**

*This form is to be submitted by the faculty member to the appropriate Dean at least three weeks prior to the beginning of the field trip; the Dean shall return signed form at least two weeks prior to the beginning of the field trip.*

Date of Request: \_\_\_\_\_

Brief Description: \_\_\_\_\_

Destination: \_\_\_\_\_

Rationale for trip: \_\_\_\_\_

\_\_\_\_\_  
Faculty in charge: \_\_\_\_\_

Phone extension, email: \_\_\_\_\_

Participating Class & Section: \_\_\_\_\_

Number of Participants: \_\_\_\_\_ Mode of Transportation: \_\_\_\_\_

Date: \_\_\_\_\_

General Itinerary: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signatures:

\_\_\_\_\_  
Faculty in charge      Date

\_\_\_\_\_  
Dean                      Date

\_\_\_\_\_  
Vice President      Date

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**Faculty Notification of Field Trip (form 2 of 5)**

*Copies of this completed form shall be made available to the students involved, at least two weeks prior to the start of the field trip, to take to the faculty of the classes which would be affected.*

From the HFC Field Trip Policy:  
*"It would be advantageous for the affected faculty to show support for these enriching opportunities for HFC students."*

The students listed below have the opportunity to participate in an authorized field trip. Please consider excusing the absence of those students who are in your class on the affected day, with the understanding that the students involved are responsible to make arrangements with their teachers in advance to make up any missed assignments, quizzes, tests, etc. The complete section on attendance from the HFC Field Trip Policy is on the reverse of this form, for your reference.

Date of Notification: \_\_\_\_\_

Brief Description: \_\_\_\_\_

Faculty in charge: \_\_\_\_\_

Phone extension, email: \_\_\_\_\_

Participating Class: \_\_\_\_\_

Date/Day/Time: \_\_\_\_\_

Participants: \_\_\_\_\_

*From the HFC Field Trip Policy:*

**I. C. Attendance**

1. *The faculty member may designate a field trip to be part of the course requirements, in which case mention of the field trip shall be included in the course description in the College Catalog. Students shall not be required to participate in a field trip; an alternative assignment shall be made available for students who don't participate in the field trip.*

2. *Student absences due to participation in authorized College activities, e. g. field trips, must be considered in the total picture of absences for all purposes. It would be advantageous for the affected faculty to show support for these enriching opportunities for HFC students.*

3. *It shall be made clear, both in the "Memo to Faculty," and verbally to the students, that the students shall be responsible for any missed work in the affected class(es), including but not limited to quizzes and tests, at the sole discretion of the faculty member of the affected class(es).*

# FIELD TRIP AGREEMENT AND AUTHORIZATION (form 3 of 5)

## Waiver of Liability, General Release, Indemnity and Covenant Not to Sue

*This form is to be completed, signed and returned to the faculty member  
at least one week prior to the beginning of the Field Trip.*

Field Trip:

Date(s) of Trip: \_\_\_\_\_ Faculty in Charge: \_\_\_\_\_

***Read Carefully Before Signing. Legal Rights Are Being Waived.***

I understand that the participation of the Student (as identified below) in the above-mentioned Field Trip may expose the Student to risks of personal injury or illness and/or loss or damage to property. **I assume all responsibility for any and all risks of damage, illness or injury that may occur to the Student as a participant in, or at anytime during, that Field Trip.** I further acknowledge that the Student's participation in the Field Trip is voluntary.

I also release and discharge Henry Ford College, its Board of Trustees, officers, students, volunteers, employees, contractors, agents and affiliated institutions (collectively referred to as the "Released Parties") from all claims, demands, rights or causes of action, present or future, whether known, anticipated or unanticipated and resulting from or arising out of, or incident to, the Student's participation in that Field Trip, whether due to the past or future negligence of any of the Released Parties, or otherwise. I also agree that neither the Student, nor anyone on the Student's behalf, may sue any of the Released Parties with respect to any act or omission by any of them, whether due to negligence or otherwise, relating to the Field Trip. I also agree to indemnify and reimburse the Released Parties with respect to any claims made by or on behalf of the Student, as well as the Student's parents, guardians, siblings or any other person, with respect to any act or omission by any of them relating to the Student and the Field Trip. These releases and other agreements in this paragraph shall be binding on the Student's heirs, executors, administrators and assigns.

