

Fieldtrip Packet for Instructors

In-Person and Hybrid Classes

Community College of Vermont

CCV recognizes that important learning takes place outside of the classroom walls. These experiences are often valuable building blocks for students as they work toward mastering Essential Objectives in their courses.

Starting with the fall 2024 semester, the course descriptions of several courses begin with the phrase, “Through fieldtrips and/or individual fieldwork...”, which emphasizes the importance of outdoor learning in the course. Certain additional courses encourage fieldtrips, and/or their instructors decide to incorporate fieldtrips into their syllabus.

This Fieldtrip Packet offers guidance for learning experiences associated with in-person and hybrid classes that take place outside of the classroom. (For online sections, please see [Suggestions for Individual Student Fieldwork](#).) Please review these guidelines as you plan your fieldtrips, and check with your Coordinator of Teaching and Learning (CTL) to address questions that come up.

Fieldtrip Administration

- Inform all participants on a CCV-sponsored fieldtrip that they must comply with CCV policies and procedures.
- Remind students that they are representatives of CCV when participating in fieldtrips and should respect private property and posted regulations.
- Please plan your fieldtrip sites and activities to ensure equitable access for all of your students. (Access may include physical mobility, transportation availability, access to needed equipment, etc.) All students should have a comparable learning opportunity.
- Any injury, illness, or incident that requires any form of emergency response or emergency contact notification, or involves the media, must be reported immediately to the center and/or a CCV administrator (eg, your CTL, Senior Director, Dean, etc.).

Transportation

- Students must transport themselves to and from the fieldtrip site, or arrange for such transport. They may choose to make arrangements to carpool with each other,

but this must happen outside of class. CCV recommends that no student drives others unless they have a valid license, car insurance, a working and inspected car, and a good driving record.

- Instructors may not ride with students or transport students in their cars.
- Instructors or students who drive other students will be liable for any accidents or injuries.
- The best practice for a local fieldtrip is to arrange for the class to meet at the destination at a specified time, and end the class from this site.

Tips for Successful Fieldtrips

- As you build your Course Syllabus, consider how fieldtrips can help address the Essential Objectives of your class. What fieldtrip activities can cover content, build skills, assess student learning?
- Before the semester starts, discuss your fieldtrip plans with your CTL. Clarify any pertinent CCV policies and procedures.
- Early in the semester, discuss planned fieldtrips with your students so they can make adequate arrangements to participate. If a fieldtrip departs from normal class meeting times, include essential details in the Course Syllabus.
- Before each fieldtrip, review the agenda with students. How will their time be structured? What will they be doing while on the fieldtrip? Explain your expectations for students' participation in each fieldtrip. Be clear about academic work that students will do during the fieldtrip, and/or afterwards, as a follow-up to the fieldtrip.
- After each fieldtrip, debrief the experience with students. In addition to discussing the learning activities, ask students for suggestions about preparations and supplies for future fieldtrips.

Tasks to Complete

Before Fieldtrips

- At the beginning of the semester, tell your students about the fieldtrips you have planned and explain any associated risks that may be involved. (Please see the section called *Waiver, Release, and Assumption of Risk* in the Fieldtrip Release Form.) Have each student complete a [Fieldtrip Release Form](#) for the semester. Please note that minors (those under 18 years old) must have a parent/guardian sign their release form.
- Give a copy of each student form to the appropriate administrative staff member at your center. (If you don't know who this is, please call your center and ask.) *Students must have a Fieldtrip Release Form on file at CCV before participating in off-site*

fieldtrips. Retain the original student forms and take them with you on every fieldtrip for the class.

- At least one week before a fieldtrip, please complete an [Instructor Fieldtrip Planning Form](#) for that specific fieldtrip. Each fieldtrip needs its own planning form. Give one copy of each planning form to your CTL and one copy to the administrative staff at your center.
- Before each fieldtrip, determine if 911 service is available in the area where you will be traveling and working. Be sure you know how to contact and access emergency services (state or local police, hospital, etc).
- For each fieldtrip, give students a list of items they should wear and bring. The list may include sturdy walking shoes, rain gear, water bottle, snack, sun hat, sunscreen, bug spray, and day pack. In colder weather, students should wear a jacket, warm pants, a warm hat, and gloves. Remind students that a day in Vermont may start out cold (or hot) and change rapidly. They should bring layers of clothing that can be added or removed depending on the weather. (Layers should fit in their backpack so they don't need to haul around extra clothing.) Optional equipment: binoculars, cell phone/camera, and field guides.
- Educate students about ticks and tick-borne diseases. A good resource is Vermont Fish and Wildlife's website, [Be Tick Smart](#).
- If your plan for a fieldtrip changes, please inform your CTL and your students right away. Submit a revised *Instructor Fieldtrip Planning Form* as needed.

On the Day of the Fieldtrip

- Pack these items for each fieldtrip: students' *Fieldtrip Release Forms* (one full set for the class), a fully-charged cell phone, a basic first aid kit, and any information needed about the fieldtrip site. You may also want to bring clipboards for students, handouts, field guides or phone apps, hand lenses, maps, etc.
- Give students clear directions to the fieldtrip site. Discuss a way to communicate with students if they get separated from the group.
- For local trips that start from a center,
 - write important information on the board in the classroom so that latecomers know how to find you. Include a note that the front desk has directions to the fieldtrip site (on the *Instructor Fieldtrip Planning Form*.)
 - on your way out, swing by the front desk so they know that you're leaving. Let them know whether and when you'll return to the center, or tell them that you'll disperse from the fieldtrip site.

- If students are hiking in small groups, each group should have a time piece and a cell phone. The instructor should provide clear check-in times and places (and have a plan for what to do if a group does not arrive).
- Take attendance as you would for any other class.