

## Southern Virginia Course Excursion Guidelines and Policies

Course Excursions are faculty-led activities outside of regular class time that include travel off campus. Course excursions are designed to enrich student learning by taking advantage of the rich cultural, artistic and historical heritage of the Mid-Atlantic region.

We would like to help faculty members in any way we can. Please contact the Travel Study Director, Carrie Brotherson, [carrie.brotherson@svu.edu](mailto:carrie.brotherson@svu.edu) or Travel Study Assistant [travelstudy@svu.edu](mailto:travelstudy@svu.edu) to discuss possible excursions or to make arrangements for your class.

### Travel Study Office Facilitation

- 1) Travel Study will assist faculty members in planning excursions, including
  - a. helping to research potential course excursions,
  - b. submitting course excursions to the Provost's office for approval,
  - c. planning a budget and assessing course fees,
  - d. purchasing tickets and entrance fees,
  - e. procuring vans and busses, planning travel routes, assisting in finding drivers,
  - f. providing liability information and waivers,
  - g. providing logistical and emergency support to traveling faculty.

### Faculty Guidelines

- 1) Course Excursion Planning:
  - a. Course excursions should be planned prior to the beginning of classes each semester.
    - i. Under some circumstances, exceptions can be accommodated for last minute course excursions. Please email Carrie Brotherson about possible exceptions.
  - b. With the help of Travel Study, instructors will help determine a course fee that will cover the costs of their excursion and submit the fee to the Registrar's Office.
  - c. Course excursion dates should appear in the course syllabus.
  - d. Whenever possible faculty should choose a time for travel when students will not be expected to miss other classes and labs, or faculty should provide an alternative travel date or arrangements for students who do not wish to or cannot miss classes.

- e. Faculty members will help distribute and collect [Travel Study Waivers](#).
- 2) During a Course Excursion:
- a. Faculty members should plan to attend the course excursion with their classes or designate an alternate faculty member to do so.
  - b. Faculty members should support the Southern Virginia University Honor Code while with their classes off campus.
  - c. Faculty members should exercise reasonable care in insuring the health and safety of their students while off-campus.
- 3) Post Course Excursion:
- a. Faculty members will be responsible return equipment (vans, cell phones, GPS, etc.) to Maintenance or the Travel Study office after travel.
  - b. Faculty members should turn in all receipts, credit cards or excess travel funds to the Travel Study office immediately after travel.

### **Student Guidelines**

- 1) Students are responsible for payment for course excursions as part of their course fees.
- 2) Students will follow the Honor Code at all times while on course excursions.
- 3) Students are responsible to inform faculty members if they will miss classes in advance and to make arrangements for missed work.
- 4) Course excursions are designed for registered members of specific courses. If space is available and the instructor permits, students may invite paying spouses or guests. It is not appropriate for children to attend course excursions.