CONNECTICUT COLLEGE

OFF-CAMPUS ENGAGEMENT POLICY
Original Effective Date - Fall 2021 - Revised Spring 2024

I. INTRODUCTION

Connecticut College (the "College") recognizes that providing off-campus activities enhances the academic and co-curricular learning environment. It also recognizes that off-campus activities may pose additional responsibilities and risks to participants and organizers, as well as to the College. The purpose of this Off-Campus Engagement Policy is to increase the safety of and minimize the risks related to off-campus activities that are sponsored or supported by the College. The Off-Campus Engagement website contains the registration link, relevant consent forms, and acknowledgment, waiver, and release forms that are to be used for the various types of off-campus programs and activities. This Policy covers both domestic programs, including course-based activities, and international programs and activities. The faculty or staff member arranging the event will serve as the College Coordinator for each activity.

This Policy focuses on off-campus programs and activities that the College sponsors or supports in some significant way – generally by providing academic credit for the program or activity or providing funding to participants. There are many other off-campus opportunities that students arrange for themselves, which the College does not control, supervise, or fund and for which the College is not responsible. All College Administrators, faculty, staff, and students are expected to adhere to this Policy. Specific details can be found on the Off-Campus Engagement website.

II. THE SPECTRUM OF RISKS

There is a wide range of possible risks associated with travel to and participation in off-campus programs and activities, including the risk of bodily injury and loss of personal property of participating students, staff, faculty, and volunteers, as well as possible injury or loss or property of the College or third parties. Those considering off-campus programs and activities sponsored or supported by the College should be advised of the possible risks to make an informed decision whether to participate.

International Travel has special risks and, therefore, special protocols, as indicated in Section III, Part E below.

III. BASIC CONSIDERATIONS FOR DIFFERENT TYPES OF OFF-CAMPUS PROGRAMS

A. Off-Campus Experiential Learning (Internships, Community Learning Placements, and Course-based Field Trips.)

1. College-Sponsored Off-Campus Experiential Learning
   Off-campus experiential learning includes sponsored and/or funded internships, summer research, and community learning placements (course-based and non-course-based). The College considers off-campus experiential learning at a third-party organization or company ("host") to be "College-sponsored" when they meet one of the following criteria:
   a. The Experiential Learning fulfills the College degree requirements, center certificate requirement, and/or funding or academic credit is awarded for the internship or placement.

   b. A course-based off-campus program/field trip generally supports the teachings within the context of a class for which credit is awarded.

2. Non-College-sponsored Off-Campus Experiential Learning—The College is not responsible for experiential learning activities that are not College-sponsored or supported.

B. Considerations for Participation in College-Sponsored Third-Party Off-Campus Experiential Learning Placement

1. All members of the community are expected to sign a waiver/release as a member of the College community at the beginning of each academic year.

2. Students must meet the academic and social standing requirements as defined by the program to participate in a College-sponsored off-campus experiential learning placement.

3. The College Coordinator (the College's representative for this engagement) will ensure that the host organization/institution will provide a safe environment.

4. The College Coordinator will maintain contact information for the students and the host organization/institution.

5. In the event that transportation is not provided by the College, students are responsible for ensuring their transportation (whether provided by the host, themselves, or others) is safe and reliable. The College discourages the use of student vehicles to transport others. If students must use personal vehicles or a vehicle provided by the host, student drivers should consult with the Vehicle Use Policy.

C. Insurance for Students in Off-Campus Experiential Learning

1. Liability insurance - The College will extend its liability insurance to its students at host institutions when they are participating in a College-sponsored internship or placement.

2. Health insurance - All Connecticut College students are required to carry health insurance.

3. Global travel accident and medical evacuation insurance - All students traveling on a College-sponsored program outside of the U.S. are covered by the College's 24/7 global travel assistance and accident and medical evacuation insurance company, OnCall International.

D. College-Sponsored Off-Campus Field Trips and Programs

1. Registration

For domestic and international programs and field trips, the College Coordinator will register the experience to provide the details to Campus Safety (i.e. contact information, roster, date, time, destination, full itinerary, etc.).

