



**School of the Art Institute
of Chicago**

IN-TOWN COURSE-RELATED DAY TRIP GUIDELINES

Course-related field trips can be an important—and enjoyable—element of education. They often significantly enhance the content of a course by providing a type of information hard to convey in the classroom.

This protocol applies to course-related, day trips.

For purposes of this document, a day **field trip** is defined as a **course-related** activity that serves educational purposes and occurs outside of the classroom at a location other than on the campus at which the course is regularly taught. Course-related field trips include both trips that students are required to participate in order to receive credit for the course and those where participation is optional. For courses that, for special purposes such as field research, are regularly taught outside of a classroom or at locations away from campus, these same recommended practices apply.

Course-related field trips are, by definition, school-sponsored events and must conform to the following guidelines:

- All day field trips must be approved in advance by the Department Chair. Each faculty member is responsible for identifying the following when seeking approval for an in-town field trip: [date, time, location(s), means of transportation, and any fees for which the student is responsible or any cost to SAIC]. In addition, each faculty member must consider whether the proposed trip involves risk to, or has a possibility of, student endangerment.
- If so, the faculty member must contact the Associate Dean of Budget & Administration, Amy Dane Falkowski, 312-759-1497, adane@saic.edu, to discuss these issues and develop risk mitigation strategies.

For all approved day, course-related field trips:

1. In the first class of the term, the faculty member must identify the planned trips including which are required and which are optional, as well as discuss with students in appropriate detail any risks associated with the activity of the field trip, expectations for behavior during the trip and relevant emergency preparedness information. Such a discussion must be repeated no less than a week in advance of the trip.
2. The faculty member must announce that if any student who is enrolled in the course may potentially need special accommodations, such a student should speak as soon as possible with the Disability and Learning Resource Center for information and assistance. The DLRC will then work with the student and the faculty member to make appropriate arrangements.
3. Course-related field trips are only for the students enrolled in the course, the faculty member, and a TA when applicable.
4. All course-related field trips must be clearly identified in the course syllabus at the beginning of the term, with detailed information about date, time, locations, means of transportation, and any fees for which the student is responsible. If an unforeseen educational opportunity arises later in the term, as soon as possible the faculty member should seek approval from the Chair of the Department and then discuss it with the class. In the case of a field trip scheduled after the beginning of the term, the faculty member may not require students to participate in the trip, but rather their participation must be optional.
5. Notify your Department's Administrative Director of your field trip plans at the start of every term and then again at least 2 weeks in advance of the actual date of the trip. Include your mode of transportation for the trip, e.g., students are taking public transportation, the class will walk together, etc. (Faculty may NOT drive students in their own personal vehicle.)
6. The faculty member must also provide the Department's Administrative Director with a roster of the names of all participating students, along with the names and cell phone numbers of all faculty who are accompanying the students. The faculty member must take the class roster with student cell phone numbers with him/her on the trip.
7. On the day of your field trip, hang a sign on your classroom door indicating where you are, and a number to reach you.
8. In case of a medical emergency, contact 911 first. Have the phone number for the Dean on Call at SAIC 312-768-8485 in the event any problems or emergencies arise.

Guidelines for Students:

1. Emphasize to your students that school policies are in effect while participating in an off campus field trip.
2. Communicate to the students when the day starts and ends.
3. Urge students to report any incidents they are involved in to faculty and staff as soon as possible.

Waivers:

If the field trip is on your syllabus and is a requirement in order to receive credit for the course it is considered a part of your class and a waiver is not needed. If the trip is optional and NOT required, a waiver is needed and can be found on the SAIC website:

www.saic.edu/media/saic/pdfs/faculty/off_site_waivers.pdf

Transportation:

- Whenever possible, chartered buses or public transportation (e.g., regularly scheduled trains or buses) should be used for transportation on an academic field trip.
- Faculty may NOT drive students in their own personal vehicle. Faculty or school officials may rent a vehicle to transport students. In such cases, they must meet the following requirements:
 - Driver must fill out a Driving Record Release Form and pass the Driving Record- the form can be found by contacting the Administrative Assistant to the Vice Provost: Caitlin Allen callen10@artic.edu, 312-759-1573

The faculty member or school official renting the vehicle must operate the vehicle him or herself and must not allow others to operate it.

If the faculty member or school official receives any traffic or parking violations with respect to the rented vehicle, these are the sole responsibility of the faculty member or school official who has rented and is operating the vehicle.

❖ Students are not to transport other students.

The AIC/SAIC preferred vendor for transportation services (large group motor coach transport) is found on the Strategic Sourcing (i.e.purchasing) link.

<https://information.artic.edu/artmart/>

Transportation services

Coach USA / Keeshin Charter Service Inc.

VENDOR CONTACTS

Shannon DeRemer

Manager Charter Operations

608/752-5407 x1126

715 So. Pearl Street

Janesville WI 53548

Shannon.Deremer@coachusa.com

www.coachusa.com

Costs for a standard yellow school bus begin at around \$800 for a day to transport a group within Cook County. Costs increase with mileage and overtime.

The AIC requires completion of the bus services agreement by the vendor if it's not already on file with purchasing.

With a valid SAIC ID, students have free admission to the Art Institute of Chicago and the Museum of Contemporary Art.