

Field Trip Guide

EXPERIENTIAL LEARNING ACTIVITY

College of New Caledonia

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Field Trip Guide

Preamble

CNC prioritizes experiential learning as it is reflected in Strategic Goal 2.2 “Provide Responsive, Reflective, and Experiential Learning Opportunities.” This guide assists instructors in planning community field trips by providing the essential information:

- student safety and emergency protocol;
- required forms;
- submission details;
- sample plan that connects field trip activities to course/program learning outcomes, and a;
- checklist and timeline to prevent last-minute issues.

To increase efficiency, faculty can include some of the forms described below in a handout package along with the course outline at the beginning of your course. Please note that after the course is completed, all students’ health, consent or waiver forms **must** be disposed of appropriately (i.e., confidential shredding).

Checklist & Timeline

BEFORE SEMESTER BEGINS

Consult your Faculty Coordinator or Associate Dean to ensure the following:

- Budget** for the field trip is approved - for example transportation costs (bus, driver, mileage), any other fees required that the college may cover specific to the cost of the field trip
- Field trip activities are designed to align with **course learning outcomes**
- Field trip is included in the **syllabus** (not the EdCo approved Course Outline)
- Transportation** (*may impact budget ask*): Determine how students will get to the field trip destination

a) **Within City Limits:**

i. **CNC Employee using own vehicle:** If you plan to drive please **book a CNC vehicle** to ensure you are covered by the correct insurance policy. Requirements:

a) Your driver abstract needs to be on file.

b) Navigate to the **ICBC website** and fill out a simple form to obtain your ICBC driver's abstract. A Class 5 BCDL is fine for < 10 students. If you plan to drive a CNC van with 10+ students you need a Class 4 BCDL.

b) **Students may transport themselves** and other students to the field trip site **if the destination is within city limits** as this is similar to students getting themselves to campus

c) **If the destination is outside of city limits** please book a CNC vehicle. **If the number of students exceeds 20** you will need to hire a bus and driver.

****Please note:** CNC vehicles are used if CNC employees are driving as they have the proper insurance coverage and are inspected regularly. Link to **CNC Vehicle Reservation Request**

- Please see the Sample Field Trip Plan in Appendix A**
- Choose the correct Field Trip Category:** Refer to the Field Trip Categories in Appendix F of this document and identify the category number that best fits your field trip itinerary.

5 WEEKS OUT

- Student Privacy** - If you need to provide student personal information to anybody outside of CNC, please conduct a Privacy Impact Assessment on any of the technology used to manage personal information or the organizations that may need to collect personal information?
- Email Privacy Office** if personal information will be managed off campus (outside of CNC buildings, CNC's Microsoft 365 environment, or other standard locations like Colleague) A Privacy Impact Assessment may be necessary before the field trip begins
- Photos & Media:** if you plan to take photos of students "in action" on the field trip please see Appendix D: Photo Media Consent and Release Form

3 WEEKS OUT

- Email Dean and Assistant to Dean with information (course, location, date, travel arrangement)
- Ask students to sign a **Waiver/Informed Consent Form** & a Photo Media Consent and Release Form
- Familiarize yourself with the **Emergency Protocol**

1-2 WEEKS OUT

- Submit signed forms to your Administrator. These will be saved in your Program Folder
- Book vehicles through facilities: **Vehicle Reservation Request Form**
- Make copies of the waivers or create an emergency contact list to have with you on the trip
- IMPORTANT:** File signed waivers in your Program Folder and leave them on campus

DURING THE FIELD TRIP

- Bring either copies of the signed waiver forms, or an **emergency contact list**
- If there is a high-risk or emergency situation, follow the **Emergency Protocol**, notify the appropriate authorities and then call:
Your Dean: Cell # _____
Assistant to your Dean: _____

AFTER YOUR FIELD TRIP

- Review student learning exercises
- Reflect on how you might improve the field trip for next year. It's suggested that you add your notes to your current field trip plan to help you remember what went right and what you'd like to change
- Please see **Sample Field Trip Plan**

Other Considerations

From time to time you will be presented with a last-minute field trip opportunity. Please also consider the implications for students who are not able to join and how will it impact their learning?

Frequently Asked Questions

Can students transport themselves and other students to the field trip site?

