MEMORANDUM NO. RAE 2014-08-059

TO: All Deans, Division/Department Chairs, Institute Directors, and Faculty Members

FROM: The Chancellor

SUBJECT: Implementation of Policies and Guidelines on Student Field Trips and Practicum

Attached are policies and guidelines on student field trips and practicum for implementation effective First Semester, 2014-2015.

These policies and guidelines were discussed and approved during the UPV Executive Committee meeting held on 10 April 2014 after consultation with the faculty, students, and staff.

For your information and guidance.

[Signature]
ROMMEL A. ESPINOSA
Chancellor

cc: All VCs, OUR, OSA, NSTP, CDMO, HSU, Legal Office, HRDO, RAE/ej
POLICIES AND GUIDELINES ON
STUDENT FIELD TRIPS AND PRACTICUM

Field or Educational Trips and Practicum are important components of the experiential learning advocated in the University’s academic plan for high school, undergraduate and graduate education. In order to promote the success and safety of all involved in field-based and educational trips and trainings, the University of the Philippines Visayas has established this Policy.

I. PURPOSE
   A. To establish a general policy and related procedures for field trips and practicum that involves faculty members, staff, students, and/or other personnel. Colleges, divisions or departments at UPV are allowed and encouraged to have a more detailed policy or guideline on field trips and practicum to complement and not run counter to this policy/guideline document.

II. REFERENCES
   A. University Code of the University of the Philippines (UP)
   B. UP Policies and Collective Bargaining Agreements
   C. CHED Guidelines and Policies

III. DEFINITIONS
   A. "Field Trips": educational off-campus excursion that is part of a credit-bearing academic course and is indicated in the catalogue copy and/or official course syllabus. Guidelines herewith are also relevant to practicums, internships, study/trip abroad, and service learning assignments for individual students. Practicums, internships, and study/trip abroad, however, need to be covered by a more detailed Agreement/Contract (see Sample) between UPV (i.e. Head of College, Division, Department, etc.) and the student, and the receiving institution or partner on the conduct of the practicum. On-campus excursions or trips by extra-curricular groups are not covered by this policy.
   B. "Practicum and Internship": A practicum refers to a student in training who is enrolled in a specific practicum course. The practicum course is an entry-level experience, less intensive than the internship (e.g., on-the-job training) course. An intern refers to a student in training who is enrolled in a specific internship course.
   C. "Field Trip Participants": University of the Philippines Visayas (UPV) faculty, staff, and students connected with the course. Other University faculty, staff, and students may participate with permission of the field trip leader, but they do so at their own risk and they must follow the designated guidelines.
   D. "Students": part-time or full-time students enrolled at the UPV.
   E. "Trip Leader": the faculty member designated to be in charge of a field trip. A trip assistant, however, refers to other UPV personnel selected by the trip leader to assist in the field trip.
IV. GUIDELINES

A. Field trips are University approved or endorsed events or activities and, as such, all relevant University policies, and local and national laws apply to trip participants. The field trip, and other alternative activities to it, is clearly indicated in the course syllabus with clear learning objectives.

B. All field trip participants are required to have travel/accident insurance.

C. Trip leaders/assistants should consult field trip participants (i.e., students) and other stakeholders (e.g., PTAs, etc.) in the planning, costing and management of the field trip.

D. The cost and distance of the field trip should be kept to a minimum. Field trip participants are not expected to shoulder the field trip expenses of the trip leader/assistants.

E. Trip leaders should properly schedule and coordinate field trips with other departments/divisions/colleges so as not to disrupt the other academic commitments of participants during regular class schedules.¹

F. Field trips, ideally, should begin and end on campus. Students who join or leave the field trip at any other point do so at their own volition and risk. Such awareness is indicated in writing on the Statement of Understanding form. Inter-campus field trips may begin and end in designated congregation or commuter areas. Participants may deviate from the field trip schedule/itinerary, for whatever emergency or personal reasons, upon submission of a duly signed written explanation for the deviation.

G. Students that have valid reasons and/or are unable to join a field trip should be provided alternative educational activities. Such alternatives should not compromise the quality of learning/instruction, as well as negatively affect the output or grade of the student.

