

## IN-TOWN, COURSE-RELATED DAY TRIP GUIDELINES

March 8, 2018

*Course-related trips are school sponsored events and must be **approved in advance** by the Department Chair/Director.*

### **Faculty Responsibilities:**

- Provide Department Chair/Director with the date, time, location, means of transportation, and any applicable fees for review and approval in advance of the trip.
- Ensure the proposed trip does not involve a risk to students.
- Course related trips are only for the students enrolled in the course, the faculty member, and a TA when applicable.
- All trips must be clearly identified in the course syllabus. If an educational opportunity arises during the semester, the same protocol for approval must be followed and student participation must be optional.
- Any fees to be paid for by the students must be clearly communicated in advance.
- If the field trip is on your syllabus and is a requirement to receive credit for the course, it is considered part of your class and a waiver is not needed. If the trip is optional, a waiver is needed. [http://www.saic.edu/media/saic/pdfs/faculty/off\\_site\\_waivers.pdf](http://www.saic.edu/media/saic/pdfs/faculty/off_site_waivers.pdf)
- In the first class of the semester, communicate to students the details of the trip, expectations for behavior during the trip, and any relevant preparedness information. Repeat these communications at least one week in advance of the trip.
- Let the students know that, if an accommodation is required, such a student should speak with the DLRC as soon as possible for information and assistance.
- Notify the Administrative Director of your plans, mode of transportation, and provide a roster of participants with names and available cell phone numbers. Take this roster with you on your trip.
- In case of emergency, call 911 first. Second, call the Dean on Call number (312-768-8485).
- Chartered buses or public transportation must be utilized if the destination is not within walking distance. You can find SAIC preferred transportation vendor information on the Strategic Sourcing page. Faculty may not drive students in their personal vehicles. Students cannot transport other students.
- With a valid id, students have free admission to the Art Institute of Chicago and the Museum of Contemporary Art.

If you have any questions, contact the Dean of Administration, Budget, and Planning.