

# Berkeley College

## Off Site Class Visit

The College recognizes that valuable learning opportunities are available off campus and encourages faculty members to include opportunities for field trips in their courses. Please note that the Dean of your School must approve all field trip plans prior to the end of the second week of the semester. At the conclusions of your approved off-site visit, please complete the following and email to the Dean of your respective School. Thank you.

Name of Instructor: \_\_\_\_\_

Date: \_\_\_\_\_ Class: \_\_\_\_\_ Time: \_\_\_\_\_

Location of class visit: \_\_\_\_\_

Include names of students in the class. (Please attach a sign-in sheet)