

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.

	/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 your office to assess the need for such an agreement.</p>
		<p>You have notified your department, 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 attached 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 a signed release from the student and their parents/guardians.</p>
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		<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 the community partner, such as safety, animal welfare, blood borne pathogens, etc.</p>
		<p>I have encouraged my students to share any concerns with me.</p>