|  |
| --- |
| University of Illinois |
| **Information & Protocols for Off-Campus Programs** |
| ACES Academic Programs |
|  |
| **University of Illinois** |
| **9/13/2013** |

|  |
| --- |
|  |

**Background Information**

In 2011 the College of ACES deemed it necessary to develop information and protocols for off campus programs involving field trips domestically. The College of LAS already has completed significant work in this area with a web presence and documents available (<http://www.las.uiuc.edu/faculty/offcampus/> ). ACES has been working with LAS to utilize the same process in order to be consistent with campus policies. The text on the following pages is written mostly by University of Illinois Legal counsel for the College of LAS, however any proprietary rights to language are institutional and not-unit bound therefore ACES will use the same language.

Recognizing is a lot of grey area (i.e., under defined) in how far off-campus a group has to go to report we recommend that faculty take a conservative route in reporting their field trip activities because accidents and issues can happen even in a theater in Urbana. Definitely a one day trip to Mahomet is an off-campus program. In town (defined as Champaign-Urbana) does not require reporting, but is strongly encouraged. Whenever someone from the staff/faculty takes responsibility for a group of students as part of a university-related activity, they should share that information with the College so that they can be adequately represented if and when the time comes.

Examples of Field Trips that would not need to be reported:

* Ex. HORT 464 Field trip to Columbia Street Roasters does not need to be reported if students use their own vehicles and private transportation is not required. However it is encouraged to be reported.
* CPSC 270 visit to the South Farms does not need to be reported as this is University of Illinois Property.

Examples of Field Trips that would need to be reported:

* ACE 428 Field trip to the Chicago Board of Trade
* ACE 199 Field trip to Bloomington, IL to Growmark and Washington D.C.
* CPSC 111 Visit to Mahomet Farmer.

By putting a reporting mechanism in place ACES gives faculty access to important information they should be aware of if they take groups off campus and given them a chance to report their activity. This allows ACES the ability to appropriately respond and represent our faculty if and when the time comes.

**Implementation**

ACES recommend that faculty utilize the following documents for reporting and suggest including the documents in their syllabi and collect within the first week of class. If multiple field trips are occurring within the same course, student information only needs to be reported once. Individual field trips should all be reported.

 In the first phase, beginning spring 2012, we will implement paper and electronic document reporting. Files will be stored on BOX, a secure server with individual folders shared with faculty and the relevant emergency contact in units. The second stage during fall of 2013 we intend to roll out an online data management system. The ACES Director of Study Abroad, Meredith Blumthal, will manage the data and reporting, as she is already doing so for international programs and this is a natural extension of her duties.

**Information and Protocols for Off-Campus Programs**

The University of Illinois, in furtherance of its mission as an institution of higher education, provides a number of off-campus educational/instructional experiences (hereinafter called "academic field trips/field class") that involve group travel. Such trips facilitate and enhance the learning process; however they may also present additional risks and exposure to hazards. It is important that University departments and/or faculty/staff reduce liability and risk to themselves and the University by following procedures to help ensure the safety of academic field trip/field class participants.

While the University facilitates these opportunities by arranging for visits to appropriate locations and facilities, academic field trip/field class participants are responsible for their own behavior, and the University shall not be liable for any and all claims arising out of or in any way connected with a student's participation in the field experience. Because University faculty/staff must exercise reasonable care to warn students of known hazards, the information shown below includes sample acknowledgement of risk forms that faculty/staff should obtain from all participants before the academic field trip/field class begins. In addition, University faculty/staff must exercise reasonable supervision, including emergency preparedness planning in the event of an emergency. Information shown below provides guidelines on steps to planning academic field trips/field classes that includes obtaining emergency contact information, and having a working cell phone.

The guidelines and information given here are intended for off-campus programs within the United States. For international program and program set-up, please speak with the Director of Education Abroad Programs in ACES Academic Programs at 217-244-2805.

**Conformance with University Policies**

All faculty, staff, and students must comply with University of Illinois policies while participating in off-campus educational/instructional experiences, as they would on campus. The education and instructional activities must conform with the University's policies including those concerning alcohol and drug use, vehicle use, student misconduct, policy on sexual harassment and other University policies.

