# ACADEMIC TRAVEL CHECKLIST (for taking Vanderbilt Students Off-Campus within the USA)

When taking students off-campus for academic work or study, common sense and thoughtful planning can mitigate the potential for mishap.    This checklist suggests which kind of review / approval process might be appropriate.    Most situations will be resolved at the instructor or departmental level.

## PART ONE: PROPOSAL

Instructor: _____

Course: _____Number of students involved_____

Destination: _____

Date(s) and times: _____

Instructor email: _____ Phone number(s):_____

Proposal:

> Note: the proposal for a planned trip should contain basic information:
> - what the activity is (and a demonstration of the educational value of the trip)
> - date/time/location; faculty sponsor; what student will do when on site
> - intended mode(s) of travel; contingency plan; site contacts; any triggers or concerns
> - involvement with population – and its parameters (e.g. watching is okay, interviewing more involved, request to participate needs the most scrutiny)
> - plans for orientation and for debriefing (as appropriate; any situation involving high-stress contact should have a solid debriefing plan)
>
> Whenever possible, planned travel should be disclosed on the course syllabus.

## PART TWO: REVIEW

The trip request should be reviewed at the department level (or at Associate Dean level in Blair and Engineering) if it includes any of the following triggers; please check any triggers that apply:

- [ ] travel over an hour by car and/or travel involving overnight stay
- [ ] travel between the hours of 11 p.m. and 6 a.m.
- [ ] travel without faculty presence
- [ ] solo travel (requires more contingency planning than group travel)
- [ ] any class activity that involves directly working with subjects (people in the field)
- [ ] any class activity that involves working with minors; faculty members are responsible for verifying that all individuals involved comply with the campus policy on the protection of minors, https://www4.vanderbilt.edu/riskmanagement/Policy_FINAL%20-%20risk%20management%20v2.pdf
- [ ] independent student research for which a professor recommends a review
- [ ] travel to sites with hazardous materials
- [ ] travel with destination risk, including but not limited to:
  - · national/local disaster zones
  - · high crime areas
  - · experiences addressing populations under stress including the homeless, the incarcerated, or the medically at-risk (also reviewed at Associate Dean level unless a departmental process for site review is approved in advance)
- [ ] volatile experiences that elevate the student's risk of arrest (e.g. protest sites and demonstrations) (also reviewed at the Associate Dean level)

Trip requests that should be reviewed by the school Associate Deans and possibly elevated to the Off-Campus Risk Assessment Committee include any of the following; please check any triggers that apply:

- ☐ any trip involving two or more triggers from the list above.
- ☐ volatile experiences that elevate the student's risk of arrest (e.g. protest sites and demonstrations).
- ☐ any trip that involves a national or local disaster zone, a warning from a governmental health organization, or a Homeland Security warning.
- ☐ any trip that involves sustained contact with persons that we know have been convicted of felonies and that entails a reasonable expectation of elevated risk, unless a departmental screening process has been approved by the dean.
- ☐ any trip to a physically remote site or a site more than 60 miles from the nearest hospital.
- ☐ any trip that requires students to participate actively in a protest or similar collective action, especially if we anticipate a police presence.

## PART THREE: PRIOR TO DEPARTURE

Contact information for all individuals on the trip and a copy of the approved travel proposal (and contingency plan) should be left with:

- the sponsoring faculty member's Department Chair or Director of Undergraduate Studies, and
- the department's Administrative Assistant, and
- the Associate Dean's office.

For longer trips, multiple means of contact and emergency contact information (frequently a parent email/phone number) should be included.