


Policy Name:	OFF-SITE EDUCATIONAL PROGRAM AND FIELD TRIP	
Approved By:	President's Council	
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Policy Holder:	VP, Academic, Students, and International	
Operational Lead:	Dean of Learning and Teaching	
Policy Number:	EDU-012	

OFF-SITE EDUCATIONAL PROGRAM AND FIELD TRIP POLICY

1.00 PURPOSE

- 1.1 Coast Mountain College (CMTN) delivers a variety of instructional activities beyond the classroom to enable profound opportunities for positive transformation in the learner and the places where the learning happens, i.e., Experiential Place-Based Learning (EPBL).
- 1.2 This policy provides a framework for defining the scope and practice of off-site learning, which is conducted to increase student (learner) access and success, meet instructor/faculty teaching needs and requirements, and to plan and deliver learning for the benefit of the place.
- 1.3 This policy also addresses risk mitigation, safety best practices, and effective emergency response as ingredients essential to providing quality off-site learning. Procedures can be found in EDU-012P, *Off-Site Educational Program and Field Trip Procedures*, [CMTN Boat Manual](#), and in the *Off-site Learning Handbook*.

2.00 DEFINITIONS

- 2.1 **Contracting Organization:** A legally incorporated entity responsible for creating and maintaining the safety of their site in respect of the delivery of a Contract Program.
- 2.2 **Contract Program:** A CMTN program that is the subject matter of an agreement between CMTN and a Contracting Organization.
- 2.3 **Field-Based Program:** A program that incorporates field-based learning as a major component to support its outcomes and includes programs that grant a certificate, diploma, or a post-degree diploma.
- 2.4 **Field School:** A course or group of courses offered in a condensed and field-based format. Typically, all or part of the course takes place away from the campus and involves an overnight stay, usually for two to 10 nights. Even when there is no overnight component, these courses have a significant immersive experience. Field Schools are offered in a range of environments, from urban to remote backcountry settings.
- 2.5 **Field Trip:** A group of learning activities that supports the learning outcomes of a CMTN course of study, under the supervision of a CMTN instructor or faculty member. Field

Trips typically take place within a short distance (usually under 20 km) of the campus of origin and students go home at the end of the class or day.

- 2.6 **International Field School:** A field-based learning opportunity that takes place outside Canada. When planning an International Field School, student border and immigration requirements, travel connections, emergency planning, and organizational partnerships must be taken into consideration.
- 2.7 **Non-Formal Activity:** Any activity involving students in which they are not under the direct duty of care of a College Instructor or employee. These activities generally are connected to formal learning contexts, but can occur before, between, and after them (e.g., after-class time during a Field School, often referred to as “free time”).
- 2.8 **Off-Site Activity:** Any activity involving students in which at least part of the activity occurs off site a CMTN campus. An Off-Site Activity includes Field Trips, Field Schools, Field Programs, Practicums, clinical placements, work experience placements, student exchanges, conferences, seminars, exhibits, competitions, and extra-curricular activities that involve CMTN.
- 2.9 **Off-Site Program:** A program that is scheduled and located off campus and which falls within the scope of an approved instructional program.
- 2.10 **Practicum:** A component of a program that takes place in a work setting and is needed to achieve discipline-specific goals in learning. Practicums involve an agreement between CMTN, the site organization, and the student. The site organization is responsible for creating and maintaining a safe work environment. Safety in Practicum settings is well articulated. Processes for student safety are put in place and are determined by each specific faculty or discipline.
- 2.11 **Remote or Isolated Learning:** Learning that takes place in a location where people are isolated from amenities, which can make it harder to get help such as rescue, medical assistance, and emergency services. This can be due to location, time, distance, or the nature of the learning being done. In general, learning done beyond road access and more than a half an hour from a hospital with emergency services is considered remote.
- 2.12 **Work Integrated Learning (WIL):** A form of curricular experiential education that formally integrates a learner’s academic studies with quality experiences within a workplace or practice setting. WIL experiences include a partnership of an academic institution, a host organization, and a student. WIL can occur at the course or program level and includes the development of student learning objectives and outcomes related to employability, agency, knowledge, skill, mobility, and life-long learning.

3.00 SCOPE

- 3.1 This policy refers to all Off-Site Activities that involve learners and that are organized, led, or supervised by CMTN employees or otherwise sanctioned by CMTN.

4.00 PRINCIPLES

- 4.1 CMTN encourages the development and delivery of learning beyond the classroom and institutional grounds. Instructional and non-instructional experiences are high quality ways to facilitate impactful learning and transformation beyond the traditional class, lab, or shop settings.