H. The Trip Leader and assistants have the responsibility to enforce compliance with University policies and the Student Code by all persons participating in the field trip as would be expected in traditional classroom settings. The Trip Leader and assistants are still governed by the University of the Philippines policies on discipline and ethics throughout the field trip.

I. Trip Leaders can manage up to 15 field trip participants at a time. One or more trip assistants should be assigned by the trip leader for every batch of 15 students that are added onto the list, or as demanded by the context of the trip.

J. Students with disabilities must always be permitted to participate in field trips, and trips should be arranged in ways that reasonably accommodate them. Full consideration should be given by investigating the accessibility of the destination as well as transportation resources. Physical requirements should be clearly delineated and students should be afforded the opportunity to complete an alternate activity in the event that participation is not feasible. Faculty members are encouraged to consult with students regarding accessibility concerns and may contact the Office of Student Affairs (OSA) for assistance as well.

K. Students from different ethnic, religious and gender persuasions, as well as those with minor medical conditions (e.g. allergies, etc.) should be reasonably accommodated throughout the field trip. Students with serious medical conditions should secure clearance from the University physician.

L. All participants are individually responsible for their personal conduct while on the field trip. The University will not be held responsible for the legal consequences of actions and behaviour that violate national and local laws.

M. No alcoholic beverages, narcotics, illegal drugs or other controlled and prohibited substances shall be transported or consumed at ANY TIME during the course of the field trip.

N. No deadly weapons, flammable materials, and explosives shall be transported during the course of the field trip, unless required and approved by the Trip leader.

O. Students participating in the field trip must sign all necessary field trip-related forms to be kept on file in the office of the responsible department or division before the field trip commences.

¹ The creation and/or use of a detailed College-based or UPV-wide Academic Calendar as a guide in the planning of field trips is highly encouraged.
P. Trip Leaders must review the Field Trip Checklist while planning and managing a Field Trip. All participants should be given an orientation on field trip objectives, activities, safety and health regulations prior to the trip.

V. SANCTIONS
A. Violations of this Field Trip Policy may be the basis of appropriate sanctions, including the initiation of formal charges under applicable provisions of the University Code or the relevant collective bargaining agreements and University policies.
B. While actually engaged in a field trip, the Trip Leader may enforce the provisions of this Field Trip Policy by withdrawal or limitation of privileges, or, in the event of repeated violations, by excluding the offending person from further participation and arranging to return the offender to the campus or to convey him/her to the nearest point of available transportation for return to the campus. If the offender is under-aged, the parent or guardian will be informed accordingly. The cost of such return transportation is a proper charge against University funds, but the University reserves the right to obtain reimbursement from the offender.

VI. VEHICLE USE
A. The University does not maintain a fleet of vehicles for exclusive use for field trips. If a vehicle is needed for a field trip, the trip leader (endorsed by the department/division and College Dean) can request to UPV at least ten working days prior to the trip. Gasoline expense and token for drivers should be shouldered by the field trip participants. Alternative transportation arrangements need to be properly documented to ensure safety.
B. There may be occasions when a trip leader or his/her representative will drive his/her own vehicle for a field trip. In that scenario, the vehicle owner's insurance policy serves as the "primary" policy for third-party liability and physical damage.
FIELD TRIP POLICY

CHECKLIST

_All Trip Leaders are required to complete this checklist prior to the Field Trip._

