

## ***Policies for Science Field Activities***

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|-------------------------------|----------------|
| Activity:                     | Semester/Year: |
| Responsible College Official: |                |

### A. Standard Policies for All Field Activities:

#### 1. You must:

- **Complete two forms** before participating in field activities for this course: the *Science Field Activity Waiver & Release of Liability Form* and the *Emergency Information and Acknowledgement of Responsibilities Form*.
- **Observe all Austin Community College (ACC) policies and procedures** including, but not limited to, policies regarding drugs, alcohol, tobacco use, concealed weapons, standards of conduct, and sexual harassment.
- **Follow instructions** of person(s) in charge.
- **Wear appropriate clothing** and footwear for the field activity. This will be explained to you in advance by your leader or described on a checklist provided to you.
- **Be on time** for the field activity or you will be left behind and miss the activity.
- **Wear seatbelts** in equipped vehicles whenever they are in operation.
- **Report any unsafe conditions** to an activity leader as soon as possible.
  - If this involves fatigue or sleepiness of the driver of your vehicle, then you must alert other passengers and immediately request that the driver take a break.
  - Any resistance to such a request must be reported to the professor, or if the resistance is from the leader, then you must make a confidential report to the ACC Environmental Health Safety & Insurance Office (512-223-1015 or pager: 512-849-5537).

#### 2. You must not:

- **Leave the group** at any time without first informing the person(s) in charge of the group
- **Endanger the safety of another group member** - if you do so you will be dismissed immediately and may be subsequently disqualified from participation in other ACC activities.
- **Litter or improperly dispose of cigarette butts** which might cause a fire hazard.

#### 3. If you:

- **Damage or lose ACC property** you may be required to reimburse the College for repair or replacement of the loss.
- **Are stopped or arrested for illegal activities** during the field activity you will be dismissed immediately
- **Fail to observe these policies and procedures** you will be disciplined as specified in the *ACC Student Handbook*.

B. Specific Policies for This Course:

|    |   |
|----|---|
| 1. |   |
| 2. |   |
| 3. |   |
| 4. |   |
| 5. |   |
| 6. |   |
| 7. |   |
| 8. | Your safety comes before all else. Notify your leader if you observe any unsafe conditions. |

Trip participants must receive a copy of this form and possess the form during the field activity.