**CSU Department of Geosciences**

**Field Trip Code of Conduct**

**1) Student responsibilities**

**Pre-field**

* Students must communicate with field trip lead(ers) regarding medical concerns, physical ability concerns, necessary accommodations, etc.
	+ Overnight field trips must have sealed medical forms for each trip participant
* Student should be familiar with field trip activities (as discussed by faculty at pre-trip meeting and review of associated field trip safety plan) and required equipment and clothing
	+ Students should communicate to field trip lead if they don’t have access/familiarity with required personal equipment/clothing or appropriate experience to safely use it
* Student should communicate relevant first aid or other training experience to trip leaders

**In-field**

* Student safety is highest priority – please keep in mind that no data or grade is worth taking inappropriate risks
* Communicate on-site risks to fellow students, faculty, and TAs and discuss ways to mitigate them
* Conduct yourself respectfully and responsibility; please remember that you are a representative of the department and university during off-campus trips. Use common sense. Recognize your own abilities and limitations.
* Students are responsible for maintaining open communication with trip leaders about their medical and physical well being
* Respect your instructors, field leaders, and peers. Prioritize inclusiveness and collaboration.
* Respect the natural environment, private property, and follow leave no trace principles
* Your job as a student is to learn -- please ask questions if you don’t understand something.
* No alcohol or other non-prescription controlled substances will be permitted on field trips or in CSU-owned vehicles.
* No weapons, including but not limited to firearms, large knives, explosives, etc. are permitted on field trips
* Be familiar with incident reporting processes and report any incidents to the appropriate contact listed in this code of conduct or in other CSU-related resources – advocate for yourself and fellow students! In an emergency dial 911.

**Post-field**

* Be familiar with incident reporting processes and report any occurrences to the appropriate contact listed in this code of conduct and/or to your instructor – constructively advocate for yourself and fellow students!
* Ensure that department equipment is cleaned and returned to proper storage post-trip. Report any damaged equipment to the trip leader.

**2) Faculty responsibilities**

**Pre-field:**

* Reserve CSU vehicles early.
* Provide participants with essential logistical information (including in your Field Safety Plan), including but not limited to departure/return times, trip activities, required trainings for the trip and level of difficulty (e.g., approximate hiking distance/elevation, terrain, expected weather conditions). This should be provided with ample time to revise trip to meet student accommodations and should also be accessible to students in document form (i.e., emailed and/or posted to Canvas).
* Provide TAs with a complete orientation in advance. Consider that field activities/procedures/experiences can vary substantially with different countries/cultures/settings.
* Provide participants with appropriate field safety information as indicated in the Field Safety Plan.
* Designate a second-in-command to the primary instructor and make this information clear to participants.
* Ensure that instructor and student drivers are qualified and prepared to operate university vehicles in a safe and law-abiding manner.
* Provide appropriate accommodations during the field trip, as well as course appropriate opportunities to make-up the assignments in a safe manner.
* If specific equipment is necessary to complete the assignment, ensure in advance that it is available, in working order, and that students are prepared to operate it.
* Provide accessible information regarding incident reporting to students (i.e., Review Section 3 below).

**In-field:**

* Provide adaptive updates regarding safety concerns and trip logistics (activities, weather, duration)
* Hold student safety as the highest priority and remind students to do the same. Utilize protective equipment (e.g., helmets) where appropriate.
* Treat all students respectfully and promote and model respectful peer-to-peer behavior.
* Create inclusive assignments.
* Model respectful field behavior when interacting with natural landscapes, private property and non-university contacts.
* Remain available to and in communication with the participants throughout the trip.

**Post-field:**

* Provide information regarding incident reporting to students in a manner that is accessible and can be implemented confidentially.
* Review general successes/challenges of the trip and solicit feedback to improve general safety and experience of participants.

**3) Evaluation and Reporting Mechanisms**

**During Trip Reporting of Unsafe Conditions/Incidents**

* If any member of the trip is in imminent danger, for any reason, please call 911. If cell service is unavailable, report to the course instructor so that the InReach satellite communicator can be activated (instructions are on the back of the Field Safety Plan document).
* For all other “during trip” reporting, speak with a TA or a faculty member and follow the guidelines below.
	+ Your safety is paramount. If you feel unsafe in any situation, please inform the TA and trip leader(s). Non-participation in a field activity due to safety concerns will not result in punishment or a lower grade.
	+ If you see or hear any references to violence or notice inappropriate behavior among your peers or between the group and others, please report your observations and concerns to a faculty member or TA. As appropriate, utilize Tell Someone (970-491-1350), which is staffed M-F 8 AM-5 PM.
	+ If you experience or observe sexual harassment, please call the Title IX Office (970-491-1715) and/or report your observations to a faculty member. Faculty are obligated to report your experience or observation to the CSU Title IX Office.

**During Trip Reporting/Feedback**

* During your trip, you may need to provide feedback regarding interpersonal disputes or other observations regarding students who may be struggling. Please raise any such concerns with the TA and/or the trip leader(s).
* For all issues, the TA and trip leader(s) will strive to preserve confidentiality; however, depending upon the nature of the dispute, this may not be possible.

**After Trip Reporting/Feedback**

* All feedback regarding the field trip can be directed to your instructor or the CSU Geosciences Department Head.
* If you wish to provide feedback anonymously, please utilize the anonymous feedback box in MSNR Rm 324 or to Tell Someone (970-491-1350).
* If you experience or observe sexual harassment, please call the Title IX Office (970-491-1715) and/or report your observations to a faculty member. The faculty member is obligated to report your experience or observation to the Title IX Office at CSU.