

# UNM DEPARTMENT OF BIOLOGY

## SOP—Student, Faculty Conduct on Field Trips

<b>UNM Department of Biology</b>	<b>Policy and Procedure</b>
SOP—Biology Department Conduct on Field Trips	Document ID:
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### **Purpose**

This policy is part of the Vehicle Use Policy adopted by the Department in 2006. This is an attempt to isolate the information into a section wherein students and faculty understand the University policies on conduct during field trips sponsored by the Department of Biology.

### **Policy**

This procedure applies to faculty and staff who make any kind of field trip of any duration during the course of the year.

### **Faculty, Student, and Staff Conduct on Field Trips**

- a. All faculty, staff and students on official departmental field trips represent the University of New Mexico and must comport themselves accordingly. In all cases, but especially when on field trips in another state or a foreign country, students should be aware of local laws and customs and act in accordance with these laws and customs.

b. Regarding the use of alcohol and other intoxicating substances during department sponsored field trips:

- Never drink and drive, or allow anyone under the influence to drive.
- No open containers of alcohol in university vehicles at any time.
- Absolutely no alcohol in the field during instructional time, or consumption by minors.
- Any off-hour consumption of beer or wine must be well controlled.
- University vehicles may not be used for trips to pubs, bars, or to purchase alcohol.
- No illegal substances at any time.
- At all times, avoid behavior that negatively affects the comfort, well-being or learning environment of fellow field trip participants and/or members of the general public. Even when participants are not engaged in educational activities, it is expected that all University employees and students will conduct themselves in a manner consistent with University policies and the Student Code of Conduct throughout the course of the field trip. Faculty have the obligation to provide supervision and the authority to enforce this policy and take corrective action if necessary.

A more complete discussion of student conduct guidelines and sanctions is provided on the WEB site:

<http://pathfinder.unm.edu/code-of-conduct.html>

In the event that a student is deemed to have violated any of the recommended behavioral guidelines, the faculty member in charge of the class will issue a warning. If the offense is sufficiently egregious and is deemed to be a violation of the Student Code of Conduct of UNM, the faculty member in charge has the authority to report the incident to the office of Vice-President of Student Affairs, Dean of Students Office. This office will proceed as stipulated in the Student Code of Conduct.

Please note that the University may take disciplinary action for an offense against the Code of Conduct when the offense occurs on University premises or at University-sponsored events (this would include field trips, classes abroad, or field work), or when an offense which occurs off campus is such that in the judgment of the Dean of Students failure to take disciplinary action is likely to interfere with the educational process or the orderly operation of the University, or endanger the health, safety or welfare of the University community.

### **Sexual Harassment/Sexual Violence**

The Office of Equal Opportunity (OEO) has an established procedure to address reported incidents of sexual harassment in compliance with Title IX of the Educational Amendments of 1972 as well as other claims of discrimination under Title VII of the Civil Rights Act of 1964. Claims of sexual harassment by students against staff, faculty (including Teaching Assistants), another student, or third

parties (e.g., someone who is not a student or employee of the University) should be reported directly to the OEO. The OEO is the University's compliance office for Title IX and Title VII and must respond to all reported incidents of sexual harassment. The OEO will evaluate all reports of sexual harassment to determine whether or not the conduct fits within the definition of sexual harassment recognized by University policy. If so, the OEO will proceed with processing reported incidents through the application of informal measures, or when warranted, a formal investigation. In those situations where the circumstances warrant a formal investigation, a final determination will be issued by the OEO at the conclusion of the investigation. The Director of OEO, serves as the Title IX Coordinator for the University. OEO staff are available to respond to questions about the University's sexual harassment policy and procedure. The OEO is located at 609 Buena Vista NE. The telephone number is (505) 277-5251, website is: <http://www.unm.edu/~oeounm/>.

