

FIELD TRIPS

One of the very best ways to make instruction real is to take the pupils out in the field to see and do things, such as to go to the theater to see a production of Macbeth, to go down to the swamp to gather specimens, to see ecological problems first hand, to go to a historical site to experience a sense of history, or to visit the site of a battle. Field trips, carefully planned and executed, can pay off in increased motivation and meaningful learning, but they require careful planning. In fact, of all the possible instructional activities, they probably require the most careful planning. Among the items one may need to consider in preparing for a particular field trip are the following:

1. Talk over the trip with your Principal.
2. Take the trip yourself, if feasible, to see how to make it most productive and to see what arrangements should be made.
3. Arrange for details at the place to be visited. These arrangements include a schedule, the briefing of the host, or tour personnel, on what you want and what type of group you are, provisions for eating and rest rooms, and so on. Get clear information about fees.
4. Arrange for permissions from the school authorities and parents.
5. Use and complete field trip request and sponsor forms.
6. Arrange for schedule changes and excuses from other classes.
7. Arrange for transportation.
8. Arrange for the collection of funds and payments.
9. Arrange for the safety of pupils.
10. Arrange the itinerary, including all stops: rest stops, and meals. Do not plan to rush. Allow plenty of time. Count on someone will get lost, or be late, or something!
11. Establish rules of conduct.
12. Brief the pupils. Give them directions: what to do if lost or left behind; what to take along; what they are going to do; what they should look for; what notes they should take; what materials they should bring back. Give them a duplicated study guide.
13. Provide for follow-up activities. Taking along tape recorders and cameras will allow you to bring back a record of what you did and saw. Tape record interviews, talks, questions and answers, and take pictures of the people, places, and things seen as the basis of a class follow-up.
14. Take steps to see that no one is left out because of lack of money, race, religion, or ethnic background.
15. Arrange for other teachers and parents to help you.
16. The School office **must** have phone number of field trip location for emergency purposes.