

University of California, Riverside, Department of Earth Sciences Field Trip Policy for Students 2015-2016

MEDICAL MATTERS AND DISABILITY: If you have a **disability or believe you may have a disability** (including any pre-existing health condition that affects your ability to participate in any required class activity), you can arrange for accommodations by contacting Services for Students with Disabilities (SSD) at 951-827-4538 (voice) or specserv@ucr.edu (email). Students needing academic accommodations are required to register with SSD and provide required disability-related documentation. As such registration applies to each class individually, if you have approved accommodation(s), you are responsible for notifying the instructor within two weeks of the start of the class, which can be done privately.

CODE OF CONDUCT IN FIELD: The normal University of California, Riverside code of student conduct applies on all fieldtrips (see <http://conduct.ucr.edu/policies/standards.html>). Accordingly, and as part of preparing students for professional standards in the workforce, the Department of Earth Sciences expects all students to conduct themselves on field trips maturely and with respect for others, and to behave in a manner that will allow us to be welcome at field trip and lodging sites in subsequent years. In addition to this general expectation, the Department of Earth Sciences has specific policies on a number of issues pertaining to the field:

- 1) Safety is paramount. A student who willfully or recklessly endangers the safety and welfare of him/herself or another will be required to leave the field trip and return home.
- 2) All field trips in the Department of Earth Sciences are required to be alcohol and drug-free. This means that students who go on field trips agree not to consume alcoholic beverages or to use illegal substances for the entire duration of the field trip, including when students are not under direct supervision by faculty. A student or students violating this rule will be required to leave the field trip and return home.
- 3) All fieldtrips in the Department of Earth Sciences are firearms, explosives, firebombs, or other destructive devices/weapons free. Faculty have the responsibility and discretion to assess what constitutes a weapon. A student or students violating this rule will be required to leave the field trip and return home.
- 4) Any student who operates a vehicle for field trip activities must be recognized by UCR as a qualified driver of UCR vehicles. Qualification to operate vans for college-sanctioned events does not, however, give any individual the right to drive a vehicle. The field trip leader will use his/her discretion in deciding whether any qualified students will be needed to drive the vehicle, and this will be decided before the start of the trip.

- 5) The field trip leader will hold all vehicle keys during off hours.
- 6) Students should not assume that sleeping in the vehicle overnight is permitted.
- 7) The UC policy of a smoke free environment is expected on the trip. Students will not be permitted to smoke in the vehicles, inside facilities or tents, or when they are with the group.
- 8) Field trip participants will take part in activities of the field trip group or one of the field trip subgroups at all times. Permission for exceptions to this rule must be obtained from the field trip leaders. Students must abide by the class schedule, and be on time when leaving for or returning from the field.
- 9) Field trip leaders will make the final decision on whether any proposed activity is appropriate or not, and participants will abide by that decision.
- 10) When students return from a field trip, each person will be responsible for helping to clean the vehicles, and the equipment and return the equipment to its proper spot in the storeroom.
- 11) All persons on fieldtrips must show respect to all camp and living facility staff and the inhabitants of other nearby campsites, and abide by the 10:00 p.m. 'quiet time' rule in camp. Also all persons must fulfill *all* camp responsibilities, including kitchen crew duties and weekly camp clean-ups.
- 12) All persons must treat the living areas, field areas, and field trip destinations respectfully (pick up trash, no graffiti, be kind to wildlife, etc.)
- 13) All participants must treat each other and all they come in contact with professionally and respectfully abiding by the University of California Riverside code of conduct. All persons must behave sensibly and with sensitivity to the social and cultural norms of the people with whom we are interacting.

Failure to abide by these rules is grounds for dismissal from the fieldtrip at any time and return home at the student's own expense.

Responding to Health and Safety Issues

The health and safety of all participants in its programs is the primary concern of the Department of Earth Sciences. Faculty member(s) leading the fieldtrip members carry First Aid kits, and any Health and Safety concerns should be relayed to them immediately. Faculty will respond by dealing with the medical issue, and enacting Health and Safety protocols that involve written documentation of the incident.

ACADEMIC DISHONESTY: See Code of Conduct provision 102.01. There is a zero tolerance policy with respect to cheating and plagiarism. All cases of academic dishonesty will be reported to the relevant campus authorities.

