

## University Field Activities Notification

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; identified conditions and risks; 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.*

- Copy form onto new document. (DO NOT CHANGE ANYTHING ON THE WORDING)
- Form should be produced on department, university letterhead (first page) additional pages must be physically attached if provided in paper form.
- Provide course and section if a 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.
- Identify any specific risks, in addition to bodily injury, damage to property, liability to others and or damage to property of others.
- Completed form is to be provided to students on their first day of class.
- Student is to 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.

[Courses or programs that have required electronic sign in for activities, may place forms in initial materials to be read on line and faculty/leaders can provide a copy of the form and record of the sign in of each class member to file for department retention – no signature of student required.

# CAL POLY

California Polytechnic State University  
San Luis Obispo, CA 93407-0255  
Animal Science Department (805) 756-2419

## Field Activities Notification Identified Risk, Informed Consent and Hold Harmless

Course # \_\_\_\_\_

Section # \_\_\_\_\_

Title: \_\_\_\_\_

Term: \_\_\_\_\_

Faculty/Leader (s): \_\_\_\_\_

Activity(ies) Title: \_\_\_\_\_

Requirements for this course include participation in activities out of the classroom, campus lab, and shops.

These activities are required by: \_\_\_\_\_

Alternative assignment(s) are/are not available, contact: \_\_\_\_\_

Schedule and Logistics for Activities:

<u>Date(s)</u>	<u>Time(s)</u>	<u>Destination(s)</u>	<u>Site Activity(ies)</u>
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_____	_____	_____	_____
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Fees and Expenses: \_\_\_\_\_

Transportation, Lodging, Food, Equipment: \_\_\_\_\_

Expected Site Conditions: \_\_\_\_\_

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## Identified Risks:

1. Bodily Injury, Possible Resulting Disability and/or death
2. Damage to Personal Property
3. Liability for injury to others and/or damage to property of others

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This list of identified risks related to this activity/event is intended to assist participant in evaluating the risk of participation and assumption of those risks through participation in this course.

Additional risks, foreseen and unforeseeable, common and uncommon, may also exist and are assumed through informed consent.

Participant additionally agrees to hold the University harmless for consequences of their own acts of negligence as well as the negligent acts of others.

Additional detailed information will be provided in advance as necessary for specific Field Activities

*\*Please contact the instructor within the first week of class and/or before the first Field Activity if you require accommodation for participation or have a condition which may impact your participation.\**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date