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<td>All field trips should undergo proper consultation and coordination prior to approval by the Division/Department chair and the College. All official paper work should be accomplished at least ten working days weeks before the scheduled activity. Attach the result of student consultations, syllabus and Agreement/Contract (between the UPV/student and the receiving partner) to justify the field trip or practicum plan (refer to Figure 1 for detailed flowchart)</td>
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<td>Select the area where the trip is to be held. If possible, the Trip Leader should visit the general area prior to the field study course or demonstrate sufficient knowledge of the area. Cost and travel distance should be minimized at all times without compromising the quality of the field trip and the learning process.</td>
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<td>Provide advance or proper coordination with NGA, LGU or NGO that has jurisdiction over field trip site.</td>
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<td>Create a participant list with schedule of classes (and teachers in charge) that will be affected, The list should include the Trip Leader and all the other Participants, including contact or emergency numbers. One copy of this list should be kept by the Trip Leader and with the department/division, and College.</td>
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<td>Prepare a detailed schedule or day-to-day instructional agenda for the trip including health and safety instructions for all participants. Copies of this document should be provided to the Trip Leader, the department/division, and the College Dean,.</td>
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<td>Obtain signed copies of the Statement of Understanding, insurance coverage, as well as Medical Information Form. The latter will be kept confidential by the Trip Leader, and returned to the student after the field trip. Review medical forms prior to departure so that the Trip Leader is aware of any health conditions.</td>
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<td>For foreign field trips, obtain a copy of all students’ medical certificates issued by the university doctor or one’s own physician allowing the student to participate in the field trip. The medical examination should be conducted not more than one week before the scheduled trip to ensure that the student is fit to travel.</td>
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<td>Make a list of Emergency Contacts, including the Trip Leader(s), department/division, and OSA phone numbers and other pertinent phone numbers. Copies of this list should be provided to the Trip Leader, the department/division, and a Designated Student participant.</td>
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<td>Plan for and accommodate students with special needs.</td>
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<td>Identify special requirements for participation on the trip — special skills, fitness, certification — as well as other possible hazards or dangers at the trip site that might affect the health and safety of the participants.</td>
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<td>Identify the risks inherent in this specific trip and list them in the proper form(s). Advise participants in writing of any hazardous, extraordinary, or strenuous activity anticipated during the field trip and of requirements for personal protective equipment (long sleeves/pants, boots, etc) and/or advised personal supplies (insect repellent, water, food, etc). Provide training for any other specialized equipment to be used on the trip.</td>
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<td>Determine transportation and accommodation needs in consultation with participants and stakeholders.</td>
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<td>Review permissible conduct rules. Communicate codes of conduct for staff and students, addressing such issues as consumption of alcohol, and conduct during &quot;free time.&quot; Advise participants of the consequences of noncompliance and take appropriate action when aware that participants are in violation.</td>
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<td>Complete and submit the appropriate University injury report form(s) if an accident or injury occurs in a field trip.</td>
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<td>For purposes of transparency, complete and provide the department/division/dean, within 15 working days after field trip, the following documents:</td>
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<td>1. Assessment report by trip leader, including a breakdown of total estimated expenditures or estimated cost per individual participant</td>
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<td>2. Individualized assessment report of all participants of the trip.</td>
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<td>Availability of a first aid kit throughout the trip.</td>
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<td>A copy of the students' travel/accident insurance that covers medical expenses (e.g. hospital bills) in case the student gets sick and needs medical attention should be submitted to the Trip Leader. Trip leaders should require all participants to have travel/accident insurance.</td>
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Flowchart of Paperwork for Field Trips

Field Trip is part of class syllabus/requirement and shall be announced on the first day of class

Trip Leader shall select the field trip site and date; visit the site or demonstrate sufficient knowledge of the area, and consult with students and participants for the final planning and briefing for the trip.

Trip Leader shall make advanced or proper coordination with internal (i.e., other UPV units) and external partners (i.e., NGA, LGU or NGO) that will be affected by the field trip or have jurisdiction over field trip site.

Determine transportation and accommodation needs

Trip Leader shall request for the appropriate action of the Chairperson of the Division/Department and College Dean on the field trip plan at the early part of the semester.

Attachments to the letter of request shall include:
1. Class syllabus or MOA/MOU to justify the field trip
2. List of participants with the following details:
   a. Name and Contact Details of Trip Leader and/or Trip Assistants
   b. Name of Participants
   c. Schedule of Classes of Participants/Classes Affected by the Field Trip including names of Professors
   d. Contact Details of Participants (including contact persons and numbers in case of emergency)
3. Detailed Schedule/Day-to-Day Instructional Agenda for the Trip/Itinerary
4. Signed Statement of Understanding Forms
5. Medical Information Forms, and photocopies of insurance coverage

Copies of the List of Participants and Health and Safety Instructions shall be provided to the OSA

Health and Safety Instructions shall be provided to participants and their parent/guardian

Trip Leader to ensure availability of a first aid kit throughout the trip

Participants shall be required to have a travel/accident insurance

List of Emergency Contacts, including that of the Trip Leader, Trip Assistants, Department/Division/Institute, and OSA phone numbers and other pertinent phone numbers shall be provided to the Trip Leader, the Department/Division/Institute, and a Designated Student Participant

Complete and submit the appropriate University injury report form(s) if an accident or injury occurs in a field trip.

