



Undergraduate Academic Field Trip and Site Visit Policy

Policy Statement

MICA's innovative curriculum and world-class faculty have the purpose of providing the education, experiences, and resources needed to prepare artists and designers who will lead in the 21st century. Academic field trips and site visits challenge and expand student learning by providing a vital experiential link to the making-thinking-exploring-reflecting philosophy. Local and regional field trips and site visits contextualize and complement on-campus instruction.

Definitions

Academic Field Trip or Site Visit for purposes of this policy is defined as an undergraduate academic course-related activity that involves student travel off-campus, serves an educational purpose and takes place during the regular academic year. Field trips or site visits can be local partial-day or day excursions or short overnight regional trips. Off-campus class meetings also fall under this definition.

Travel Intensive courses, which involve international travel or domestic travel beyond the definition of a field trip or site visit as described above, are covered under other MICA policies. See <https://www.mica.edu/non-degree-learning-opportunities/travel-intensives/>. Similarly, the definition of field trip or site visit does not include study abroad or exchange programs administered through the Office of International Education; internships or CPT experiences for individual students; or required practicums/placements for Art Education.

Primary Trip Leader for purposes of this policy is defined as the MICA faculty member teaching a course that includes required or optional field trips or site visits. The Primary Trip Leader serves as the point of contact and coordination for the field trip or site visit and is responsible for all trip activities and compliance with all College policies.

Faculty Responsibilities

1. Required field trips or site visits

Required field trips or site visits are: academic field trips or site visits in the Baltimore region that take place during class time.

All required academic field trips or site visits must be clearly identified in the course syllabus at the beginning of the semester and discussed with students during the first class session. Providing this information at the beginning of the class sets clear expectations. It also allows a student time to make necessary special arrangements or time to drop the course if an off-campus trip is not feasible. Written information about required academic field trips or site visits must include detailed information about date, time, locations, means of transportation, and any expenses for which the student is responsible.

Faculty should clarify expectations for student behavior during the trip and outline necessary planning and preparation steps (travel itinerary, strenuous or unusual activity, emergency contact info, dietary restrictions, etc.).

2. Optional field trips or site visits

Optional field trips or site visits are: academic field trips or site visits in the greater Baltimore/Mid-Atlantic region that take place during class time or outside of class time; or academic field trips or site visits that involve overnight travel.

Planned optional field trips or site visits should be incorporated into the course syllabus at the beginning of the semester and discussed with students during the first class session. Written information about optional academic field trips or site visits must include detailed information about date, time, locations, means of transportation, and any expenses for which the student is responsible. Faculty members are responsible for providing an alternate assignment for students who choose not to participate and those students may not be penalized in terms of grades.

If an unforeseen field trip or site visit opportunity arises later in the semester, the faculty member should discuss it with the class and provide sufficient detail for students to determine whether or not they can participate. Unforeseen or last minute trips cannot be required of all students. The same provisions for alternate assignments and not penalizing student grades apply.

3. Student Disability Accommodations

When discussing required or optional field trips or site visits with students, the faculty member must explain that any student potentially needing disability accommodations should contact the Office of Accessibility and Disability Services (ADS) as soon as possible for information and assistance. ADS staff will work with the student and faculty member to help facilitate or guide reasonable arrangements for the field trip or site visit provided there is sufficient notice to the ADS and the faculty member is primarily responsible for implementation.

4. Leading the trip or visit

MICA faculty members are expected to serve in the role of Primary Trip Leader for all field trips or site visits conducted as part of their courses. Primary Trip Leaders are expected to travel with students unless noted otherwise in this policy (see Transportation section). If two or more classes are taking a joint field trip or site visit, all faculty members teaching these courses are required to attend. While graduate teaching assistants/interns or other College faculty or staff may participate in field trips or site visits (see #5 below), they are not appropriate trip leaders. The Primary Trip Leader is also primarily responsible for the completion and submission of all documents under this policy.

