

The checklist below is meant to serve as a guide for addressing risks for an experiential learning activity. This checklist may be used as a cover sheet for a professor who is planning learning activities outside the classroom. N

	/A	TASK
		<p>If this activity is part of a class, I have included a description of the activity and any special requirements in the syllabus. Educational objectives have also been included within the syllabus. If appropriate, I have provided a schedule of working and free time.</p>
		<p>If the activity includes third party placement of a student such as an internship, a signed affiliation agreement or contract has been signed. Contact %o Œ š u v š > Porc } μ v • office to assess the need for such an agreement.</p>
		<p>You have notified your , or Dean of your plans to provide an experiential learning activity.</p>
		<p>I have considered the risks associated with the activity and, when appropriate, have developed an emergency plan (see > u Œ h v] À Œ •] š Ç K ((r ^] š Æ %o Œ] v š] o > form). These include risks inherent to the work, location, and neighborhood. The emergency plan includes a list of important phone numbers, including their external site contact information.</p>
		<p>If appropriate, I have received signed > u Œ h v] À Œ •] š Ç š] À] š Ç Z o • P Œ u v š () Œ W Œ š]] %o v š • ~ í ô Ç ` ï ø ~ ó ~ = P € à b 0 / h " D U</p>
		<p>I have received signed š] À] š Ç Z o • v / v u v] š Ç P Œ . u v š () Œ</p>
		<p>I have discussed with my community partners the scope of the work my students (and, if appropriate, will not do).</p>
		<p>I have visited or am familiar with the site and determined that is acceptable and safe for my students to be there.</p>
		<p>If appropriate, the students will have in-class AND on-site orientation to discuss the determined risks and procedures to mitigate those risks.</p>
		<p>If appropriate, I have made available to my students the training and resources offered by > u Œ h v] À Œ •] š Ç safe, animal welfare, blood borne pathogens, etc.</p>
		<p>I have encouraged my students to share any concerns with me.</p>