By signing below, I also acknowledge that I have read the HFC Student Code Of Conduct on the reverse side of this form, and I agree that the Student will comply with that Code and other rules which may be established for the Field Trip. I also agree that the Student shall be responsible for familiarizing him or herself with any local laws or customs of the area being visited, and to comply with such laws or customs. Failure to do so may result in the Student being sent home from the Field Trip at HFC's discretion and the Student's (or parent or guardian's, if applicable) expense.

If during the Field Trip any emergency medical procedures or treatment for the Student are required in the judgment of any of the Field Trip supervisors, then I consent to the Field Trip supervisor taking, arranging for and consenting to the procedures or treatment. I also agree to pay for costs of such medical procedures or treatment.

By signing below, the signor(s) hereby declare that they have read the above Agreement, that they understand it and agree to be bound by it, that they understand that they are waiving legal rights and assuming legal obligations, that they have had the opportunity to review this Agreement with a legal advisor, and that they have executed this Agreement voluntarily.

*Signed and agreed to:*

Student's Name (please print): \_\_\_\_\_ Student's Age: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of parent/guardian:\* \_\_\_\_\_ Date: \_\_\_\_\_

*\*Required if student is under age 18.*

**Henry Ford College - Dearborn, Michigan**

***Student Code Of Conduct***

The complete text of this policy is available online at [Henry Ford College Student Code of Conduct | HFC Policies \(hfcc.edu\)](http://HenryFordCollegeStudentCodeofConduct|HFCPolicies(hfcc.edu)).

- A. Students at HFC are expected to show respect for order, law, the personal rights of others, and the educational mission of the College, as well as to maintain standards of personal integrity.
- B. Behavior or situations that violate these standards include, but are not limited to:
  - 1. interference with normal College or College-sponsored activities, including, but not limited to: teaching, College administration, and College Board meetings;
  - 2. Failing to comply with the direction of College officials and personnel;
  - 3. Not showing respect for the personal rights of others, the educational mission of the College, and maintaining standards of personal integrity
  - 4. discrimination against an individual or group in any activity, opportunity, or organization on the basis of race, color, religion, marital status, sex/gender, pregnancy, sexual orientation, gender identity, gender expression, gender transitioning, height, weight, national origin, disability, perceived disability, political affiliation, familial status, veteran status, genetics or other characteristic protected by law;
  - 5. harassment of any kind, including sexual harassment and bullying;
  - 6. physical force, intimidation, or coercion;
  - 7. stalking;
  - 8. threats of injury or harm;
  - 9.
  - 10. theft;
  - 11. gambling;
  - 12. property damage;
  - 13. possession of firearms or dangerous weapons;
  - 14. possession, use, or distribution of alcohol or illegal drugs;
  - 15. Violation of College policies



## Field Trip Participants (form 4 of 5)

*On the day of the field trip or earlier, the faculty member shall give this completed form to the appropriate Dean, who will distribute copies to the appropriate Vice President, the Dean of Student Affairs, and Office of Campus Safety.*

Brief Description: \_\_\_\_\_

Faculty in charge: \_\_\_\_\_

Phone extension, email: \_\_\_\_\_

Contact information while on Field Trip: \_\_\_\_\_

Participating Class: \_\_\_\_\_

Date: \_\_\_\_\_

<u>Participant</u>	<u>Home Contact</u>	<u>Phone:</u>	<u>Relationship to Participant</u>
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Henry Ford College - Dearborn, Michigan  
**Vehicle Information (form 5 of 5)**

*Henry Ford College will not be responsible for vehicles or their contents which remain in the HFC parking lots beyond normal operating hours during field trips. To help assure that vehicles remaining in HFC parking lots will not be ticketed or towed, it is recommended that the faculty member provide Campus Safety with this completed form.*

Brief Description: \_\_\_\_\_

Faculty in charge: \_\_\_\_\_

Phone extension, email: \_\_\_\_\_

Contact information while on Field Trip: \_\_\_\_\_

Participating Class: \_\_\_\_\_

Date: \_\_\_\_\_

Vehicle Description

License Plate

Owner