5. Visitors or guests

Any non-MICA visitors or guests must be approved by the Vice-Provost for Undergraduate Studies before participating in an academic field trip or site visit. Approved visitors or guests must complete, sign and

submit an *Undergraduate Visitor/Guest Agreement of Responsible Domestic Travel and Release of Claims*. Any MICA faculty, staff or students not enrolled in the course must be approved by the Department Chair before participating in an academic field trip or site visit and sign the *Undergraduate Academic Agreement of Responsible Domestic Travel and Release of Claims - Optional Trips*.

6. Pre-Planning

Whenever practical, the location of the field trip or site visit should be visited in advance by the Primary Trip Leader in order to plan appropriately for the student experience and to minimize potential risks. The location visit can be waived if the Primary Trip Leader can demonstrate sufficient knowledge of the location through prior visits, professional affiliation, familiarity via current online or published materials, or a detailed student itinerary/travel packet.

7. Required MICA Trip Documents

Prior to the field trip or site visit, the Primary Trip Leader must submit the following completed documents to the department chair or department administrative assistant:

Field Trip/Site Visit Travel Itinerary Form with emergency contact number for the Primary Trip Leader
https://drive.google.com/file/d/1tCmz1yMelLPL_1gg17g-mMcmtwy1zYkb/view?usp=drive_link ;

Field Trip/Site Visit Class Roster Form

https://drive.google.com/file/d/1eZSWFf9pmMLt3QAjBJ-Wz7Y9JtXmExgK/view?usp=drive_link ; and

Signed Undergraduate Academic Agreement of Responsible Domestic Travel (required trips)

https://drive.google.com/file/d/1X0ybPik2RPXgZJzsQCWUP91rNTuWu6f5/view?usp=drive_link

OR

Signed Undergraduate Academic Agreement of Responsible Domestic Travel and Release of Claims (optional trips)

https://drive.google.com/file/d/1DV7p4_-1E3g_l6vNorlwf6ZF7SOYH_G/view?usp=drive_link

Signed Undergraduate Visitor/Guest Agreement of Responsible Domestic Travel and Release of Claims (if applicable)

https://drive.google.com/file/d/1q9txEA_8npP4VaderzkRGw88AaTG44kw/view?usp=drive_link

For all overnight trips, copies of the Travel Itinerary Form and Class Roster Form must be submitted to the UGS Administrative Assistant in the Office of Undergraduate Studies prior to departure. All original forms must be kept on file in the department for three years.

8. Contracts

Any outside contracts or binding agreements associated with a field trip or site visit that are not generated or managed through MICA must be reviewed and approved in advance by the Office of UGS.

Student Responsibilities

1. Code of Conduct

Students participating in academic field trips or site visits are expected to adhere to the MICA Student Conduct Policy:

<https://www.mica.edu/mica-dna/policies-and-institutional-learning/policies/institutional-policies/disciplinary-process/>

2. Undergraduate Academic Agreement of Responsible Domestic Travel

Every student participating in a field trip or site visit must complete, sign and submit the applicable Undergraduate Academic Agreement of Responsible Domestic Travel document for each class trip prior to departing from campus. For classes where multiple field trips or site visits are anticipated, each student may sign and submit the applicable Undergraduate Academic Agreement of Responsible Domestic Travel one time at the beginning of the semester as long as all trips are listed. It is the Primary Trip Leader's responsibility to confirm that every student has the applicable signed agreement on file prior to departure for each class trip. Students are expected to adhere to the conditions set forth in the agreement. Students may not opt out of academic field trip or site visit transportation except in cases where personal travel has been pre-approved (see next section).

3. Personal travel

Students who choose to travel for personal reasons before or after the field trip or site visit (e.g., to visit family or friends in the area or to make a side trip) must obtain prior approval in writing from the Primary Trip Leader and travel at their own risk. Students approved for personal travel must still sign an Undergraduate Academic Agreement of Responsible Domestic Travel and be included on the Class Roster Form (with the written approval attached). The College is not responsible for any additional costs, damages, injuries or losses related to personal travel.

