

The College of Public Health SOP for field trips and experiential education is given below. Please contact Britt Allen the Assistant Dean of Student Affairs at britt.allen@uky.edu for more information about field

Experiential Education & Field Trips:

- a. Academic Trips: Trips embedded within a course.
 - i. All field trips must be listed on the course syllabus and align with the curriculum.
 - ii. Academic Affairs is available to assist with curriculum alignment.
 - iii. Sample reflection assignment (Appendix D).
 - iv. Maximum Number of Trips Per Course: A course may only have one required trip per semester.
- b. Practice/Workforce Development/Research Trips (examples below):
 - i. DEAL Day
 - ii. Service Projects
 - iii. KPHA Annual Conference

2. Liability & Risk Management:

- a. Each trip will require a trip lead. The lead will serve as the designated university employee responsible for compliance with university policies and procedures.
- b. Students must complete the Assumption of Risk and Waiver of Liability form (Appendix A).
 - i. Students who are also employees must complete the Assumption of Risk and Waiver of Liability form if they are participating in the event as a student only.
 - ii. Students who are also employees should not complete the Assumption of risk and Waiver of Liability form if they are participating in the event and as a function of their position at the university.
- c. For academic trips, Assumption of Risk and Waiver of Liability form should be made available via the course Canvas page for ease of access, submission, and filing.
- d. Consider safety needs. Consult UK Environmental Health & Safety Department.
 - i. <https://ehs.uky.edu/>
 - ii. Do participants require training?
 - iii. Is PPE required?
- e. If offering food, consider dietary restrictions and allergies.
- f. All faculty and staff traveling on the trip as a function of their work duties must submit official professional leave/travel requests via myUK.

* Type of Leave:	OFFICIAL PROF LV/TRAVEL
Description:	OFFICIAL PROF LV/TRAVEL

3. Budget:

- a. Costs for trips within a course may be paid by the academic unit that houses the course.
- b. Costs for trips designed as “practice/workforce development” may be paid by the Practice & Workforce Development budget.
- c. Costs for college-level trips may be paid by the Dean’s Office.
- d. Costs may include transportation, lodging, food, and supplies.

4. Transportation: The university no longer maintains a motor pool.

- a. [UK Transportation Services](#) leases buses for **Fayette County ONLY**.
 - b. Additional charter bus vendors (Appendix B)
 - c. Reserve 12 passenger van (through university)
 - i. Requires successful completion of online course and test.
 - d. Students may provide their own transportation to a university sponsored event.
 - i. There is no required form.
 - ii. A student may transport another student or student(s) to a university sponsored event.
 - iii. Student drivers should be made aware that all liability falls to the driver's personal insurance.
 - e. Consult the Associate Director of Risk Management for additional information.
5. **Communication Expectations:**
- a. Trip expectations and details to students
 - b. Trip dates/times to other instructors (Appendix C)
 - i. Excused Absence on letterhead
 - c. Relevant media guidelines (pictures, videos, and socials)
 - d. Cancellation Guidelines
6. **Media Release & Marketing:**
- a. If you take any photos or videos during your event, and would like to share those with the college, please have all students fill out the [Standard Media Release Form](#).
 - b. Use the following to tag CPH:
 - i. Facebook: [@UKCPH](#)
 - ii. Instagram: [@UKCPH](#)
 - iii. LinkedIn: [Link](#)
 - iv. Twitter: [@UKCPH](#)
7. **Behavioral Expectations:**
- a. Students, faculty, and staff on College experiential and field trips represent the University of Kentucky.
 - b. Students are expected to follow the [student code of conduct](#).
 - c. Faculty and staff must adhere to [HR Policies and Procedures](#).
 - d. Faculty are also expected to adhere to the guidelines in the university's [faculty handbook](#).
 - e. All participants must adhere to all provisions of the law within the state and nation in which the activities are to take place.
 - f. Violation of any of the guidelines listed above should be reported to the proper authority.
 - i. Student conduct violations should be reported to the [Dean of Students office](#).
 - ii. Employee conduct violations should be reported to that person's supervisor.
 - iii. Situations involving sexual harassment or sexual misconduct should be reported to <https://ieeo.uky.edu/>.

Appendix A

**University of Kentucky
College of Public Health
Assumption of Risk and Waiver of Liability**

I hereby acknowledge and record my independent and voluntary decision to participate in (insert event name) conducted by the University of Kentucky College of Public Health on (insert event date).

I understand that my participation in this activity may entail certain anticipated and unanticipated risks regarding personal injury.

I hereby acknowledge my voluntary and informed assumption of full responsibility and liability regarding any injuries that I may incur coincident to my participation in this activity.

I hereby assume any and all risks associated with the event and expressly waive, release, discharge and hold harmless, the University of Kentucky, its trustees, directors, officers, agents, employees and assigns from and against any and all liability for loss, damage, injury, illness or claim of any nature whatsoever, however caused, arising out of, in association with, or related in any way to my participation in this activity.

I further acknowledge and affirm that as a participant in this activity, I am not an employee of the University of Kentucky. Thus, I am not entitled to any benefits of the aforementioned, including, but not limited to coverage by the Worker's Compensation Act.

I also agree to follow all University of Kentucky policies and procedures and any applicable laws of the state in which activities take place.

Participant's Name	Signature	Date
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A PARENT OR GUARDIAN MUST SIGN THIS FORM FOR A MINOR UNDER THE AGE OF 18

Parent/Guardian's Name	Signature	Date
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**College of Public Health
Charter Bus Pricing Guide (as of 12/1/22)**

Group	Email Contact	Phone Contact	Projected Cost
Blue Grass Tours	charter1@bluegrasstours.com	859-233-2152	\$1,600/day
The Free Enterprise System, Inc	lstough@travelfe.com	821-258-3641	\$2,720.82/day
Miller Transportation	david@millertransportation.com	502-368-5644	
Taylor Motors, Inc	charlestaylor@wedeliverbest.com	502-614-7269	\$1,867.15/day

**Appendix C
University of Kentucky
College of Public Health
Communication Template – Organizer to Students’ Professor(s)**

[INSERT DATE HERE]
[INSERT STUDENT ID HERE]

Professor [PROFESSOR NAME]:

The students in [COURSE NUMBER], [COURSE NAME], will be assisting with the [EVENT NAME] in collaboration with the [OTHER COLLABORATORS IF NECESSARY]. The event will be held on [EVENT DATE(S)]. We will be leaving campus at [TIME1] and returning by [TIME2].

This opportunity is a valuable experience for our students to network with professionals in a variety of public health areas as well as to increase our student’s understanding of public health practice-based work. Please consider this activity as an excused absence for [STUDENT NAME], who is enrolled in your course. Don’t hesitate to contact me if you need additional information on this event.

Sincerely,

[ORGANIZER NAME]
[ORGANIZER’S TITLE] [ORGANIZER’S DEPARTMENT]
College of Public Health
University of Kentucky

**Appendix D
University of Kentucky**

College of Public Health
Example – Reflection Survey

Reflection Assignment Instructions

This survey is a required class activity to reflect on the recent [experiential learning opportunity] that you completed for [class]. Grades for this assignment will be based on completion of the survey, not on opinions shared. The final required question on this survey includes a request to allow your deidentified survey responses to be included in future research on the value and challenges of incorporating experiential learning into public health curriculum. Your participation in this research is completely voluntary. Your choice of whether or not to participate will have no impact on your grade for this assignment or in the course.

trips and experiential education.