Administrative Procedure

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Subject: OFF-CAMPUS ACADEMIC ACTIVITIES

1.0. PURPOSE:

To establish the policy and procedure for off-campus academic activities.

2.0. ORGANIZATIONS AFFECTED:

All organizational units of the University, including auxiliary organizations.

3.0. REFERENCES:

3.1. Executive Order 1081, Study Abroad and Exchange Programs.

3.2. Executive Order 1064, Student Internships.

3.3. Executive Order 1062, Field Trip Policy and Procedures.

3.4. Executive Order 1051, Use of Approved Waiver of Liability.

3.5. Executive Order 1041, Student Travel.

3.6. Executive Order 1069, Risk Management and Public Safety.

3.7. Coded Memorandum AA 2011-1, Campus Compliance with Study Abroad Policy.

3.8. Coded Memorandum AA 2007-25, Third-Party Program Provider Study Abroad and Administrative Safeguards.

3.9. Technical Letter RM 2011-01, Liability Waivers Handbook.

3.10. California State University (CSU) Resource Guide for Managing Risk in Service-Learning.

3.11. CSU Use of University and Private Vehicles Policy Guidelines.

3.12. California State University, Los Angeles Field Trip and International Travel Guidelines and Procedures.

Approved: _____ **Date:** _____

3.13. Cal State LA Administrative Procedure 418, Risk Management Policy.

4.0. POLICY:

California State University, Los Angeles (Cal State LA), recognizes the benefits of off-campus academic activities, as well as the need to maximize the educational experience while mitigating the risks to participants and minimizing the University's liability exposure. This policy applies to off-campus academic activities.

Off-campus academic activities ("activity") are related to the academic programs of the University and take place outside of the campus setting. These include field trips, internships, service learning, study abroad and exchange. For the purpose of this policy they do not include teacher preparation placements or clinical placements such as those for nursing, counseling, physical therapy, or occupational therapy.

5.0. DEFINITIONS:

5.1. Community Service – Any work provided by individuals that contributes to the quality of life in the community. Community service work can be provided in several ways and for different purposes. Students may be involved in community service on their own, with a group or club, or through academic course work. When the community service is part of the academic course work and when the service relates directly to the course content it is considered service learning.

5.2. Field Trip – A University course-related activity led by a faculty or staff member and designed to serve educational purposes. A field trip would include the gathering of data for research (such as at a geological or archaeological site), museum visit, participation in a conference or competition, or visits to an event or place of interest. The duration of a field trip may be a class period or longer, and could extend over multiple days. This definition does not apply to activities or placements in the context of a teacher preparation program, intercollegiate sports, or service-learning placements.

5.3. Internship - Formal integration of the student's academic study with practical experience in a cooperating organization. It is an activity designed to serve educational purposes by offering experience in a service learning, business, non-profit or government setting. This does not include teacher preparation placements or clinical placements such as for nursing, counseling, physical therapy or occupational therapy.

5.4. Off-campus Site - The organization or location at which the activity takes place.

5.5. Service Learning - A teaching method that promotes student learning through active participation in meaningful and planned service experiences in the community that are substantively related to course content. Through these activities, students enhance their understanding of course content, general knowledge, sense of civic responsibility, self-awareness and commitment to the community.

5.6. Service Learning Course - An academic course, in any discipline, that provides students opportunities to participate in organized service activities that meet community needs while linking the community service experiences to the course

content. This makes service learning a very different experience than community service.

5.7. Study Abroad and Exchange - Any credit bearing campus instructional program for which the student pays fees to Cal State LA and which is in whole or part conducted at a site(s) outside of the United States of America, is not a degree program, and is normally one (1) academic year or less in duration.

6.0. RESPONSIBILITIES:

6.1. The President, or designee, will:

6.1.1. Designate an Off-campus Academic Activities Coordinator or Unit who will serve as the campus liaison and provide knowledge about the University's off-campus academic activities policies and procedures.

6.1.2. Ensure that delegation of authority is established in writing and maintained on file, when appropriate.

6.1.3. Ensure there is a means for future review of the policy, and that it is updated and communicated to the campus community at appropriate intervals.

6.2. The Office(s) responsible for Community Engagement within Academic Affairs will:

6.2.1. Communicate with Risk Management and Environmental Health & Safety (RM/EHS), as appropriate, to address any potential risk issues with regard to service learning and academic internships.

6.2.2. Provide a framework for the documentation of service learning and academic internships; provide assistance for faculty in coordinating these activities.

6.2.3. Maintain required documentation for service learning and internships implemented by faculty/departments that collaborate with the Office of Community Engagement.

6.2.4. Perform annual reviews in collaboration with RM/EHS.

6.3. The College of Professional and Global Education (PaGE) will:

6.3.1. Communicate with RM/EHS, as appropriate, to address any potential risk issues with regard to study abroad.

6.3.2. Provide a framework for the documentation of study abroad activities; provide assistance for faculty and departments in coordinating these activities.

6.3.3. Communicate and advise students on how to research study abroad programs consistent with CSU guidelines and directives on international study.

6.3.4. In collaboration with RM/EHS, provide a pre-departure orientation focusing on health and safety to students participating in a study abroad program.

6.3.5. Maintain required documentation for students participating in overseas program.

6.3.6. Perform annual reviews in collaboration with RM/EHS.

6.4. Colleges will:

6.4.1. Designate a point person who will serve as the college liaison and provide knowledge about the University's off-campus academic activities policies and procedures and assist departments/divisions/schools with compliance.

6.4.2. Communicate with the relevant offices; conduct academic activities in accordance with policies and procedures connected with off-campus academic activities.