Transportation

MICA provides a number of transportation options for field trips or site visits. The Primary Trip Leader should carefully review the details for each transportation option and select those that best fit the course objectives and student travel logistics. Whenever feasible, it is recommended that chartered buses, MICA-owned shuttles or public transportation be used for trips outside of Baltimore.

There are costs associated with transportation for field trips and site visits. Faculty members are responsible for confirming with the department chair that funding is available before the field trip or site visit is finalized or communicated to students.

Important: Undergraduate students may not drive other students on required or optional academic field trips or site visits.

Further, faculty may only authorize rideshare vehicle services (Uber or Lyft) for undergraduate student travel if the field trip is local and meets the Rideshare Criteria outlined below and prior approval is secured from the Office of UGS. Metered taxis are acceptable.

Anyone who disregards this policy and chooses to approve or take alternative transportation does so at their own risk. The College assumes no obligations related to unauthorized alternative transportation.

Rideshare Eligibility Criteria

Faculty members are responsible for making a good faith effort to manage risk. Generally, rideshare services are considered to be higher risk because drivers are not vetted directly through a government agency and rideshare companies carry low levels of insurance coverage. For this reason, academic field trips or site visits outside of Baltimore city should not utilize rideshare services. An exception has been made for class trips within city limits that specifically promote MICA's mission and strategic plan. If all of the requirements listed below do not apply to the class trip, other forms of transportation must be used. Rideshare services are offered by private companies; they are not students driving other students.

Requirements for use of rideshare services:

1. Travel meets definition of academic field trip or site visit in policy
2. Location(s) within Baltimore city limits that is not accessible via public transportation
3. Course requirement or class assignment that is central to Thrive with Baltimore
4. Students travel in groups of 2 or more – no single student riders
5. Travel and transportation mode is clearly identified in the course syllabus at the beginning of the semester and discussed with students during the first class session (per the policy)

If the field trip/site visit meets rideshare eligibility criteria, the Primary Trip Leader should complete and submit the *Rideshare Academic Trip Travel Application Form* <https://drive.google.com/file/d/1B6bSMCbENhTkK-98iCA1rwlWpSjg51ad/view?usp=sharing> to the Office of People, Belonging and Culture (PB&C). One form may be submitted for the full semester provided all trip locations are included. Approval for use of rideshare must be secured prior to travel. Please allow 1 business week for the approval process.

If a field trip/site visit or series of trips is approved, all students must complete the *Rideshare Checklist* https://drive.google.com/file/d/14QpegQkeH-iONXDYWDPOZZYoQFv2Ydq-/view?usp=drive_link and submit it to the Primary Trip Leader. The checklist document must be kept on file for the duration of the course. Only 1 signed checklist per student needs to be kept on file, but students should take a copy of the checklist on every trip.

For approved rideshare trips, the Primary Trip Leader must accompany students on the field trip or site visit, and agree to serve as the emergency contact for rideshare services. It is acceptable for the Primary Trip Leader to travel separately and meet students at the field trip/site visit location.

MICA Shuttles

Transportation Services has a fleet of 14-passenger shuttles and 25-passenger buses which are available on a first-come/first served basis, at a set fee based on the time length (4-hour shifts) of trips. These shuttles can be reserved for academic field trips or site visits utilizing the *Academic and Special Event Transportation Request Form* from the Transportation Services Office:

<https://www.mica.edu/offices-divisions/office-of-transportation-services/>. Departments will be charged for use of MICA shuttles based on the pricing listed in the *Academic and Special Event Transportation Request Form*.

MICA shuttles are allowed to travel to Washington, D.C., but cannot travel outside of Maryland or Washington, D.C. because of insurance restrictions.