- 4.2 When involved in Off-Site Activities, instructors will:
 - a. consider the implications of activities to a place when developing and delivering off-site learning
 - b. consider and respect territorial or jurisdictional rights, protocols, restrictions, and procedures
 - i. Examples may include, but are not limited to: vaccinations, criminal record checks, waivers, personal protective equipment (PPE), confidentiality agreements, and ceremonial protocols.
 - c. review and follow:
 - i. [IDG-001, First Peoples Elder and Cultural Knowledge Holder Policy](#)
 - ii. [IDG-001P, Procedures for Respectful Engagement with First Peoples Elders and Cultural Knowledge Holders.](#)
- 4.3 CMTN recognizes the importance of respecting a high degree of employee autonomy in designing, delivering, and adapting an Off-Site Activity.
- 4.4 CMTN encourages and supports an Off-Site Activity that provides clear benefits to learners and that are planned, approved, and administered in ways that minimize risk and promote the preparedness, safety, and well-being of all learners and employees.
- 4.5 An Off-Site Activity will require a risk assessment and risk mitigation strategies that must be reviewed by a Supervisor before being implemented. Alternative adaptations to planned activities with exceptionalities should not exceed the planned risk level.
- 4.6 All applicable CMTN policies apply during an Off-Site Activity.
- 4.7 CMTN codes of conduct apply during Non-Formal Activities that help enrich formal learning.
- 4.8 An Off-Site Activity may be cancelled at any time if an activity leader, administrator, or CMTN determines that the risks to the safety of learners and/or employees are or have become unacceptable.

5.00 RIGHTS AND RESPONSIBILITIES OF LEARNERS

- 5.1 To be successful in a learning activity, learners are expected to:
 - a. bring required personal equipment or gear
 - b. participate when an activity is a mandatory part of the course or program, as indicated in a course outline or syllabus, including changes to the syllabus made thereafter in writing
 - c. be aware that non-participation may impact the Learner's grade.
- 5.2 Every learner has the right to be clearly informed of the additional personal equipment or gear needed, activity fees, risks involved, and the steps for risk mitigation in any Off-Site Activity. Learners have the right to decline to participate in unsafe learning activities not previously identified or mitigated.
- 5.3 Learners must follow steps that are required for mitigating risk, acting safely, and exercising good judgment to prevent harm to themselves and others.

6.00 RISK CONSIDERATIONS AND PLANNING

- 6.1 The department, the Instructor and/or Faculty Member involved in the delivery of an Off-Site Activity must conduct a risk assessment and implement risk mitigation strategies for an Off-Site Activity including:
- a. site risk assessment of facilities and equipment
 - b. site inspection of program area and potential hazards
 - c. written safety plan, including a risk prevention and/or reduction strategy
 - d. orientation for learners, before the program begins, outlining potential hazards and risks
 - e. assessment of the experience or ability level of the learners and the necessity for special instruction as part of or preceding the activity
 - f. communications (cell, satellite, VHS) and regular communications protocol
 - g. emergency response plan
 - h. appropriate level of first aid depending on the remoteness of the activity and access to medical facilities
 - i. all transportation being in accordance with the following policies and procedures, as applicable:
 - i. [CMTN Boat Manual](#)
 - ii. [FAC-006, Vehicle Usage Policy](#)
 - iii. [FAC-006P, Vehicle Usage Procedure](#)
 - iv. [FAC007, Boat Policy](#)
 - v. [FAC-007P, Boat Procedure.](#)
 - j. with respect to any Contracting Organization:
 - i. inform the Contracting Organization of any safety concerns associated with their site
 - ii. ensure that the Contracting Organization has complied with applicable requirements for maintaining the safety of their site. CMTN employees take on the responsibility of identifying potential risk and reporting it to the Contracting Organization (and their CMTN supervisor).
- 6.2 In cases where a program or Field Trip does not have ready access to medical or emergency services, it is a requirement that a Level 3 First Aid Attendant/Wilderness First Responder be on site and an information package be prepared that includes:
- a. a map and detailed directions to the program location
 - b. the number of learners and employees
 - c. dates of the program operation
 - d. emergency contact number at the off-site location
 - e. copies of the student Field Trip safety information.
- 6.3 NOTE:

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- a. Details and considerations for specific off-site learning contexts are outlined generally in EDU-012P, *Off-Site Educational Program and Field Trip Procedures*, and more specifically in the *Off-site Learning Handbook*.
- b. All copies of the documents mentioned in 6.1 will be kept by the Project Specialist, Program Coordinator or Faculty Head and the Dean will be advised of the location of the records. Where appropriate, this information will be shared with the local RCMP detachment.
- c. In cases where there are significant risk management or safety concerns, the Dean and the Vice President, Corporate Services must be advised and may withhold approval until all concerns are adequately addressed.

7.00 RELATED POLICIES, PROCEDURES, AND SUPPORTING DOCUMENTS

- 7.1 [ADM-011, Records Management Policy](#)
- 7.2 [CMTN Boat Manual](#)
- 7.3 EDU-012P, *Off-Site Educational Program and Field Trip Procedure*
- 7.4 [FAC-006, Vehicle Usage Policy](#)
- 7.5 [FAC-006P, Vehicle Usage Procedure](#)
- 7.6 [FAC-007, Boat Policy](#)
- 7.7 [FAC-007P, Boat Procedure](#)
- 7.8 HMR-014, *Reporting an Incident Policy*
- 7.9 HMR-014P, *Reporting an Incident Procedure*
- 7.10 [IDG-001, First Peoples Elder and Cultural Knowledge Holder Policy](#)
- 7.11 [IDG-001P, Procedures for Respectful Engagement with First Peoples Elders and Cultural Knowledge Holders](#)
- 7.12 INF-001, *Acceptable Use of Information Resources*
- 7.13 *Off-site Learning Handbook*

8.00 HISTORY

Created/Revised/Reviewed	Date	Author's Name and Role	Approved By
Created	May 9, 2007	EPC Taskforce	President's Council
Revised			