ALCOHOL, ILLEGAL DRUG USE, AND FIREARMS ETC POLICY

Alcohol Policy

See Code of Conduct provision 102.18. The possession, use, or sale of alcohol will result in immediate termination of the student's participation in the field program.

Illegal Drugs

See Code of Conduct provision 102.17. The possession, storage, use, or sale of illegal drugs will result in immediate termination of the student's participation in the field program.

Fire Arms and Explosive Devices Policy

Firearms or Other Weapons

See Code of Conduct provision 102.20. The possession, use, storage, or manufacture of firearms or other weapons will result in immediate termination of the student's participation in the field program.

Explosive Devices

See Code of Conduct provision 102.19. The possession, use, storage, or manufacture of explosive devices will result in immediate termination of the student's participation in the field program.

POLICY PROHIBITING SEXUAL ASSAULT AND SEXUAL HARASSMENT

Respect and success are incompatible with sexual assault or sexual harassment. Sexual assault and sexual harassment are prohibited as part of the UCR Code of Conduct (provisions 102.08, 102.09, 102.10, 102.14). In addition to being prohibited by policy, sexual assault is a crime.

Sexual assault is intentional sexual contact with another person without that person's consent. In the case of sexual assault, sexual contact includes contact with others private body parts. Sexual harassment is unwelcome sexual advances, physical contact or sexual innuendo that substantially interferes with the educational environment.

If Sexual Abuse or Harassment Happens

Talk immediately with faculty member(s) leading the fieldtrip or other staff members on the trip, or any of the contacts listed below, and/or the police, or other civil authority where you are. Any one of these contacts can begin the process of getting help. Keep the attached list of names and telephone numbers of these people.

As hard as it is to raise an issue of sexual assault or sexual harassment when you are in a small community in an isolated area, please alert those in authority about the issue. Don't keep it to yourself. Remember that you may need medical care. Your faculty member(s) leading the fieldtrip will help locate local medical, legal and safety resources.

If reported to the faculty in charge, we will work with you to get help for you and to inform you of your options for reporting within UCR or to the police.

You may make a report of sexual assault or sexual harassment at any time, including after the field trip is concluded. In addition to the other options identified in this policy, you may make a formal written complaint to the Chair of the Department of Earth Sciences or to other responsible officials at UCR.

Contact People for Information Related to Sexual Harassment or Assault

If you or someone you know has experienced any form of sexual harassment or sexual violence, including sexual assault or rape, you are strongly encouraged to report the incident to the:

Faculty or Faculty assistant leading the trip

University of California, Riverside Police Department, (951) 827-5222
UCR Title IX/Sexual Harassment Office, (951) 827-7070.

UCR Title IX/Sexual Harassment Office, Response team
coordinator: sonia.zamora@ucr.edu, 951 827 2938

UCR Title IX/Sexual Harassment Office, Title IX
investigator: sara.aguirre@ucr.edu, 951 827 6221

CARE Advocate, (951) 827-6225

Chair, Dr. David Oglesby, Dept. of Earth Sciences, david.oglesby@ucr.edu, office 951 827 2036. Cell 951 529 6444

Vice Chair, Dr Mary Droser, Dept. of Earth Sciences, mary.droser@ucr.edu, office 951 827 3797, Cell phone 909 227 4941

Undergraduate Advisor, Dr Nigel Hughes, Dept. of Earth Sciences nigel.hughes@ucr.edu, office 951 827 3098, Cell 909 740 5114.

The University of California's policy on Sexual Harassment and Assault is available at <http://titleix.ucr.edu/harass/policy.html>.

Dismissal, Withdrawal and Contract Obligation If the faculty member(s) leading the fieldtrip feels that a student's conduct might bring the program into disrepute or threatens the health or safety of the participants, faculty member(s) leading the fieldtrip can take action to dismiss the student from the class. The students have acknowledged this right when signing the **UCRFieldTripStudentPolicySignature.doc**. If the student is posing an imminent threat to the program or to the health and safety of the participants, this is a serious health and safety issue and will be handled as such. The faculty member(s) leading the fieldtrip should take all action needed to stabilize the situation including removal of the student if necessary. The Chair of the Department of Earth Sciences will be contacted, and the appropriate procedure followed. If there is not an imminent threat, the faculty member(s) leading the fieldtrip will consult directly with the Chair and appropriate action will be taken.