Complete and submit to the Department/Division/Institute and OSA, within 15 working days after field trip, the following documents:
1. Assessment report by trip leader, including a breakdown of total estimated expenditures or estimated cost per individual participant
2. Individualized assessment report of all participants of the trip.
FIELD TRIP POLICY
STATEMENT OF UNDERSTANDING FOR FIELD TRIPS

To be signed by Participants in a Field Trip. A parent/guardian should also sign for under-aged Participants.

The undersigned hereby acknowledge(s) and agree(s) that:

A. I ______________________ (herein referred to as "Participant") expects and intends to participate in the following activity sponsored by the University of the Philippines Visayas (UPV) following the execution of this Statement of Understanding:

B. In consideration of the University's sponsorship and direction of such field trip(s), participant hereby states that he/she has read and understands the terms and conditions of the UPV Field Trip Policy and specifically agrees to be bound thereby.

C. Participant further agrees and understands that during each or such field trip he/she will be under the direction and control of the trip leader approved by the UPV, and specifically agrees to comply with all reasonable directions and instructions by the trip leader during the course thereof.

D. Participant understands and acknowledges that there are specific risks of injury to person and/or property that are associated with field trips, including risks related to travel hazards, terrain, weather, eating and sleeping arrangements, and other circumstances. Risks specific to this trip may include:

Participant specifically agrees to and voluntarily assumes the risk of such injuries, and hereby certifies that participant will arrange for appropriate personal accident/health insurance coverage, such as student health insurance, during the period of each or such field trip.

E. Participant understands and acknowledges that the UPV assumes no liability for personal injuries or property damages to participants or to third persons arising out of field trips, except to the extent that such liability is imposed by law. Participant agrees to protect and to save the University from any liability arising out of the acts or omissions of participants during any such field trip, subject to any limitations or restrictions against such indemnification that are imposed by law.

F. Any action arising out of the Field Trip and/or this Statement of Understanding will be governed by Philippine law. This agreement signed by both parties constitutes a final written expression of all the terms of this agreement and is a complete and exclusive statement of the terms and any and all representations and promises. Warranties or statements that differ in any way from the terms of the written agreement shall be given no force or effect. In the event a court having jurisdiction finds any portion of this agreement unenforceable, that portion shall not be effective and the remainder of the agreement shall remain effective.

Date: ______________________ 20___:

__________________________
Signature over printed name

(If participant is under 18, the signature of at least one parent, or a legal guardian, must be supplied.)

Date: ______________________ 20___:

__________________________
Signature over printed name of parent
FIELD TRIP  
MEDICAL INFORMATION FORM  

Information from this form will only be used for medical purposes in the case of an emergency in this trip.

Name of Participant: ___________________________ Phone/Cell: ___________________________

Emergency Contacts

Primary Contact

Name: ___________________________ Relationship to you: ___________________________

Day Phone: ___________________________ Evening Phone: ___________________________ Cell: ___________________________

Home Address: ___________________________

Secondary Contact

Name: ___________________________ Relationship to you: ___________________________

Day Phone: ___________________________ Evening Phone: ___________________________ Cell: ___________________________

Home Address: ___________________________

Medical Insurance Information

Insurance Company: ___________________________

Primary Care Physician (if any): ___________________________ Doctor’s Phone: ___________________________

Allergies

Allergies to medications: ___________________________

Are any life-threatening: □ yes □ no □ don’t know

Food allergies: ___________________________

Are you allergic to bee/insect stings: □ yes □ no □ don’t know

Other allergies: ___________________________

Medical Conditions

Do you have any medical condition that requires special precautions or treatment? □ yes □ no

If yes, please list (for example, diabetes, epilepsy, high blood pressure, heart disease, asthma, etc.): ___________________________

Medications and dosage for each of the above conditions: ___________________________

I certify that the above information is correct to my knowledge.

Date: ___________________________ 20____. ___________________________ Signature over printed name

(If participant is under the age of 18, the signature of at least one parent/guardian, must be supplied.)

