

ADVISOR RESPONSIBILITIES

Faculty members agreeing to join students in travel as their advisor per the “Student Travel Policy” must agree to the following advisor responsibilities and complete the form below and return to the area dean or appropriate supervisor.

1. The advisor is responsible for initiating and submitting the travel request and provides guidance for making initial travel arrangements.
2. Verify that all attending students are currently enrolled and, when appropriate, in good standing at SCC.
3. Review and collect signed “Student Code of Conduct Agreement” forms from every attending student prior to trip. A pre-trip meeting is recommended to go over all expectations.
4. Collect all applicable waivers, including the LRCCD “Waiver/Assumption of Risk” prior to the trip. Make sure the students have correctly filled out the forms including emergency contact information. Take this information with you on the trip.
5. Role model appropriate behavior for students.
6. Maintain availability and visibility during the trip.
7. Encourage questions and discussions to help facilitate learning.
8. Schedule meetings with the attending students as needed during the trip to assure success.
9. Use good judgment and care when responding to emergency situations.
10. Collect, if applicable, all “Student Representation Fees Use Reports” and forward to the Supervisor of Student Leadership and Development within one week of trip completion.
11. Provide a clear itinerary and emergency phone numbers to attendees prior to departure.

SACRAMENTO CITY COLLEGE

Attending Advisor Agreement

FACULTY NAME: _____

E-MAIL ADDRESS: _____

DEPARTMENT: _____

WORK PHONE #: _____ HOME #: _____ CELL #: _____

TRAVEL DESTINATION: _____

TRAVEL DATES: _____

NUMBER OF STUDENTS ATTENDING: _____

By signing and submitting this form to the Area Dean or appropriate supervisor prior to travel, I agree to uphold the “Student Travel Policy” and all advisor responsibilities.

Signature: _____ Date: _____