MICA works with Miller Transportation to hire shuttle drivers and schedule trips. For this reason, all shuttle requests must be received at least ten business days before the date of travel. The Primary Trip Leader is responsible for ensuring all paperwork is fully completed and the travel itinerary is finalized *before* a shuttle request is submitted. Once a shuttle request is approved, MICA hires a driver and that contract cannot be canceled at the last minute. Cancellations must be submitted in writing to Transportation Services at least two business days in advance. Last minute canceled trips will result in departments being charged the full price of the shuttle reservation because the driver is under contract. Similarly, last minute changes to a travel itinerary should be avoided and may not be possible or may result in additional charges depending on driver availability or other shuttle reservations. The responsibility for planning transportation for a field trip or site visit is on the Primary Trip Leader not Transportation Services.

MICA Chartered Vehicles

Any field trips or site visits to destinations outside of the Baltimore-Washington, D.C. metro area will require use of an independent coach contractor. MICA works with Woodlawn Motor Coach to hire drivers and schedule these trips. Please contact Transportation Services for current charter rates. Charter buses can be reserved for academic field trips or site visits utilizing the form from the Transportation Services Office:

<https://www.mica.edu/offices-divisions/office-of-transportation-services/>. All charter reservations require a non-refundable deposit. Departments will be charged the full amount of the deposit for charter cancellations unless the trip is canceled for circumstances beyond the faculty member's control (adverse weather, destination closure, natural disasters, etc.).

If a department wishes to explore other charter vehicle options, the department will be responsible for making all travel arrangements. Additionally, the charter company must be authorized to travel outside of the state and carry general liability insurance of at least \$5,000,000. Any contracted coach service with a rating lower than "Satisfactory" may not be hired for MICA business- or activities-related

purposes. Please see the MICA Transportation Policy for more details (you must sign into the MICA Portal to access).

Amtrak <https://www.amtrak.com/home.html>

Amtrak operates a nationwide rail network, serving more than 500 destinations in 46 states, the District of Columbia, and three Canadian provinces, on more than 21,400 miles of routes. It is the nation's only high-speed intercity passenger rail provider. Amtrak rides are an acceptable method of transportation for academic field trips and site visits outside of Baltimore. Departments are responsible for making all Amtrak travel arrangements.

FlixBus <https://www.flixbus.com/>

FlixBus is an intercity bus common carrier that operates in the United States and Canada. FlixBus rides are an acceptable method of transportation for academic field trips and site visits outside of Baltimore. The FlixBus northeast service includes New York City, Boston, Philadelphia, and Washington DC. Departments are responsible for making all FlixBus travel arrangements.

Public Transportation

Public transportation is an appropriate means of transport for academic field trips and site visits. Public transport may be used locally in Baltimore or for travel around regional destinations (Washington D.C, Philadelphia, New York City, etc.) Metered taxis are acceptable forms of public transport. Departments are responsible for making all public transportation travel arrangements. When specifying public transportation for travel, it is acceptable for the faculty member to travel separately and meet students at the field trip/site visit location.

Baltimore Public Transportation

Charm City Circulator <https://transportation.baltimorecity.gov/charm-city-circulator>

The Charm City Circulator is free and a shuttle arrives every 15 minutes at the designated stops on each route. There are four separate routes: Green Route which runs from City Hall to Fells Point to the Johns Hopkins Hospital Campus; Purple Route which runs from 33rd Street to Federal Hill; Orange Route which runs from Hollins Market to Harbor East; and Banner Route which runs from the Inner Harbor to Fort McHenry. Please see the website for information about schedules and routes.

Light Rail <https://mta.maryland.gov/light-rail>

There are three light rail stations in the vicinity of the MICA campus:

- Mount Royal/MICA, located on Mount Royal Avenue across from the Art/Tech Center
- Cultural Center, south of campus at the intersection of Howard and Preston Streets
- North Avenue, at the north end of campus across the street from the Gateway building

All light rail stations are equipped with fare boxes. These fare boxes accept cash only and distribute single ride, round trip, and weekly passes. Please see the website for information about schedules, routes and fares.

