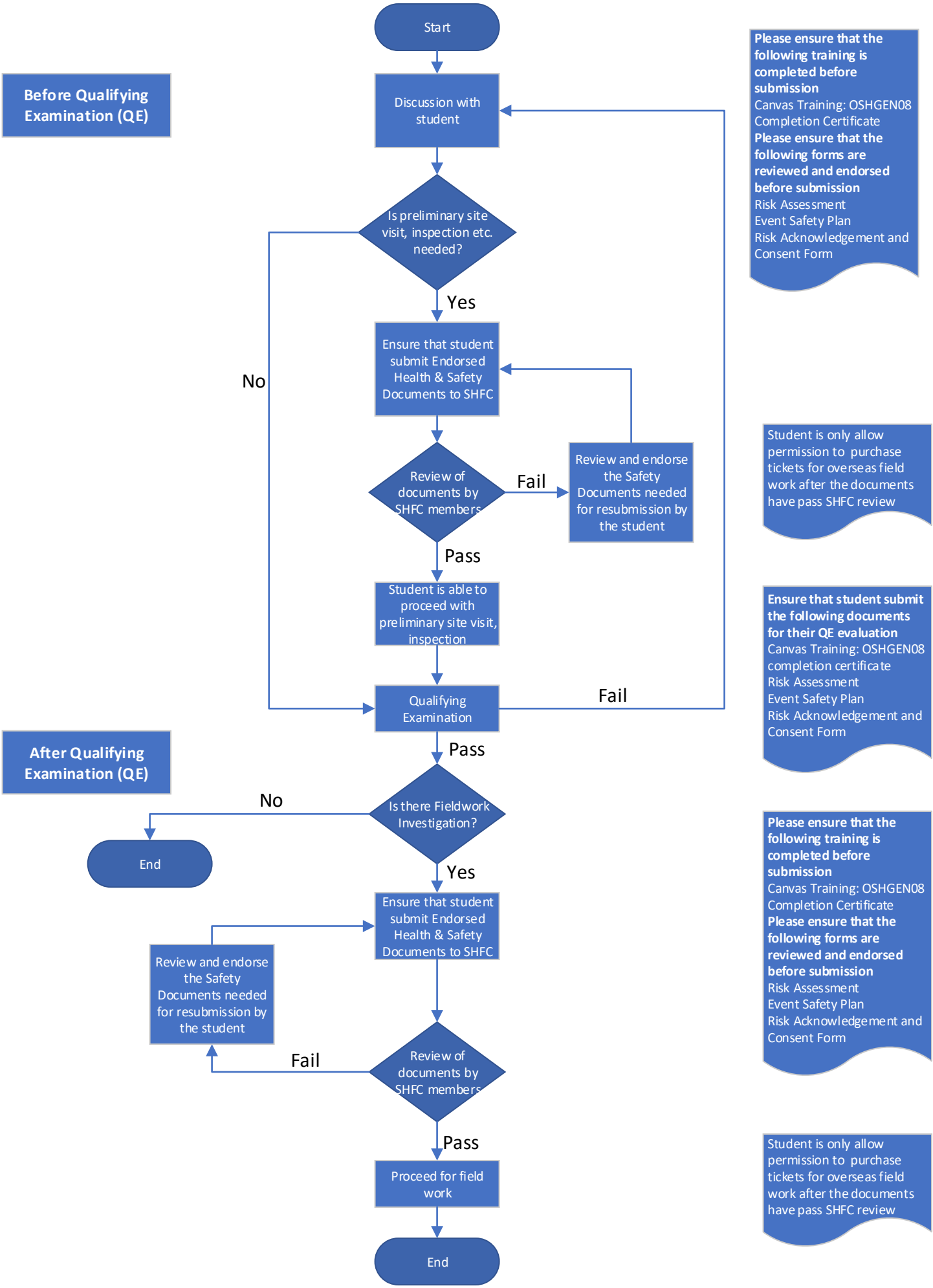Process & Documentation for Field Trip/Field Work for Course Leaders/Advisors