

## 6.1.1 Co-curricular & Extra-curricular Off-Campus Activities

### Preface:

- A.1 Purpose
- A.1.1 There are programs and courses in which field trips and practicum placements are integral to the curriculum. The College recognizes such trips and placements as a viable method of enriching the learning situation by providing experiences and situations which may be unavailable at a particular College campus or centre.
- A.1.2 There are other extra-curricular activities in which College of the Rockies students take part under the auspices of or associated with the College and which are actively encouraged and supported by the College.

### Procedures:

#### **B.1 Off-Campus Activities**

- B.1.1 *Field Trip:* A field trip is a group activity external to a College of the Rockies campus or centre for purposes such as collecting specimens and observing or conducting experiments which cannot be conveniently completed at the College. A designated College employee generally is present and the activity is considered to be a compulsory or integral part of the curriculum for the course or program. It normally would be completed in a single day or part thereof.
- B.1.2 *Practicum:* A practicum is a compulsory work experience activity in which the student is assigned to a location external to a College of the Rockies campus for the purpose of learning in work or life experience situations through practical application of knowledge, skills, and attitudes. An instructor or delegate will be present from time to time to evaluate student process, provide direction, and provide guidance and general supervision of the practicum assignment. A practicum assignment may be for designated full or half-days over several weeks, or for a continuous number of full days over a few weeks.

Effective April 1, 1996, the expanded (Ministry) definition of a practicum, for WCB purposes, is:  
"- an assigned work experience component of a program which is sanctioned by the institution; and  
- unpaid and supervised work experience which takes place at the host employer's premises or place of business."

B.1.3 *Extra-curricular Trips:* An extra-curricular activity is an activity under the auspices of or associated with the College of the Rockies which may take place at a location external to the College (e.g., sports activities.) A designated college employee may be present to provide guidance and general supervision of the activity.

**B.2 Authorization**

B.2.1 All field trips, practicums, and extra-curricular activities require authorization by the appropriate Dean of Instruction, Registrar, or Campus Manager.

B.2.2 Practicum assignments require that prior arrangements (see Appendices) be made as much in advance of the assignments as possible.

**B.3 Supervision**

B.3.1 Students and employees of the College of the Rockies on field trips, practicum assignments, or College associated extra-curricular functions are governed by all procedures, rules, and regulations of the College, as well as those which may be applied by the Agency providing the external facilities. The behaviour of both students and employees shall be consistent with that expected by the College and appropriate to the environment in which the external activity is taking place.

**B.4 Transportation**

B.4.1 Normally, students will be responsible for their own transportation to and from the activity site. For some activities, the College may require that the students travel in a group using transportation selected by the instructor or designated activity supervisor in consultation with the Dean of Instruction/Registrar. In addition, the College may provide funds for transportation if these costs have been included in the appropriate budgets. College employees shall submit travel request and claim forms in accordance with appropriate policy.

**B.5 Accommodation**

B.5.1 Students generally are responsible for their own accommodation while on overnight field trips, practicum assignments or College-approved activities far from their normal residence. For some activities, the College may require that the students stay in a group using accommodation selected by the instructor or designated activity supervisor in consultation with the Dean of Instruction/Registrar. In addition, the College may provide funds for accommodation if these costs have been included in the appropriate budgets. College employees shall submit travel request and claim forms in accordance with appropriate Policy.

**B.6**            **Meals**

B.6.1            Students generally are responsible for their own meals while on field trips, practicum assignments or College approved activities far from their normal residence. For some activities, the College may require that the students stay in a group for meals in facilities selected by the instructor or designated activity supervisor in consultation with the Dean of Instruction/Registrar. In addition, the College may provide funds for meals if these costs have been included in the appropriate budgets. College employees shall submit travel request and claim forms in accordance with appropriate policy.

Review Date:	March 2010	Issue Date:	October, 1986	
Amendment: (2)	March 2010	Concerning:	Students, Faculty & Administration	
Manager Approval:	<i>Original signed by Marilyn Petersen</i>	Title:	Dean of Instruction	Date: April 2010
College Approval:	<i>Original signed by Nick Rubidge</i>	Title:	President/CEO	Date: April 2010

**FIELD TRIP FORM**

(TO BE FILLED OUT AND APPROVED PRIOR TO FIELD TRIP)

Date of Trip: \_\_\_\_\_  
Time of Departure \_\_\_\_\_  
Time of Return \_\_\_\_\_

Course: \_\_\_\_\_  
Location: \_\_\_\_\_  
Means of Travel: \_\_\_\_\_

Students expected to attend:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Notes:

Requested by \_\_\_\_\_  
(Instructor)

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_  
(Dean/Department Head/Campus Manager)

Date: \_\_\_\_\_

(Reference: Policy 6.1.1. Co-Curricular and Extra Curricular Off Campus Activities)