***Please note: Ideally CNC vehicles are used as they have the proper insurance coverage and are inspected regularly. Link to [CNC Vehicle Reservation Request](#)*

YES if: the destination is within city limits: this is similar to students getting themselves to campus.

NO if: The destination is outside of city limits: please book a CNC vehicle. If the number of students exceeds 20 you will need to hire a bus and driver.

When should I use a Waiver or an Informed Consent form? And how do they differ?

Please see [Appendix B](#).

When should I prepare for a Field Trip, and what are the steps?

Please see [Checklist & Timeline](#).

What should I do in the event of a medical emergency while we are on the field trip? Please see [Appendix E: Emergency Protocol](#).

What should I do with the signed waivers and consent forms? Make copies of the waivers or create an emergency contact list to have with you on the trip.

IMPORTANT: File **signed waivers** in your Program Folder and **leave them on campus**. It's suggested the Dean's Assistant has access to them the "day of" the field trip.

Appendix A: Sample Field Trip Plan

**School of Access & Continuing Education
Post Diploma in Tourism and Hotel Management
THMG 300**

Field Trip

Date: September 29, 2023 (Friday)

Time: 1pm-5pm

Meeting point: West entrance (Parking Lot B)

Goal: The primary objective of this field visit is to provide first-semester students with a comprehensive introduction to the key components of the tourism industry in Prince George. It aims to connect these aspects with global trends and issues, highlighting their impact on tourism development. Also, this visit seeks to offer employability-focused learning experiences and facilitate genuine engagement with partner organizations, using a work-integrated learning approach. By visiting a Destination Management Organization (DMO), a hotel, an event venue, and a restaurant, students will gain exposure to various sectors within the tourism industry and understand the skill sets most suited for each sector.

Activity Outline:

1. Preparation (Pre-Visit Week): In the week leading up to the field visit, students will engage in research activities to familiarize themselves with the partner organizations, their roles in the local tourism industry, and their contributions to Prince George's tourism development. Students will also explore and analyze global trends and issues that have a direct or indirect impact on the tourism sector in town. This research will help them understand the broader context of their visit. Students will formulate a set of insightful questions that they will pose during the field visit. These questions will serve as a basis for deeper discussions and interactions with professionals at the partner organizations.

2. Field Visit: The field visit will be conducted under the supervision of instructors and contact points at the partner organizations. Together, they will guide students through the operational aspects of each partner organization. It is expected that students will actively participate in interactive sessions and guided tours, fostering a hands-on

understanding of the daily operations and challenges faced by organizations within the tourism industry.

3. Debrief and Reflection (Post-Visit Week): In the week following the field visit, there will be a structured debriefing session. During this session, students will come together to discuss their experiences, share insights, and reflect on their observations.

Connection with learning outcomes: The field visit is connected with several learning outcomes, especially the ones listed below.

- Investigate the impact of globalization in tourism management
- Identify evolving trends and issues in the local and international tourism industry and be able to discuss the implications of industrial development
- Interpret the economic, socio-cultural and environmental impacts of global tourism
- Analyze tourism products, services and experiences to meet travelers' unique requirements in a global context
- Use analytical and reflection techniques to identify destination marketing issues and find recommended solutions
- Describe how tourism functions at municipal, provincial, federal and First Nations (Band) levels and identify the roles and functions of the organizations that impact tourism
- Describe the various career paths in tourism
- Examine the theoretical and applied dimension of sustainable tourism from a global perspective

Visit schedule

1pm – leave from CNC

1:15pm – Tourism PG

2:00pm – Ramada

3:00pm – CN Center

4:00pm – Northern Lights Winery

5:00pm – arrive at CNC



Appendix B: Waivers & Informed Consent Forms

If you are planning a field trip or other off-site activity with students, please ensure you are obtaining the appropriate waiver or consent form.

If the student is underage (defined as less than 19 years old) you must use the informed consent form, as one cannot waive a minor's rights. Similarly, if the field trip is a requirement to complete the course you must use the informed consent form. If a student must attend, they cannot waive their rights.

Link to **[Informed Consent Form](#)**.

If the student has reached the age of majority (defined as 19 years), you must use the **[Release of Liability/Waiver Form](#)**.

