



POLICY TITLE	<i>Faculty-led: Short Term Off Campus Programs</i>
POLICY NUMBER	
EFFECTIVE DATE	This policy was created on May 1, 2018
RESPONSIBILITIES	<p>Issuing Office: Risk Management</p> <p>Responsible Officer: Vice Provost for Academic Affairs</p> <p>Individuals/offices required for review, changes and communication: Academic Affairs, RISD Global, Risk Management</p>
PURPOSE	Rhode Island School of Design seeks to support faculty leading short-term off campus programs.
SCOPE	<ul style="list-style-type: none"> • Any (domestic or international) short term travel or overnight field trip (of 3 nights to six weeks) organized through Academic Affairs (i.e. RISD Global, Summer Studies) as part of a course or a school project • All Faculty and graduate teaching/resident assistants traveling as part of a short term off campus program
POLICY STATEMENT	This policy was developed to provide clarity and direction to any faculty who wants to run a short term (3 nights to six weeks) off-campus course or school project. This policy outlines the faculty and teaching/resident assistant responsibilities during and after program time. It also provides guidelines for family members who may be in the same region as a RISD program.
DEFINITIONS	<p>Definition of Terms in Statement:</p> <ul style="list-style-type: none"> • Program time: is the official meeting hours of students and faculty during the program and travel. This includes, but is not limited to, class + studio time, on-site travel to and from class and studio, travel for the program on local buses, trains, planes, etc. • Short term off campus program – any academic program where all or part of the curriculum is held off campus (usually international)
POLICY	<p>Off-campus requirements for Faculty and Teaching/Resident Assistants</p> <ul style="list-style-type: none"> • 2 responsible adults are required to be onsite at all times during off-campus courses/programs or overnight field trips. The 2 options are: 2 faculty of record or a Faculty + Graduate Teaching/Resident Assistant. Graduate Teaching/Resident Assistants must be a current RISD student enrolled in a graduate program (for summer Global Programs: no students graduating that June.) • The 2 responsible adults are on call 24/7 until every student has returned home safely <ul style="list-style-type: none"> ○ They must be able to make / receive time sensitive calls from students, RISD officials and others related to health and safety incidents. ○ Each responsible adult is responsible to ensure that their phone functions on location. ○ They must provide their contact number to students, collect the group's contact information and ensure they are reachable 24/7.

- For Faculty: One of the two responsible adults must be proximate to students during weekend/free time. Overnight trips outside the course locations are not permitted. Daytrips for both responsible adults at the same time are not permitted.
- For **Graduate Teaching/Resident Assistant** the **Teaching/Resident Assistant** must remain at the course location for the duration of the course.
- One or both of the responsible adults must inform RISD Public Safety of major health and safety incidents and in case of emergency, as soon as possible within 12 hours, e.g. missing student, sexual assault, medical emergency, etc.
- When the group is scheduled to travel and one student needs to stay behind for medical treatment or other extenuating circumstances, one responsible adult will stay with the student.
- In the case of a serious incident, one of the responsible adults remain onsite until the incident is resolved, even if the course has concluded.
- The faculty must inform RISD Global of minor health and safety instances (i.e. pickpocketing) within 24 hours of their occurrence.

Housing policy

For courses/projects with two Faculty responsible adults

- At least one responsible adult is required to be housed in the same location as students, unless the students are hosted in a student dorm/residency with full student life support (i.e. residencies with limited access to students only, college campuses, structures with protocols as curfew, card access and 24/7 student support). Note: RISD will make this determination.

For courses/projects with 1 faculty and a Teaching/Resident Assistant

- **The Graduate Teaching/Resident Assistant** is required to stay with the students in the same housing, even during free time & weekends.
- In particular instances where the average risk is heightened –due to perceived health, safety and location needs - RISD Risk Management requires that both responsible adults to be hosted with students.

Note: for trips less than a week RISD recommends that all participants (including TA and Faculty) stay in the same housing together.

Family members, partners or companions

If the faculty's family members, partner or other companions are in the same geographic location during period of the course/project, see guidelines below:

- Faculty member must acknowledge that their first duty is to students, and ensure that their commitment is not divided.
- Family members, partners and companions cannot accompany the group during **program time** without approval from Risk Management prior to departure.
- The faculty's priority must be the students at all times, including travel to/from location if traveling as a group and when responding to incidents during program time.
- If family members, partners or companions are RISD faculty or staff, specific adjustments could be discussed (but a waiver must be signed)
- Upon approval from Risk Management any children (under the age of 18) present during a program time activity must be supervised by an adult other than the faculty leader at all times. *Please note: the Graduate Teaching Assistant nor any other students involved in the course/trip cannot be responsible for the supervision of minors during the course.*
- Any cost incurred for relatives, partners and family members is covered by the faculty

	<ul style="list-style-type: none"> In the rare case of dedicated housing for the group (students, faculty, TA) alone, the family members, partners or companions will need separate accommodation from the group.
PROCEDURES	<p>For exceptions to the policy above for family members partners or companions</p> <ul style="list-style-type: none"> The individual must present their request to the RISD Risk Management Office at least two weeks prior to departure. Thereafter Risk Management will work with the necessary offices and individuals (which may include RISD Global, IIRT, General Counsel and Academic Affairs) to understand the viability of the exception request. A formal response to the request will then be sent to the faculty member to their RISD email. For exceptions to policy, in cases where the exception is approved the necessary waivers must be signed prior to the departure of the group (even in cases where the faculty member is traveling to the site separate from the group).
REVISION HISTORY	<p>Last Revised: May 2019</p> <p>Next Scheduled Review:</p>
REQUIRED DOCUMENT APPROVALS	<p>_____</p> <p>NAME: _____ DATE: _____</p> <p>TITLE: _____</p> <p>_____</p> <p>NAME: _____ DATE: _____</p> <p>TITLE: _____</p> <p>As many as necessary.</p>