## **PRACTICUM ASSIGNMENTS**

Location: \_\_\_\_\_

Course: \_\_\_\_\_

Students expected to attend:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Notes:

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Requested by  
(Instructor) : \_\_\_\_\_

Date: \_\_\_\_\_

Approved by  
(Dean/Director): \_\_\_\_\_

Date: \_\_\_\_\_

cc: Reception

**EXTRA-CURRICULAR EVENT  
COLLEGE SUPPORTED ACTIVITY**

Nature of Activity: \_\_\_\_\_

Location: \_\_\_\_\_

Date(s): \_\_\_\_\_

Means of Travel: \_\_\_\_\_

Designated College Employee (if applicable): \_\_\_\_\_

Students expected to attend:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
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_____	_____

Notes:

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Requested by (Instructor) : \_\_\_\_\_ Date: \_\_\_\_\_

Approved by (Dean/Director): \_\_\_\_\_ Date: \_\_\_\_\_

cc: Reception

APPENDIX D  
**CONTRACT**

**COLLEGE OF THE ROCKIES**  
**PRACTICUM EDUCATION PROGRAM AGREEMENT**

PARTIES to the AGREEMENT

Name of Student Worker					
Address of Student Worker		City	Province	Postal Code	Phone Number
Name of Business Supervisor					
Address of Business Supervisor		City	Province	Postal Code	Phone Number
Name of Parent or Guardian					
Address of Parent or Guardian		City	Province	Postal Code	Phone Number

- 0 Definition:                    **“Practicum”**  
**a) an integral component of a program;**  
**b) unpaid and supervised work experience which takes place at the host employer’s premises or place of business.**
- 1 Employment:                 The student worker agrees to enter the employ of the employer and the employer agrees to employ and supervise the student worker.
- 2 Duties:                        The student worker agrees to perform for the employer the duties included in the job description as determined from time to time by the employer, in consultation with the College of the Rockies representative.
- 3 Supervisor:                 During the hours of employment herein set forth the student shall be under the direct supervision and control of the employer, provided, however, the employer shall at all times permit the College of the Rockies or its representatives access to the employment site and the student.
- 4 Work Study - Work Experience Evaluation:                 The employer shall, at the request of the College or its representatives, evaluate the student in the performance of his/her duties hereunder and report such evaluation from time to time on a form provided to the employer by the College of the Rockies.
- 5 Workers’ Compensation:    Workers’ Compensation Board Act Regulation, Section 5(7), made the 1<sup>st</sup> day of July 1974 by virtue of approval of the Executive Council, deems a student worker an employee of the Government of the Province of British Columbia. **To be eligible for College WCB coverage, the student must be:**  
**a) on practicum as defined above, or**  
**b) a student apprentice while attending the classroom/lab/shop instruction for the technical training component of an Apprenticeship Program.**

- 6 Remuneration: The employer shall not be obligated to remunerate the student for the services performed by the student pursuant to this Agreement.
- 7 Board's Obligations: It is agreed that, having arranged work experience for the student worker as herein set out, the College's only other obligation is to maintain contact with the student worker and the employer to such extent, as to the College, seems adequate or feasible and the College shall not be liable for any damage or other claim arising out of any act or omission of any other party to this Agreement.
- 8 Indemnity: In consideration of the College having arranged for the Work Study-Work Experience Education Program, the undersigned student (parents or guardians) agree jointly and severally, with the College, to save harmless and indemnify the College with respect to any damages or costs incurred by the said parent or guardian occurring or allegedly occurring to the student worker, parent or guardian in connection with the aforesaid employment.
- 9 Termination: Any party to this Agreement may terminate it by giving notice of termination to the other parties at the address shown in the Agreement.
- 10 Employee: The employer agrees that the employment of the student hereunder shall in no way affect the job security of any other employee of the employer nor the employer's hiring practice with regard to employees, full or part-time.
- 11 Insurance: The College maintains coverage with respect to the liability and that of the student workers under this program.
- 12 Exception: In the event the student shall be employed by the employer outside the scope of this Agreement, the student shall be deemed to be an "employee" or "worker" for the purpose of all Statutes of British Columbia.
- 13 Minimum Age: The undersigned student (parents or guardians) hereby represent that the student worker at the date of this Agreement below was of the full age of 19 years.

14 Schedule:	Dates of Work Experience:	Hours:
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Signature of Employer	Name of Union (if applicable)	
Signature of Student Worker	Signature of Union Representative (if applicable)	
Signature of Parent (if student is under 19 years of age)		
Signature of Instructor Responsible for the Program	Date:	
<i>College of the Rockies</i> <i>PO Box 8500 Cranbrook, BC VIC 5L7</i>	Phone Number: [205] 489-2751	