**General Information on Risk Management**

**Liability Insurance**

The University of Illinois has established the University Liability Self-Insurance Plan that will pay on behalf of faculty/staff all damages to which the Plan applies, which the faculty/staff becomes legally obligated to pay because of injury or personal injury to others. The University will defend and indemnify University faculty/staff for claims arising out of their negligent acts or omissions, while acting within the scope of their employment. Intentionally harmful acts, willful or wanton acts or omissions are not within the scope of employment and will not be covered. Faculty/staff are strongly encouraged to review the [Plan documents, limits of liability, and coverage terms/restrictions](http://www.obfs.uillinois.edu/cms/One.aspx?portalId=909965&pageId=915088)

**Health/Accident Insurance**

The policy of the University of Illinois requires registered students either have health and accident insurance through the parent's policy or the University's Student Health Insurance Program (SHIP). In the event of an accident or illness during an academic field trip/field class, students shall be responsible to ensure that any medical costs incurred during and/or as a result of the academic field trip/field class will be submitted to their appropriate health/accident insurer. In addition, the University does not assume responsibility for deductibles and/or co-payments.

**Vehicles**

The University department will arrange for transportation by any of the following methods, with the following rules being applicable. Faculty/staff should familiarize themselves with these rules of use and insurance as they make decisions regarding transportation of participants.

1. **University Vehicles:** Only University employees should drive, and the State of Illinois Auto Liability Plan provides liability protection for the driver and harmed third parties.
2. **Rental Vehicles:** If rented with University funds only University employees shall drive, and all applicable terms of the rental agreement will be followed. The rental vehicle will have liability limits with the State of Illinois Auto Liability Plan providing liability protection above that provided by the rental car company.
3. **Charter Bus Service:** The University has many existing agreements with charter bus companies, with the charter bus company providing insurance
4. **Common Carriers** (e.g., Greyhound, Amtrak) may be utilized, with the common carrier providing insurance.
5. **Personal Vehicles:** May be used but only after all parties have a clear understanding of the insurance coverage issues:
	* If a student uses their own personal vehicle the University does not insure or accept liability for any damage, loss or injury resulting from the use of a student participant's vehicle. Students who use their own personal autos should have auto liability insurance on their vehicle and should have a valid driver's license. Participants who chose to ride in a private automobile do so voluntarily and at their own risk.
	* If faculty/staff uses their own personal vehicle the individual's personal auto liability insurance will have to respond up to its limits of liability. If the State of Illinois (Central Management Services) determines the vehicle was being used for the furtherance of state business at the time of the loss, the State's Auto Liability Plan will provide liability limits in excess of the individual's personal auto liability. Under no circumstances will the State of Illinois or the University of Illinois provide coverage for damage to the faculty/staff's personal vehicle (i.e., "auto physical damage"). In addition, faculty/staff should have a valid driver's license. Participants who choose to ride in a private automobile do so voluntarily and at their own risk.

**Risk Management Forms and Information**

**Acknowledgment of Risk and Release of Responsibility** p.8
This form or a Legal Counsel-approved variation of the form - is to be signed and collected from all participants in an off-campus program.

**Program Dismissal Form** p. 10
This form or a variation of the form is meant to clarify expectations of behavior standards for each participant, and should be signed by each participant.

**Emergency Contact Information** (WORD DOCUMENT LINK) p. 12
Program directors must collect and travel with emergency contact and release of information form for each of the program participants. A copy of the list must also be left with the sponsoring unit/department.

**Housing agreement** *(if applicable)*
Program directors may wish or need to establish clear expectations of the program participants with regard to their housing arrangements.

**Notification on Emergency Protocols** p. 19
Prior to departure for the off-campus program, program directors must submit a plan for emergency response to the sponsoring unit/department. This requirement helps the program director a) respond appropriately to ensure safety and health of participants and b) report activity appropriately to help protect the program and University. The plan must include:

* Name and address of hospitals nearest to destination(s) of off-campus program;
* Phone number of local police departments at destination to be notified in event of a crime;
* Campus-based contact (name, emergency phone number, and e-mail address) to whom the program director will report any emergency, crime-related, or other problematic event experienced by program participants. This should be a staff member within the sponsoring unit/department who will be able to respond in an emergency.
* [Phone number of Emergency Dean of Students](http://www.odos.uiuc.edu/emergency/), in the event of a student-related concern or emergency

In the case of any emergency, program directors must ensure the health and safety of program participants above all else.