Metro Subway <https://mta.maryland.gov/metro-subway>

The closest subway station to MICA is State Center/Cultural Center, located at the corner of Eutaw and Preston Streets a few blocks southwest of campus. All stations are equipped with fare boxes. These fare boxes accept cash only and distribute single ride, round trip, and weekly passes. Please see the website for information about schedules, routes and fares.

MARC trains <https://mta.maryland.gov/marc-train>

MARC Train Service is a commuter rail system whose service areas include Baltimore City and Washington D.C. The Penn Line of the MARC Train Service operates primarily between Baltimore's Penn Station, through BWI Thurgood Marshall Airport Train Station, and Union Station in Washington, D.C., Monday through Friday with limited weekend service. Please see the website for information about schedules, routes and fares.

Washington D.C. Metro <https://www.wmata.com/>

Metrorail provides transit service throughout the Washington, D.C. area. The Metrorail system has six color-coded rail lines: Red, Orange, Silver, Blue, Yellow, and Green. The layout of the system makes it possible to travel between any two stations with no more than a single transfer. Please see the website for information about schedules, routes and fares.

Private Vehicles

Primary Trip Leaders may drive students in privately-owned vehicles to academic field trips or site visits provided they are certified to do so as MICA approved drivers by the Office of People, Belonging and Culture (PB&C). Driver certification includes establishing proof of a satisfactory motor vehicle record (this entails the submission of paperwork and a minimal fee charged annually per driver), insurance liability coverage, and current state inspection and registration. Please contact the Office of People, Belonging and Culture (PB&C) for more information on becoming an approved driver for academic field trips. Mileage reimbursements may be submitted in accordance with MICA travel expense guidelines. Departments will be expected to cover all mileage expenses.

Please be aware that any MICA faculty member driving students in a private-owned vehicle is solely responsible for any damage to the vehicle or any traffic or parking violations and the driver's personal insurance coverage is primary in all cases. The driver is also responsible for following the provisions of the MICA Transportation Policy (you must sign into the MICA Portal to access) relating to driver conduct, accident reporting and recommended personal insurance limits.

Use of a private passenger van with a capacity of 12 passengers or more for transportation to and from an academic field trip or site visit is prohibited.

Rental Vehicles

Primary Trip Leaders may use rentals for field trips and site visits with certain requirements. MICA faculty may drive students in rental vehicles to field trips or site visits provided they are certified to do so as MICA approved drivers by the Office of UGS and have secured prior approval to rent for purposes of a MICA academic field trip or site visit. Driver certification includes establishing proof of a satisfactory motor vehicle record (this entails the submission of paperwork and a minimal fee charged annually per driver). Please contact PB&C for more information on becoming an approved driver for academic field trips.

All vehicles rented for business travel, including field trips or site visits, must be in the name of Maryland Institute College of Art. All drivers of rental cars must have a valid driver's license. The driver is also responsible for following the provisions of the MICA Transportation Policy (you must sign into the MICA Portal to access) relating to driver conduct and accident reporting. The allowable rental vehicle size is based on the number of people traveling: compact or mid-size (at least 2); mid-size or full-size (more than 2). The rental of vans (11 passengers or less) or mini-buses is allowed for a student group or class.

Because rentals are covered by MICA's insurance, rental company insurance should be declined. If needed, a copy of MICA's insurance policy card can be obtained from Campus Services. Any rental vehicle should be inspected before leaving the rental location for existing damage. If damage is found, a report must be filed at the time of inspection. Every attempt should be made to refuel a rental car before returning it in order to avoid a fueling surcharge. Please see the MICA Transportation Policy (you must sign into the MICA Portal to access) for complete details on vehicle rentals.

All other MICA-related non-academic travel (travel not associated with academic field trips or site visits or travel intensive courses) falls under the MICA Transportation Policy.