

DEPARTMENT OF ARCHITECTURAL SCIENCE
FACULTY OF ENGINEERING AND ARCHITECTURE SCIENCE

FIELDTRIP PRE-DEPARTURE CHECKLIST

Prior to embarking with students on an academic fieldtrip, would the faculty member please ensure that:

1. Several days in advance of the proposed fieldtrip you have notified, by email, the Associate Chair, Mobility, of the **date, time, and destination** of the proposed fieldtrip.
2. All students participating on the fieldtrip have signed a Travel Waiver
3. All signed travel waivers have been placed into a travel waivers' envelope.
4. A list of participating students has been compiled (print the list of students enrolled in your course on RAMSS, and place a check mark beside the names of those students participating in the fieldtrip).
5. The **Fieldtrip Activity Form** (see below) and list of participating students have both been taped to the front of the travel waivers' envelope.
6. You have given the travel waivers' envelope to the Architectural Science office **PRIOR** to departure.

Please note that it is the responsibility of the faculty member to ensure that only those students are permitted to participate in the fieldtrip who have duly signed the waiver and returned it prior to departure to the faculty member organizing the event.

FIELDTRIP ACTIVITY FORM

(To be completed by the faculty member prior to departure)

Course number and
name: _____

Faculty member's name _____

Date of the fieldtrip start approximate time of
departure: _____

Date of the fieldtrip end and approximate time of
return: _____

Fieldtrip destination _____

Mode(s) of travel (i.e.: taking the
subway): _____

FUNDING:

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☐
☐

Students are responsible for their own costs on this fieldtrip.

Students have submitted money through the main Departmental office for this fieldtrip.

The office has arranged for payments directly from ancillary or operational funds.

REMINDER: FACULTY MAY NOT COLLECT MONEY FROM STUDENTS DIRECTLY FOR ANY REASON.