

OFF-CAMPUS ACTIVITIES PROCEDURE

Authorizer: Senior Vice President, Academic Administration, Student Affairs, Human Resources and Research

Version: V3

Effective Date: 5/1/2017

PROCEDURE STATEMENT:

Conestoga is committed to offering off-campus activities that provide safe and relevant learning/experiences.

SCOPE:

This procedure applies to off-campus activities for students provided by Conestoga, excluding Work Integrated Learning (WIL, experiential learning and co-op), athletics, and out of country.

PROCEDURE ELABORATION:

Before announcing/promoting activities to students, the appropriate level of due diligence and planning must be completed. An integral part of this process is the completion and approval of the Off-Campus Activity Form.

Planning and approval for off-campus activities in Ontario:

1. The employee who is organizing the activity (a.k.a. the organizer) completes the Off-Campus Activity Form for each occurrence of an activity. The form should be submitted in advance to allow sufficient time to be reviewed/approved based on the nature of the activity (e.g., several weeks).
 - a. For academic activities, the form is submitted to and reviewed by the program chair (Appendix A)
 - b. For off-campus student experience activities, the form is reviewed by the department manager (Appendix B)
2. A review of the form is first done by the program chair or manager and then Corporate Services to ensure:
 - a. the activity is relevant to the stakeholders and the mandate of the area
 - b. appropriate safety and accessibility accommodation considerations are in place
 - c. appropriate college off-campus waiver forms will be used
3. As needed, the chair/manager/designate may consult with Corporate Services for additional information/advice on atypical activities or activities that require higher levels of review/approval

4. A decision is made to approve or decline the proposed activity within five (5) business days of receipt of the form. The event organizer is notified.

Off-campus activity planning and approval that involve overnight accommodations:

5. Follows the same steps identified for off-campus activities in Ontario, with the addition of:
 - a. Review/approval from the school/department Dean/Director/Vice President.

Organizer Actions

6. The employee who is organizing the activity (a.k.a. the organizer) is notified of the decision. If the off-campus activity is approved, communication and planning for the activity proceeds.
7. The organizer ensures the off-campus activity is:
 - a. accessible for all students
 - b. communicated to students
 - c. accommodations are available (as applicable)
8. The organizer uses the appropriate student waivers (see Waiver Guidelines Document). The organizer provides the waivers to students and collects and retains signed copies prior to departure.
9. The organizer retains signed copies of the waiver(s) until the completion of the academic year or as required if an incident is reported.
10. The organizer arranges the activity. As required, the organizer considers and provides the necessary safety information and/or group transportation details to students inclusive of directions/information for individual travel.
11. The organizer prepares a complete list of participating students with pertinent contact details.
12. The organizer takes attendance prior to departing for the activity location and, again, prior to returning from the activity location.
13. After the activity occurs, the organizer completes expense-related documentation and submits to the chair/manager/designate.

Reporting in the event of an incident during an off-campus activity

14. The event organizer or college employee at the event calls college security
15. Depending on the nature of the incident:
 - a. the organizer will be directed to follow college practice and process, such as the completion of an Incident Report Form.
 - b. As appropriate, Security will contact other college stakeholders, such as Student Rights and Responsibilities or college administration
16. The organizer contacts their chair/manager about the incident

DEFINITIONS:**Academic activity**

An activity that students participate in as part of their academic experience.

Off-campus activity

An approved activity for an individual or group that occurs off-campus.

Social activity

An activity that students participate in as part of their college community experience.

REFERENCES:**RELATED DOCUMENTS:**

Incident Report Form

Off-Campus Activity Policy

Off-Campus Activity Approval Form

Off-Campus Social Activity Form

Off-Campus Waiver Guidelines

Student Rights and Responsibilities Policy

Student Rights and Responsibilities Procedure

REVISION LOG:

November 23, 2016	Policy & Procedure Committee
December 7, 2016	Academic Forum
December 14, 2016	Academic Coordinating Committee
January 29, 2020	Academic Forum
February 7, 2020	Academic Coordination Committee
June 28, 2023	Academic Forum
August 18, 2023	Academic Coordinating Committee

Appendix A - Academic Off-Campus Activities

Activity Type	Considerations	Required Steps
Mandatory Field Trip <ul style="list-style-type: none"> Listed in the course outline. Assessed/evaluated and contributes to the final grade. Organized and supervised by Conestoga employees. 	Typically for mandatory field trips: <ul style="list-style-type: none"> Academic departments are responsible for: <ul style="list-style-type: none"> Transportation (e.g., rented bus) Entrance/registration fees Students pay for their own meals and/or accommodations, if applicable. 	<ul style="list-style-type: none"> Complete Off-Campus Activity Form and applicable waivers
Optional Field Trip <ul style="list-style-type: none"> May be listed in the course outline as an optional learning experience that does not contribute to the final grade, such as exhibitions/events. 	<ul style="list-style-type: none"> Optional field trips: may not be funded by the academic department. The organizer is responsible for managing risk (e.g., outsourcing of transportation). 	<ul style="list-style-type: none"> Complete Off-Campus Activity Form and applicable waivers
Student Exchanges (International) <ul style="list-style-type: none"> Student initiated. Individual students participate in exchange programs with an international postsecondary institution that has an exchange agreement with Conestoga. 	<ul style="list-style-type: none"> Students are responsible for all costs associated with exchange programs. The college is responsible for providing academic recognition for the completion of exchanges at partner institutions. 	<ul style="list-style-type: none"> Contact International for the process and required documents for student exchanges.

Activity Type	Considerations	Required Steps
<p>Educational Excursions (Out of province/overnight)</p> <ul style="list-style-type: none"> Organized and supervised by Conestoga employees. Students receive academic credit for participating in the excursion. 	<ul style="list-style-type: none"> Typically, academic departments are responsible for organizing events and activities, including transportation and as appropriate, activity registration fees. Often students may pay for their own meals and accommodations. 	<ul style="list-style-type: none"> Complete Off-Campus Activity Form and applicable waivers
<p>Educational Excursions (international)</p> <ul style="list-style-type: none"> Organized and supervised by Conestoga employees. Students receive academic credit for participating in the excursion. Range in duration from several days to weeks or more. 	<ul style="list-style-type: none"> Typically, academic departments will organize events and activities, including transportation in-country and as appropriate, activity registration fees. As required, students may pay for their own meals, accommodations, transportation to the country and other expenses. 	<ul style="list-style-type: none"> Contact International for the process and required documents for international educational excursions.

Appendix B - Student Experience Off-Campus Activities

Activity Type	Considerations	Required Steps
College Off-Campus Social Activities	<ul style="list-style-type: none">• Social activities that are approved, sponsored, and organized by Conestoga service areas and employees (as part of their duties as college employees) that occur off-campus. This excludes events organized by students or CSI.• The organizer is responsible for managing risk (e.g., outsourcing of transportation).• There may be variance in student and department coverage of event costs such as registration/event fees, meals, and other incidentals.	<ul style="list-style-type: none">• Complete Off Campus Social Activity form and applicable waivers