

School of Music Field Trip Policy

These guidelines are in addition to the standard policies for Field Trips (such as conduct standards and memorandum of understanding) as outlined in the College of Arts and Architecture Website:

http://www.artsandarchitecture.psu.edu/finance/field_trips/index.html.

In addition, other guidelines may be developed by an instructor for a field trip or tour, outlining specific expectations to make that trip successful for the student and the group.

1. Sick students should not go on field trips, and shall email, call or otherwise directly inform the instructor of their inability to participate prior to the trip's departure.
2. If a student becomes seriously ill on a field trip and it's not an insurmountable distance, the student should contact his/her family to be taken home for convalescence, returning by private car. Individuals ill with H1N1 should not use public transportation.
3. If a student becomes ill while on a field trip and the faculty sponsor feels the student can remain with the group, it is suggested that (if there is any concern about H1N1) the ill student wear a mask to prevent the spread of infection while traveling with others and/or sharing sleeping accommodations. H1N1 is droplet borne, so the air will not be "infectious" if the sick person wears a mask. The College will supply masks for faculty members to take on field trips (contact Dawn Datt).

Required Trips related to a course

1. Students who are excused from the field trip due to illness or medical emergency will be refunded recoverable portions of the field trip fee (admissions, meals, etc.). Students will not be eligible or refunded any portion of non-recoverable field trip fees (hotel, transportation, etc.). An excused absence is one that has been approved by the instructor, generally limited to medical emergencies or death in the immediate family.
2. As with other missed class work, students who miss field trips due to illness or medical emergency will be given reasonable opportunities to complete alternate work/class assignments.
3. An unexcused absence is an absence that has not been approved by the instructor. If a student has an unexcused absence from a field trip, s/he may receive a grade reduction, based on the grading policies for that class. Students who pay for the trip but have unexcused absences will not receive refunds.

Optional Trips

1. Students who are excused from an optional field trip or tour due to illness or medical emergency may request reimbursement for the recoverable portions of a field trip/tour fee. If an ensemble tour has been organized through an outside tour company, the refund policy as outlined in the terms and conditions will apply.