

## **FIRST-YEAR SEMINAR FIELD TRIPS & SPEAKERS**

Fall 2009

### FIELD TRIPS:

Limited funds are available for FYS faculty to arrange for field trips. Please follow these guidelines:

1. E-mail the Dean for Curriculum and Academic Engagement **AT LEAST TWO WEEKS IN ADVANCE** with the destination and date/time of the trip, a statement on how it fits in with your FYS topic, an estimate of cost including transportation, admission fees, etc. Please note that if you plan to use College transportation, you need to contact Linda Hans (ext. 2164) to get an estimate of charges. Since students are most likely to be on the meal plan, you will be able to order box lunches by contacting Linda Gray or Donna Yonker (ext. 2318 or 2358) at Hospitality Services Catering.
2. Once you get the Dean's approval, arrange for transportation (if applicable) and inform Linda Hans that it is for FYS. She will contact Connie Pattin for the charge number.
3. You should explain to your students about appropriate behavior and safety related precautions (if any) and have your students sign the field trip form available at the Dean's website and also included in the revised Faculty Handbook.

### SPEAKERS:

Limited funds are available for FYS faculty to bring a local speaker/visitor to their classes. Please follow these guidelines:

1. E-mail the Dean for Curriculum and Academic Engagement with a brief description of the purpose of the visit and any estimated travel expenses. Please include any information if other FYS sections will be involved in this event.
2. Once approved, the 'Contract for Services' form and the Substitute W-9 form (available on the Administrative Resources webpage) should be filled out, signed by the speaker, and returned to the Dean for Curriculum and Academic Engagement's office for the Dean's signature. Once this is completed, Connie Pattin can get a P. O. ready for reimbursement of local travel expenses. We will also process an honorarium (typically \$50).