Date: ___________________________ 20____. ___________________________ Signature over printed name of parent
FIELD TRIP

REPORT FORM FOR ACCIDENT, INJURY OR ILLNESS

Name of Field Trip: ___________________________ Name of Field Trip Leader: ___________________________

Student's or Personnel's Name: ___________________________ Date: ___________________________

Describe what happened (including symptoms):

Was student/personnel taken to hospital/clinic? YES NO If YES, Where:

Describe what (if any) treatment(s) given (by health provider or Field Trip Leader):

Describe location (city, municipality, building, et.) where injury/illness occurred:

Relevant medical history, allergies & medications:

________________________________________________________________________

The University of the Philippines Visayas recommends that all students who become ill or injured during a field trip visit the UPV Infirmary (Iloilo City or Miagao) or their personal physician for follow up evaluation and/or care.

I acknowledge that I have been advised to have follow up check-ups with UPV Infirmary (Iloilo City or Miagao) or my personal physician.

Student's signature over printed name: ____________________________________________

Trip Leader Signature: ___________________________ Date: ___________________________
AGREEMENT/CONTRACT

Between

(Official name, address and contact numbers)

University of the Philippines Visayas (UPV) and on behalf of its Department/Division of ________________________________

______________________________

______________________________

(hereinafter referred to as “the Agency”)

The Department/Division/College of ________________________________ at UPV recognizes the many valuable benefits that students receive through an in-depth fieldwork experience. Students who are preparing to enter a professional career may benefit with an on-site internship in a recognized agency, setting, or program. The Agency recognizes the potential benefits of student interns in terms of personnel and programmatic contributions that are provided by the qualified applicant. It also recognizes the need for onsite practicum experience in the pre-professional preparation of future personnel who will be assuming responsible positions in various fields. Therefore, both parties wish to cooperate in making desirable practicum experiences available to UPV students, and the following articles are mutually agreed upon and accepted by said parties:

1. The Department/Division/College of ________________________________ at UPV will:
   
   A. Recommend to the Agency for its approval, qualified student interns that are appropriate to its stated mandate and/or expectations;

   B. Maintain communication with the Agency concerning the work and progress of the intern;

   C. Provide consultation, guidance, and other appropriate University resources for the intern and to his/her agency supervisor, as necessary and consistent with the practicum experience.

2. The Agency will:

   A. Conduct an orientation interview regarding the agency’s mandate and expectations;

   B. Provide on-site experience related to the student’s field of study which is of appropriate level and difficulty in order to supplement, enhance and utilize the intern’s background, skills and competencies;

   C. Place the student intern under the direct supervision of a qualified staff member who can provide effective guidance and counsel for participation in appropriate Agency activities and programs;

   D. Maintain communication with the Department/Division/Advisor regarding the work and progress of the intern;

   E. Provide feedback regarding student intern performance on a regular basis; and complete and review with the intern mid-point and final evaluations.
F. Provide a safe and wholesome work environment, with appropriate logistical support to the intern (and/or UPV) whenever necessary, feasible or appropriate.

3. The Student-intern will:

A. Provide a minimum of __________ hours of service to the Agency over a __________ week period, beginning __________ (date) and ending __________ (date).

B. Comply with all policies and operating procedures of the Agency.

C. Be prompt, act and dress in a professional manner, keep commitments, and notify the Agency if unable to appear or perform.

D. Keep a log and send weekly progress reports of activities, including any readings or non-agency meetings related to the placement, and personal impressions of the practicum experience.

This Agreement/Contract shall be effective upon its execution and remain in effect through the practicum period of study ending __________, unless altered or terminated by mutual written consent of the parties to this agreement.

DEPARTMENT/DIVISION/COLLEGE/UPV:

By ___________________________________________
Printed name and Signature
Director/Chair/Dean

___________________________________________
Address

___________________________________________
Phone

(Date)

___________________________________________
Faculty Advisor

___________________________________________
Phone

(Date)

___________________________________________
Student Intern

(Date)

AGENCY:

By ___________________________________________
Printed name and Signature
Intern Supervisor

___________________________________________
Address

___________________________________________
Phone

(Date)

___________________________________________
(Position)

(Date)