

FIELD TRIPS

Field trips may be utilized as an appropriate instructional method. Visiting businesses, industries, and/or related locations can enhance lectures and textbook information. This section informs the instructor of policies and the liability agreement for college-related field trips.

Instructors desiring to take their classes on local or out-of-town field trips MUST have the academic dean's approval. Approval should be obtained at least one week before the trip. The instructor will be responsible for submitting a memorandum, giving the dates and hours of the trip and the purpose.

In addition, all students will be required to complete the participant's waiver of liability and hold harmless agreement regardless of the location of the field trip, conference, etc., or the means by which the student travels to/from that site. A copy of the signed agreements must be on file in the academic dean's office, and the originals will be held by the faculty/staff member accompanying the students on the field trip. Students may not travel out of town unless a faculty member also goes on the trip. The waiver agreement (<https://mygltec.sharepoint.com/:b:/s/resources4me/gtcdocumentation/EQRr3xmT59pLksb0U4xJBysBtybXS4Mcel3ukHDbm1CUgg/?e=VU9Yfm>) can be found on Resources4me under GTC Documentation>Faculty Resources Documents.