If a Privacy Impact Assessment shows that an organization or technology managing (e.g. if social media platforms like Facebook or WhatsApp groups is being used to arrange the field trip) student personal information will be moderate risk or higher to the students' privacy, you will need to work with the Privacy Office to develop a statement to clearly present this risk to students before they participate. This statement will be provided with the informed consent or waiver, and must be signed by the student if they are expected to participate in a mandatory activity. When CNC requires, recommends, or encourages participation in an activity that has a moderate or high risk to students' privacy, an alternative assignment must be available to students that do not consent. Contact the Privacy Office at **foipp@cnc.bc.ca** for support.

Appendix D: Photo, Video, and Testimonial Consent Form



College of
New Caledonia

As a result of signing this agreement, I grant the College of New Caledonia ("CNC") the unlimited right to use, re-use, modify and/or publish my name and any testimonials, photographs, audio recordings, or video footage of me ("my personal information") free of charge forever.

CNC may choose to change or combine my personal information with other text, audio, images, graphics, and video as needed to support CNC and northern British Columbia based initiatives in print and online (the "Purposes"). I waive the right to inspect or approve how my personal information as defined above will be used or how it will be published.

I understand that collecting my personal information as defined above is authorized under section 26 of the Freedom of Information and Protection of Privacy Act RSBC 1996, c. 165, for reasonable Purposes. By signing this form, I consent to any of my personal information as defined above to be used, stored, accessed, and disclosed outside of Canada to any individual or audience where CNC initiatives could be promoted. I understand that the need to promote CNC globally means my personal information as defined above could be used, stored, accessed, and disclosed anywhere in the world. CNC may use software, automated services, or a service provider to manage my personal information as defined above on CNC's behalf.

Any questions regarding the collection, use, storage, disclosure of my personal information defined in this form can be directed to CNC's Marketing & Events Services department by email at marketing@cnc.bc.ca or by phone at 250-561-2131.

By signing this consent form I indicate that I understand the contents of this form. I acknowledge that I can ask questions about this form if needed before I sign. I will only proceed with signing and filling out the information on the next page if I understand and consent to the conditions of this form. I consent to CNC using my personal information for the Purposes defined in this form.

Name	Signature	Date
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If you are providing consent on behalf of a minor or incapable individual, please provide your name and relationship to the above individual.

Name	Relationship
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Fill in the following form to help CNC learn more about you and your participation in CNC events and programs. If you don't feel comfortable answering a question, leave it blank. The full name field is required.

CNC Initiative	<i>[CNC Marketing & Events Services staff will replace this boxed text with the title of the CNC campaign, event, or other initiative which acts as the basis for this consent form]</i>													
Initiative Date	July 31, 2024			Medium (Video, photo, other)				CNC Research Forest Tour						
Full Name*	First					Last								
Hometown and High School	Hometown					High School								
Contact Information	Email				Phone ()					-				
Describe Your Experience at CNC														
Compensation if Received														

*required field

Please send all completed forms to marketing@cnc.bc.ca

Appendix E: Emergency Protocol

Appendix: The following tables show the required first aid requirements given the level of risk, number of individuals, and distance from a medical facility as per WorkSafeBC Occupational Health Safety Regulations

Table 1: This table applies to a workplace that an employer determines under section 3.16 (2)(b) of the Regulation creates a low risk of injury and that is more than 20 minutes surface travel time away from a hospital.

Item	Column 1 Number of workers per shift	Column 2 Supplies, equipment, and facility	Column 3 Level of first aid certificate for attendant	Column 4 Transportation
1	1	<ul style="list-style-type: none"> Personal first aid kit 		
2	2-5	<ul style="list-style-type: none"> Basic first aid kit 		
3	6-30	<ul style="list-style-type: none"> Level 1 first aid kit 	Level 1 certificate	
4	31-50	<ul style="list-style-type: none"> Level 1 first aid kit ETV equipment 	Level 1 certificate with Transportation Endorsement	
5	51-75	<ul style="list-style-type: none"> Level 3 first aid kit Dressing station ETV equipment 	Level 3 certificate	
6	76 or more	<ul style="list-style-type: none"> Level 3 first aid kit First aid room ETV equipment 	Level 3 certificate	ETV

Table 2: This table applies to a workplace that an employer determines under section 3.16 (2)(b) of the Regulation creates a low risk of injury and that is 20 minutes or less surface travel time away from a hospital.

