

Checklist for Arranging a Field Trip to University Laboratories and Engineering Facilities SCITEC Network Schools

High school juniors and their teachers are invited to tour the University of Maine and/or University of Southern Maine science laboratories and engineering facilities to see first-hand what engineering and design technology is all about. Teachers interested in taking a group of students on a field trip to one of these facilities, should follow this checklist to make trip arrangements. Remember that funding is available to cover the cost of bus transportation and substitutes. Funding is limited and will be distributed on a first come, first serve basis.

_____ Review the field trip itinerary on the reverse side of this document. Included is a description the tour for the UMaine campus only. If you prefer to visit the USM campus, please contact Lynn for a trip itinerary.

_____ Request a trip by contacting Lynn Farrin lfarrin@mmsa.org or 287-3776. Please have a couple of dates in mind for your trip and indicate the number of students that will be attending. UMaine needs at least 2 weeks notice to schedule a trip. Tuesdays-Fridays visits are preferred.

_____ Arrange for a bus and driver following your school's protocol. Students should arrive at the University of Maine no later than 9 a.m. and will depart by 1 pm or earlier depending on travel time.

_____ Arrange for a substitute if necessary for you on the field trip day. Teachers must accompany their students on the field trip.

_____ Secure permission for students to take part in field trip following your school's protocol.

_____ Have students sign up in advance (a week before the trip) for two one-hour tours of choice. Descriptions of each of the tours may be found in the accompanying document (UMaine Field Trip Choices & Descriptions). Students should select their first and second choices. Students may select from:

- Biological and Chemical Engineering
- Civil and Environmental Engineering
- Computer and Electrical Engineering
- Electrical Engineering Technology
- Engineering Physics
- Mechanical Engineering
- Mechanical Engineering Technology
- Surveying Engineering Technology

_____ Send the breakdown of student tour choices to Lynn one week before the field trip (number of students interested in each tour).

POST TRIP

_____ Submit substitute reimbursement form to Lynn (Forms on SCITEC site www.mmsa.org/SCITEC or email Lynn).

_____ Have school submit an invoice for bus expenses to Lynn for reimbursement.

Questions? Contact Lynn Farrin lfarrin@mmsa.org or 287-3776

University of Maine Field Trip Sample Itinerary

- 9:00 a.m. Students Arrive at UMaine
Overview of *Why Engineering.... Why Engineering at UMaine?*
- 9:30 a.m. Tour #1 of Engineering Facilities
- 10:30 a.m. Tour #2 of Engineering Facilities
- 11:30 a.m. Lunch at UMaine Memorial Union Marketplace
Each student is issued a meal ticket (\$7.50 value) for use at food court
- 12:30-1 pm Depart UMaine