Sexual harassment must be reported to OEO immediately. It is not our duty to determine legitimacy of claims; any claim must be reported as soon as it is made. The onus of proof is on OEO. We are only responsible for reporting any incident that comes to our attention as soon as a claim is made. Those not reporting such incidents are in violation of federal civil rights laws and may be subject to investigation themselves.

Under Title IX, sexual violence is a severe form of sexual harassment. Sexual violence is unacceptable and will not be tolerated at the University of New Mexico. Sexual violence may be committed by a stranger, an acquaintance or someone with whom the victim is involved in an intimate or sexual relationship. Victims of sexual violence are encouraged to report what happened to law enforcement and seek assistance from any of the resources, on and off campus. This includes reporting the incident to OEO.

## **QUICK REFERENCE GUIDE AND USEFUL CONTACTS**

### **Campus Police**

2500 Campus Blvd. NE, 277-2241, RDY 277-0888. Campus Police can be reached 24 hours a day.

### **Emergency Message Service**

Student Activities Center, Student Union 1016, 277-7872. The Office staff will try to locate students in their classes to deliver an emergency message. The service is available during office hours of 8 a.m. to 5 p.m., Monday through Friday. Information about a student's class schedule cannot be released.

### **Emergency Phone Numbers**

Ambulance	911
Fire	911
Police	277-2241
PoliceTDY	277-0888
UNMPolice	911
StudentHealthCenter	277-3136
Suicide Crisis and Emergency Center	265-7557

### **Safety, Health & Environmental Affairs**

1801 Tucker NE, 277-2753. SHEA serves as the safety watchdog for UNM. You are welcome to consult with any SHEA staff regarding any of our programs or to request assistance on any of your safety concerns at UNM. You may also report any safety hazards you encounter directly to SHEA. Safety training programs are available in many areas. Training of special interest to students includes defensive driving.

**Risk Management**, Oñate Hall, 277-9790, offers medical coverage for travel outside the United States, group accident insurance, and medical coverage for students participating in UNM-sponsored and supervised field trips.

## University of New Mexico, Biology Dept. Field Trip Participant Agreement

I, \_\_\_\_\_(Name of participant) will participate

in a field trip as part of Biology \_\_\_\_ (course #). I acknowledge that voluntary participation in class field trips involves inherent risks and hazards, including but not limited to physical injury from exposure to hazards such as adverse weather conditions, insects and wildlife, rough and unknown terrain, moderately strenuous exercise, and transport to and from field sites. I acknowledge that all risks cannot be prevented, and assume those beyond the control of University staff. I acknowledge sole responsibility for risks associated with personal trips, hikes or other activities undertaken at my initiative during the course of the field trip.

I certify that I am physically capable, with or without reasonable accommodation, of undertaking these activities. In case of medical emergency, I give consent for emergency medical treatment and agree to pay for any charges not covered by my personal health insurance.

Furthermore, I acknowledge that I will abide by the UNM Code of Student Conduct while on this trip. Specifically, I will avoid any behavior that negatively affects the comfort, well-being, or learning environment of others on the trip or the general public.

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Participant's printed name

Date

Participant's signature

Emergency contact

Contact's phone number

If disability accommodations are required, contact Disabled Student Services at least 10 days in advance of the trip by calling **(505) 277-3506** or visiting **<https://as.unm.edu/home/>**.

To purchase optional field trip insurance, contact **Risk Management**, Oñate Hall, 277-9790; UNM does not provide health or accident insurance for field trip participants.

## Approvals and Authorization

Name:		Title:
Revision Number	Approval Date	Comment
2	3/20/13	Approved—Richard Cripps, Chair
3	2/19/15	Approved—Robert D. Miller, Chair

## Revision Detail:

Current Version Date:		Next Review Date:
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1	04/08/10	Per Internal Audit, revision to acquisition and disposal sec
2	03/20/13	Update of Vehicle Policy—Donna George
3	02/19/15	Update of Conduct on Field Trips from the Vehicle Policy

## Distribution

Name	Title