



CAL POLY

University Field Activities Notification Instructions

The attached form and language has been reviewed and approved by University Legal Counsel and University Risk Management for use in University classes and program which include **required** out of class room activities. For example: field trips, internships, service learning, student teaching, observation, etc.

Effectively implemented, this form will briefly notify students of planned out of classroom activities; logistical issues and arrangements; and transfer the responsibility for managing risk to the student. Additional specific information prior to the actual out of classroom activity is essential to effectively define the responsibilities of the University and the student, and must also be provided.

Specific language and general format are not to be altered without consultation with University Risk Management.

- Complete open fields on fillable Word form
- Provide Department, course and section of class; provide title of class or program; indicate academic term; provide name of faculty and/or program leader.
- Provide name/title of activity.
- Cite regulatory requirement for the activity, if any.
- Identify if an alternative assignment is available and who to contact.
- Provide specific: start and end Dates, Times, Destination, Activity.
- Indicate if there are fees and expenses that the student will be required to pay.
- Indicate if: transportation, lodging, food, equipment, etc., are required and if the student or the University is responsible for services.
- Indicate expected environmental conditions for both travel and destination.
- Completed form is to be provided to students on their first day of class.
- Student is to initial each section, print their name, sign and date the form and return to faculty/leader who will establish a file within the department where the documents shall remain until the fourth academic year following the specific class or program.
- If a student refuses to sign the form, print their name on the form and indicate in the signature area that they received a copy, date the form and retain.