

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
CONTINUING EDUCATION

FIELD TRIP REQUEST

Class Ticket No. & Title: _____

*Date of Trip: _____ in lieu of _____

*Hours Of Trip: from _____ to _____ Number of Students: _____

Destination: _____

Address: _____

Number & Street

City

The field trip form is required of all students in the class; students will furnish their own transportation and meet with the instructor at the location designated above.

PURPOSE OF FIELD TRIP: _____

Contact person at Firm or Location: _____

DATE SUBMITTED: _____

INSTRUCTOR SIGNATURE: _____

APPROVED:
YES _____ NO _____

ADMINISTRATOR: _____

RETURN REPORT

Number of students in attendance: _____ Actual number of hours of instruction: _____

BRIEF EVALUATION OF THE FIELD TRIP: _____

INSTRUCTOR SIGNATURE: _____

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INFORMATION FOR INSTRUCTOR

1. Request for field trip must be submitted two weeks prior to the date of the trip.
2. Approval must be obtained from the Dean or Assistant Dean.
3. Attendance reports should show attendance on date the field trip is held, (Example: a field trip is held in Saturday from 10:00 a.m. to 12:00 noon; the attendance should be recorded on Saturday in the class roster.)
4. Instructors taking a field trip on a Saturday in lieu of a scheduled class night must take the scheduled night off in the week preceding the Saturday field trip.
5. Hours of trip are not to exceed the number of hours in a regular class meeting.
6. Instructor's pay will be based in actual instruction time not to exceed the number of hours in a regular class. (Example: a class meeting twice weekly for 2 ½ hours.)