**General Information on Student Issues**

**Student Preparation and Orientation**

Any Illinois program that takes students off-campus must ensure that prior to departure - the students are prepared for the experience and different expectations, as compared to an on-campus experience. A well-documented and implemented orientation also helps to counter claims of negligence.

The pre-departure orientation should include, but is not limited to, the following:

* program plan and purpose (e.g., syllabus, itinerary),
* [codes of conduct for general UIUC students](http://www.admin.uiuc.edu/policy/code/article_1/a1_1-302.html) (link http://admin.illinois.edu/policy/code/) and for specific off-campus program as determined by the program director
* consequences of abuse to codes (e.g., written dismissal policy)
* emergency protocols while traveling and at destination
* safety recommendations on non-program related activities at or en-route to destination

**Student Disability and Accommodation**

* Legal Counsel Statement
* [Resources](http://www.eoa.uiuc.edu/ada_section.html)(link http://www.disability.uiuc.edu/)

**Other Resources**

* [Policy on Alcoholic Beverages](http://www.admin.uiuc.edu/policy/code/article_1/a1_1-306.html) (link http://www.cam.illinois.edu/viii/VIII-10.htm)
* [Dean of Students Office](http://www.odos.uiuc.edu/resource/)

Student Forms

Acknowledgement of Risks and Release of Responsibility

University of Illinois

Department (XXX)

The Department of (XXX) at the University of Illinois is offering students an opportunity to participate in XXX Field Trip (the “Program”). The date(s) of the program are (mm/dd/yyyy)

Please read and sign below:

I acknowledge that there are certain risks, hazards and dangers, including risks of physical injury, disability, or death and risk of loss of use or damage to my personal property. Risks include but are not limited to transportation accidents, weather related hazards and natural disasters, infectious diseases, the possibility of slips and falls, pinches, scrapes, twists and jolts that could result in scratches, bruises, sprains, lacerations, fractures, concussions, or even more severe life-threatening hazards. I understand that injury or loss may result from unknown or unexpected risks, but may also result from the use of equipment, materials, or facilities recommended by the University, environmental conditions, from the acts or omissions of others, or from the unavailability of immediate emergency medical care.

I understand that the University of Illinois does not guarantee my personal health or safety at any point during this Program, nor does it protect me against risk of loss of my personal property. I understand that it is the policy of the University of Illinois that registered students be covered by health insurance under either the University’s or a private policy of my choice and it is my responsibility to make sure I am covered for the duration of the Program.

If I have a physical, mental or other condition that may in any way impact my ability to participate in the Program, I will disclose that to the Faculty member in charge of the Program. Even if I disclose these conditions, however, the University is not responsible for things that may happen to me because of my condition. I understand the University of Illinois does not assume responsibility for the actions of persons not employed by the University, for events that are not part of the Program, or that are beyond the control of the University or its contractors, or for situations that may arise due to the failure of the participant to disclose pertinent information.

I understand and hereby acknowledge that I assume all risks incurred by my participation in the Program. In consideration of being allowed to participate in the Program, I hereby release the University of Illinois, its Board of Trustees, officers, agents and employees from any and all claims arising out of or in any way connected with the Program and my participation in the Program, including but not limited to the risks as outlined above.

I am competent to sign this consent release and waiver and have read and understood all the provisions contained in it and intend it to be binding on me and my heirs, successors, assigns and personal representatives.

**PARTICIPANT:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_**

**Name (printed) Signature (Date)**

[Use department/program letterhead]

**Off-campus Program Dismissal Form**

There are circumstances under which program director(s) and institutions have the authority to require that a student withdraw or be dismissed from an off-campus program. These circumstances include, but are not limited to, the following:

1. Students whose conduct while on the program is deemed undesirable and whose actions are in violation of the University of Illinois’ Code of Campus Affairs and Regulations, as applicable to the above named off-campus program, will be dismissed from the program and will be subject to campus disciplinary reviews.

