

Field Trip Guide

EXPERIENTIAL LEARNING ACTIVITY



College of New Caledonia

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;

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](#)

Frequently Asked Questions

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

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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

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

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**](mailto:foipp@cnc.bc.ca) for support.

STUDENT NAME	STUDENT PHONE	STUDENT EMAIL	EMERGENCY CONTACT NAME	EMERGENCY CONTACT PHONE