Item	Column 1 Number of workers per shift	Column 2 Supplies, equipment, and facility	Column 3 Level of first aid certificate for attendant	Column 4 Transportation
1	1			
2	2-10	<ul style="list-style-type: none"> Basic first aid kit 		
3	11-50	<ul style="list-style-type: none"> Level 1 first aid kit 	Level 1 certificate	
4	51-100	<ul style="list-style-type: none"> Level 2 first aid kit Dressing station 	*Level 2 certificate	
5	101 or more	<ul style="list-style-type: none"> Level 2 first aid kit First aid room 	*Level 2 certificate	

Appendix F: Field Trip Risk Assessment



INSTRUCTOR'S NAME: _____

CLASS OR PROGRAM: _____

DATE OF FIELD TRIP: _____

LOCATION: _____

SUPERVISOR/DESIGNATE LEADING FIELD TRIP (NAME & POSITION):

Field Trip Risk Assessment <i>Please complete this form well enough in advance of the day the trip is scheduled so that any necessary steps to mitigate any anticipated risks and/or hazards can be identified and implemented in time.</i>	
Topic	Comments
1. Approval and purpose (a) Is the trip necessary? (b) Has the trip been approved by the appropriate authority (i.e., Dean)?	
2. Has every student attending the trip filled out the required liability waiver?	
3. What are some foreseeable hazards that may pose a risk (travelling and at site)? See page 2 for examples. (a) _____ (b) _____ (c) _____ (d) _____	
4. List the corresponding mitigations for the foreseen hazards listed in (3) above? See page 2 for examples. (a) _____ (b) _____ (c) _____ (d) _____	
5. Personal protective equipment (PPE): what, where, when to use it. (a) _____ (b) _____ (c) _____ (d) _____	

<p>6. Travel to and from destination</p> <ul style="list-style-type: none"> ▪ CNC staff must never be transporting students themselves unless they have the necessary driving license authorized by the Province or approval from CNC. ▪ Students must never be transported in the personal vehicle of any CNC staff or approved by CNC. ▪ Has a certified driver been hired or scheduled to transport participating students? ▪ All participating students must be checked back in on campus at the end of the day. 	
<p>7. Procedures if Working Alone or in Isolation</p> <ul style="list-style-type: none"> ▪ Will anyone ever be working on their own (i.e., not in close proximity to someone that can see, hear, or help them should they require assistance)? ▪ If so, there must be a check-in system established appropriate for the level of risk. 	
<p>8. Medical Aid</p> <ul style="list-style-type: none"> ▪ Have you arranged for the necessary medical aid response as per the WorkSafeBC checklist included at the end of this document? ▪ Do any of the students or participants have any allergies or medical conditions? If so, keep a record including the appropriate response procedures. ▪ Do you have a reliable method of contacting medical emergency services given the location (i.e., cell service, Two-way radio, Satellite phone)? 	
<p>9. Have you identified and described to all participants the emergency procedures:</p> <ul style="list-style-type: none"> (a) Locations of emergency exits, evacuation routes and meeting points (b) Locations of first aid kits, fire extinguishers and fire alarms (c) Medical emergency response (i.e., First Aid attendant, how to contact 911) 	
<p>10. Weather conditions</p> <ul style="list-style-type: none"> ▪ Are the participants aware and prepared for the foreseeable weather conditions? ▪ Discuss clothing, equipment, precautions that should be considered to be prepared for any and all possible weather conditions (i.e., warm clothing, sun exposure, rain gear, appropriate footwear etc.). 	
<p>11. Please report any and all incidents that occurred on the field trip in Resolver, which can be found at https://cnc.bc.ca/employees/departments-services/security/safety-incidents</p>	

Supervisor or Designate Signature

Date

Keep on file for yourself and your own protection should it be required at a later date.

Examples how to mitigate hazards that must be considered:

Hazard	Mitigation Strategy
Cold weather	Warm water proof clothing, shelter, warm refuge, other?
Slippery terrain	Suitable footwear (caulk boots, proper boots, sturdy running shoe), avoidance, other?
Dangerous wildlife	Dangerous wildlife training, noise makers, bear spray, other?
Strenuous activity for long duration	Scheduled breaks, enough food & water, health/fitness check, other?
Driving on Forest Service Road	Suitable vehicle (4WD), T/T radio, Satellite phone, competent driver, other?