2. Students whose conduct is in violation of the rules and guidelines of any sponsoring institutions.

3. Students whose conduct is in violation of regulations set forth by the off-campus program director or other responsible staff.

4. Students whose conduct is in violation of the program destination’s civil and/or local criminal statutes.

5. Situations in which the behavior, whether academic or social, of the student causes his/her presence in the program to jeopardize either the reputation of the program, and the university, or the participation of others in the program.

Students dismissed from the program for the above reasons will receive no credit for work done, will be considered as not having completed the program, will not be entitled to any refund, and will be responsible for their travel from the program.

I understand that I am subject to dismissal from the off-campus program if I do not abide by the above program rules and regulations. Non-compliance with these rules may result in dismissal from the program and disciplinary action at the U of I. I also hereby agree to abide by the program rules stated above.

**PARTICIPANT:**

Name (printed) UIN

Signature (date)

**PARENTAL CONSENT:**

**(Requested for all students and required if student is under 18 years of age)**

The undersigned parent or legal guardian of the above-named student, a minor, hereby consents to the participation of said student in the off-campus program subject to the program rules stated above.

Name (printed)

Signature (date)

[Use department/program letterhead]

**Emergency Contact Information**

Off-campus Emergency Contact On-campus Emergency Contact

Even though this information may be requested elsewhere, please fill out this separate form for internal files.

**Participant Name:**

**In case of an emergency, please contact:**

Name: Name:

Address: Address:

Phone(s): Phone(s):

E-mail: E-mail:

Do you have any health issues of which the off-campus program director should be aware?

If you are on any prescription medications, be sure to arrange ahead of time to bring sufficient medication or prescriptions with you.

Name (print)

Signature Date

**Faculty Forms**

**Reporting Off-Campus Student Activity**

**This can be done as a paper form, or moved on-line.**

1. Name(s) of faculty/staff organizing and leading ACES off-campus activity or program:

2. Purpose of off-campus activity or program:

3. Destination of activity or program:

4. Departure Date: mm/dd/yyyy

5. Return Date mm/dd/yyyy

6. Brief description of off-campus activity or program (less than 300 words):

7. Is this off-campus activity or program for credit, or is it part of a for-credit on-campus course?

8. Total number of students participating in off-campus activity or program:

9. Will students be registered at the time of the off-campus activity or program?

10. Method of group transportation to activity or program:

  Airplane

  Train

  Bus

  Rented Vehicle

  Other

11. Has this off-campus activity or program been reviewed by your department's courses and curriculum committee?

  Yes

12. Do you have departmental approval for this activity or program?

  Yes

13. Who or what unit on campus is providing administrative support (e.g., financial transactions, risk management/emergency contact support). In addition to the name of the unit/individual contact, please provide an e-mail address.

14. What is the activity or program leader's cell phone contact information in case of an emergency?

15. Have participants signed release forms?

  Yes

  No

**Guidelines for Emergency Protocols Report**

***Off-campus Programs***

Although emergency situations cannot be anticipated, this report is intended to enhance preparedness for a range of potential emergency situations. A copy of this report should be left with the on-campus unit responsible for administration of the off-campus program.

• What are the medical services available at the site for the off-campus program? What provisions can be made for emergency health services? Note that all students should be covered by appropriate health insurance (UIUC student health insurance, parents’ health insurance or international CISI emergency medical, evacuation, and repatriation insurance).

• Will the program provide on-site orientation to participants about health and safety issues?

• Location and phone contact of nearest police departments, U.S. Consulate or Embassy (if international)

• Have all participants signed the program’s Acknowledgment of Risk form?

What notable health or safety risks (e.g., environmental, political, health-related, etc.) exist at the program location? Elaborate on separate paper if necessary.

• Have all participants signed and submitted Emergency Contact Information? Does the program leader have copies of each student’s emergency contact information? Is a copy of emergency contact information on file with on campus administrative unit supporting the program?

• What contingency plans exist for emergency evacuation? Are local funds available to cover costs of emergency transportation?

• Should an emergency response be required, on campus administrative/departmental office must be notified as soon as possible, even if it is after regular office hours. What number should you call? The administrative unit will then determine whether it is necessary to notify the Dean of Students, the College or other relevant offices on campus.