2. Hosting College Events at Personal Residences

a. Events hosted at personal residences should be voluntary and support Full Participation regarding transportation, food/allergies, accessibility, and alignment with the College's alcohol policy.

b. Personal Liability - The College provides insurance for its employees for claims made against them as long as the employee was acting within the scope of the employee's position and for the benefit of the institution.

c. Insurance coverage for accidents – In the event of an accident, the host should immediately inform Campus Safety and their homeowner's insurance company or agent of the accident.

d. Premises Damage / Other Costs - Any loss or damage that the personal residence or property sustains as a result of the event is the homeowner's responsibility.

e. Avoiding Possible Sexual Harassment Claims - For the protection of faculty, staff, and students, it is recommended that students be invited to personal residences only in groups, preferably no fewer than three students with an arranged group arrival and departure time.

E. International Travel and Programs

Connecticut College supports faculty, staff, and students in global initiatives, including SATA, TRIPS, Study Away programs, and internships. The College strongly discourages travel to countries and/or participation in programs in a region that is subject to a U.S. State Department Travel Warning level 3 or 4. Exceptions can be requested through the Office of the Dean of the College. If the desired location is at a Level 4 because of COVID, the College may approve travel for fully vaccinated travelers.

1. Registration

International travel must have an identified College Coordinator who organizes the event or program and is responsible for all details of the trip (itinerary, contact information, pre-departure orientation, etc.), including a pre-trip assessment conducted by OnCall International that outlines security and health considerations for specific areas of travel.

2. Forms

The College Coordinator for international travel should ensure all forms are collected from faculty, staff, students, and other participants.

3. Other Requirements

a. Ensure all participants register with the Smart Traveler Enrollment Program of the U.S. State Department, consult the U.S. State Department's Traveler's Checklist.

b. Be aware that the U.S. Department of the Treasury Office of Foreign Assets Control (OFAC) maintains comprehensive sanctions on certain countries; prior permission from the Vice President of Finance and Administration is required for College-Sponsored travel to these countries.

IV. ADDITIONAL REQUIREMENTS - Domestic and International Travel

A. Pre-trip planning and orientation

The College Coordinator must offer a pre-departure orientation (written in a syllabus, on a website, or in a separate meeting) with participants for field trips, domestic and international travel off-campus.

B. Supervision of Participants

College Coordinators should ensure adequate supervision is provided for students involved in off-campus activities.

C. Transportation

1. Automobile - Domestic use
See the Vehicle Use Policy that is also posted on CamelWeb.

2. Automobile - International use
For insurance reasons, the College does not recognize or authorize international drivers. The Vehicle Use Policy is only applicable in the US and Canada.

V. SPECIAL REQUIREMENTS FOR EMERGENCY PLANNING AND RESPONSE

A. Planning for Emergencies in Off-Campus Programs (Domestic and International)

College Coordinators who organize trips away from campus should take reasonable steps to prepare themselves and their students for any situation that may arise. As part of this preparation, the Coordinator should be aware of and communicate emergency planning and response protocols to the participants before travel.

B. General Instructions to Follow in Any Emergency Involving Any Participant

Each emergency situation will require a unique response specific to the event at hand. This response will depend upon an immediate assessment of the situation and the appropriate actions that should be taken under the circumstances, including accidents, injuries, sexual assault, or death. Considerations specific to each trip should be covered in the required pre-departure orientation.

C. Additional Procedures in the Event of Sexual Harassment, Sexual Assault, Relationship Violence, or Sex-Based Stalking

The College's Title IX policies apply to College students, faculty, and staff participating in off-campus programs and activities, both domestic and international. This topic will be covered in detail during pre-departure orientation.

VI. APPLICATION/EXCEPTIONS TO THIS POLICY

All College administrators, faculty, staff, and students are expected to adhere to this Policy. Any exceptions to this Policy must be approved in advance by a senior administrator. The purpose of this policy is to protect and improve the overall well-being of the college community.