

Academic Field Trip Guidelines

Introduction

An academic field trip provides students with experiences outside their everyday class or practical activities and promotes educational concepts and long term retention of the knowledge. Field trips occur at locations other than the classroom or campus, preparations apply to both students and teachers.

Purpose

These guidelines are to be utilised in the planning of an Academic Field trip (including excursions involving students) that occurs at a location other than the classroom or campus.

Guidelines

Academic Field trips at Deakin College take place on an infrequent basis. To assist a staff member (Field Trip Leader) in planning a college field trip, staff are required to refer to the Deakin University Fieldwork guidelines to assist in the facilitation of the off-campus safety of college staff and students. See guidelines located at the [Off-campus safety site](#).

Before the commencement of an Academic Field trip, a staff member must lodge the following documentation with and have approval from their respective campus Academic Manager:

- [Fieldwork Operational Checklist](#)
- [Off Campus Activities Questionnaire](#) (Should be completed by all participants, including staff)

In preparation of the above materials for submission to an Academic Manager, staff members are required to review as a guide, the University's [Fieldwork Preparatory Checklist](#).

Copies of the completed checklist and questionnaire should be lodged with the campus Academic Manager at least two weeks prior to departure.

The Field Work Leader should produce a summary list of student names, next of kin phone numbers and relevant medical details. This list is to be lodged with the Academic Manager.

The collection and processing of all personal data must be in accordance with the [Privacy Policy](#).

URL/Links:

Off-campus safety site:

<https://www.deakin.edu.au/students/student-life-and-services/health-wellbeing-and-safety/occupational-health-and-safety/health-and-wellbeing/ohs-manual/work-location-safety>

Field work Operational Checklist

https://www.deakin.edu.au/_data/assets/word_doc/0005/228227/model-fieldwork-proforma.doc

Off Campus Activities Questionnaire

https://www.deakin.edu.au/_data/assets/pdf_file/0006/436389/OffCampusActivitiesQuestionnaire.pdf

Field work Preparation Checklist

https://www.deakin.edu.au/_data/assets/pdf_file/0003/228225/fieldwork-preparatory-checklist.pdf

Status and Details

Identification	Academic Field Trip Guidelines
Initial Issue Date	1/01/2021
Status	Current
Domain	Learning and Teaching
Effective date	19/05/2025
Review date	30/05/2028
Approval Authority	Other
Implementation Officer	Academic Director
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