6.4.3. Perform annual reviews in collaboration with RM/EHS.

6.5. RM/EHS will:

6.5.1. Collaborate with the Off-campus Academic Activities Coordinator or Unit to assist in the implementation of relevant policies, procedures and regulations.

6.5.2. Assist with the coordination of annual reviews and audits to ensure colleges and departments are maintaining appropriate emergency contact information and other required documentation.

6.5.3. Communicate with the campus on CSU changes to off-campus academic activities policies, directives, and procedures.

6.6. Off-campus Academic Activities Committee will:

6.6.1. Be appointed by the Provost and charged with reviewing executive orders, administrative procedures, and other relevant issues connected with sending students to off-campus locations for an academic requirement in attainment of their degree, or for an educational purpose.

6.6.1.1. Consist of campus individuals involved in and knowledgeable about the range of off-campus academic activities. Membership shall include representatives from the following units:

- The unit designated as responsible for oversight of off-campus academic activities
- A faculty member selected by the Academic Senate who has experience with off campus activities.
- A student designated by Associated Students, Inc.
- The office(s) responsible for Community Engagement
- RM/EHS Representative
- Division of Student Affairs
- Procurement & Contracts
- Study Abroad/International Programs

6.6.2. Solicit annual feedback from colleges, the Office of Community Engagement, RM/EHS, CESIP, and other relevant units about the implementation of the off-campus academic activities policy.

6.6.3. Review policy as needed and provide recommendations for revision, if relevant.

7.0. PROCEDURES:

7.1. Guidelines governing off-campus academic activities shall include, but are not limited to, the following:

7.1.1. Activity Planning

The planning process for off-campus academic activities should minimally include the following:

- A means to identify all courses that involve off-campus academic activities;
- Academic policies for establishing the activity;
- Individual to be responsible for oversight of the activity;
- Awarding of academic credit, if applicable;
- Accommodation plan for students with special needs;
- Emergency response plan;
- Student compensation, if applicable; and
- Minimum requirements for agreements between the off-campus site and the University.

7.1.2. Placement Assessment

Prior to placing students, an assessment of the appropriateness of the off-campus site as a placement for Cal State LA students shall be conducted. A written assessment summary of the site shall be completed and retained by the office with oversight of the activity, and be available for review (field trips do not require written placement assessments). This summary shall minimally include the following:

- The potential for the off-campus site to provide an educationally appropriate experience;
- Identification of the potential risks of the site;
- Identification of an appropriate individual from the host organization to supervise the student at the site;
- Evaluation of the educational environment;
- Evaluation of the potential for student academic experience and its relationship to the student's academic study;
- Selection criteria and basic skills required of the student; and
- Agreement of the off-campus site to meet CSULA expectations, including a signed placement agreement between the off-campus site and the University that addresses both the site's and the campus's role in the off-campus academic activity, as well as the student's responsibilities.

7.1.3. Off-campus Site Visits

7.1.3.1. For service learning, internship, and field trip sites, the following criteria shall be used when determining the need to conduct a site visit:

- Students will be supervised less than 50% of the time;
- Students will be working with behaviorally challenged populations;
- The location would be described as high-crime, or if there are concerns about parking and work areas being adequately illuminated;
- Incidents of criminal activity have taken place within the past year; there are hazards or other environmental concerns that are not addressed by training and security measures;
- The placement requires students to work with hazardous materials, heavy equipment, or machinery;
- There are concerns as to the site's emergency plan or regarding non-working fire-rated doors or blockages to the exits and hallways; and
- There are other noted concerns that might impact the safety and well-being of the students.

7.1.3.2. The site visit may be bypassed if sufficient knowledge of the off-campus site can be demonstrated and documented. This could be accomplished through online review, published materials or direct contact with the site.

7.1.3.3. Any concerns noted in the site visit should be directed to RM/EHS; and when necessary, documented on waivers, learning plans, and/or other learning forms.

7.1.4. Placement and Orientation

Before the student begins the off-campus academic activity, the following steps shall be completed:

- A student orientation that includes conduct expectations, health and safety instructions, and emergency contacts;
- A completed student emergency contact form;
- A completed liability waiver form, when required **(Executive Order 1051)**;
- Provide training for any equipment that may be used on the activity;
- Compliance with the **CSU Use of University and Private Vehicles Policy Guidelines** and the **CSU Student Travel Policy**, where applicable; and
- A learning agreement form signed by the student, off-campus site supervisor, and appropriate CSULA representative. The form addresses the work to be provided by the student, the learning outcomes, and the placement logistics (including hours and pay, if applicable). A learning agreement form is not required for field trips.

Documentation of the above items shall be retained by the campus supervising office or a designated campus office.

7.1.5. Annual Review

Off-campus academic activities shall be reviewed annually. Findings and recommendations will be documented. This review shall take into account information that relates to the educational purposes and safety of students.

Information will be gathered from on-site supervisors, faculty, University staff, and student experience.

7.2. Document Retention

Documents related to each off-campus academic activity shall be retained for five (5) years.

It is recommended that the instructional agenda, name and contact information for the off-campus site, student information, and executed liability waiver be retained together after the conclusion of the semester/quarter during which the off-campus academic activity took place. Electronic copies of the documents are permissible. See technical letter **RM 2011-01** and the accompanying *Release of Liability Handbook*.

For field trips: A copy of the field trip itinerary, completed release form(s), emergency contact information and other related documentation shall be retained in the department office. A copy of each Release Form shall be submitted to the Office of Risk Management & EHS.

For internships, community engagement, and service learning activities: documents are maintained by the responsible department, college, or other responsible office, as appropriate.

8.0. APPENDICES:

N/A