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# **Keck Geology Consortium**

## **Project Directors Handbook**

**2013-2014**

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# PROJECT DIRECTOR INFORMATION

## Section Contents

- **Project Director Duties and Responsibilities**
- **Financial and Accounting Information for Project Directors**
- **Fellowships for Faculty and Students**

## Check List for Important Actions and Items

### Before project begins

- Request account number from your institution for project expenses
- Send Keck office list of project faculty and amount and timing of stipends, if different from usual amounts.
- Send “at site” and institutional emergency information to Consortium office
- Send copies of Liability Waiver forms (for personal vehicle use) to Consortium office
- Plan mandatory RCR (Responsible Conduct of Research) training either prior to project beginning or during project (see p. 20)

### During academic year

- Financial – reimbursement requests due by July 31, October 31, January 31, April 30 (final request)
- Project Director’s Project abstract, and final version of students’ Short Contributions, due March the following year – see website for details.
- Copies of publications, abstracts from talks, etc
- Send electronic copies of 5 photos from the project

## Project Director Duties and Responsibilities

Over the years, the Consortium has established a number of formal policies related to activities on projects. As the lead person at site during the summer research, you are responsible for ensuring that all students and faculty abide by these policies. Following is a thumbnail sketch of the policies. If you have any questions about this information or your role do not hesitate to contact the Coordinator.

### Thumbnail Sketch of Policies

***Non-Fraternization Policy:*** The Keck Geology Consortium is committed to maintaining a research environment in which faculty and students are safe and respected, with a central philosophy of focusing on interactions that contribute positively to the students' academic development in the field of geology. To avoid 1) conflict of interest and 2) potential exploitation of students arising from the inherent power differential between faculty and student participants, the Consortium prohibits faculty participants from entering into dual-role relationships with students during the duration of the research project. A dual-role relationship is defined as a personal relationship of any kind that extends beyond a normal, traditionally acceptable faculty/student interaction. Such relationships may include, but are not necessarily limited to, romantic or amorous relationships and exclusive fraternizations. Even if such relationships are consensual, the potential impairment of faculty objectivity detracts from student development and impacts the dynamics of the research group. Such dual-role relationships can become problematic, with the possibility of charges of sexual harassment, or physical or psychological abuse.

***Policy Prohibiting Sexual Assault and Sexual Harassment:*** You should discuss this policy with your students, in person, at the beginning of the project because this is an intensely personal issue for many. Please review the policy before you leave for the field and discuss any questions with the sexual harassment advisor on your campus. **Included in this notebook are guidelines for discussing the policy and procedures developed to help you manage a sexual harassment or assault incident. Also included is a list of people to contact if you have any questions (Appendix I).**

***Alcohol Use:*** The Consortium allows project directors to set their own policies with respect to alcohol consumption. All policies, however, must satisfy the following conditions: (1) all project participants are expected to obey local laws including those that regulate the use of alcohol and drugs, (2) no drinking is allowed where driving might be a possibility, and (3) no Consortium funds can be spent on alcohol for students or faculty, which excludes 'all-inclusive' resorts from housing options.

Please check to see if your institution has a policy regarding alcohol use on campus or field trips. Some schools have no-alcohol policies. **The Consortium Director's recommendation is that the use of alcohol on project-sponsored events be held to a minimum.** Liability increases as the amount and distribution problems grow. Purchasing alcohol for underage students is against the law.

***Illegal Drug Use:*** The possession, use, or sale of illegal drugs will result in immediate termination of the student's participation in the program. The student's college and parents will be notified, and arrangements made for the return of the student to her/his home.

***Health and Safety:*** Students and faculty should be informed of any unusual risks and living conditions, before they begin their fieldwork. When preparing students for the program, the colleges are held to the “standard of foreseeability,” which means we must anticipate the conditions and events that could impact the physical and emotional health of the students, and provide adequate information and advice. Documentation is a key part of the Health and Safety Policy. Copies of any correspondence, information, and advice that you give in advance of the summer work must be sent to the Consortium office. Additionally, students are required to sign a liability waiver form before they begin fieldwork. Copies of that form will be sent to you before your project. It is a good idea to send a copy of the signed forms to the Consortium office at some time during the start of the project. In event of an accident, a copy of the Consortium Accident Report Form is included (Appendix II).

***Insurance:*** The insurance policy requires that you discuss relevant safety procedures and first aid with your students at the beginning of the project. Safety is the number one priority. Do not put science before safety. When appropriate, students should work in pairs even if it reduces the number of days for collecting their own data. You should have adequate communications at all times. Cell phones and radios are good ways to keep in contact with remote field parties.

***Complaints, Student Dismissal, and Withdrawal from the Program:*** You have the power to dismiss a student from the program. Any actions that put their health and safety, or the health and safety of others in jeopardy are inappropriate and may lead to re-consideration of the student's opportunity to remain in the program. Likewise, any actions that you believe compromise the educational integrity of the program or might bring the program into disrepute may be grounds for removal of a student.

### **Before the Project begins**

Shortly after the selection process finishes in early April, the students will receive an information packet from the office. The information packet will contain copies of Consortium policies, the travel guidelines, and payroll and tax information. Emergency and health information is also being collected at the office and will be sent to you as soon as possible.

A listserv comprising the e-mail addresses of students, sponsors, and project faculty will be ready for your use as soon as the selection process ends. Please send the Consortium Director a copy of any communications that occur.

Following is a list of activities to accomplish prior to leaving for the field.

- ***Prepare information to send participants related to health and safety.*** Ask yourself the following questions when you begin to assess health and safety issues: What new experiences should the students prepare for physically, intellectually, or emotionally? Are there any circumstances that require advance planning? Are there any unusual living conditions? Remember that some of the students may have limited experience in the field, or may be unfamiliar with local hazards. Consider such variables as snakes, dehydration, altitude, polluted water, tents only, no showers, limited menu, no privacy, foreign cultures, different languages, access to a pharmacy for prescription drugs.

- ***Prepare to discuss the sexual harassment policy and consider how you would respond to an incident.*** Guidelines are included in this notebook.
- ***Develop some mechanism for students to select their projects.*** Guide students onto projects that are of appropriate size and scope and that can be completed at their home institution. Projects work best if they are within the expertise of an on-campus sponsor and if the equipment needed is available at the home institution. Some project directors ask students to write a research proposal during the early part of the project. Others have already identified projects and assign them to students after consulting with sponsors.
- ***Early communication with the students.*** Be ready to send an informational blurb as soon as the selection process finishes in early March. Some common questions are: Where is the project? What they will be doing? Where will they be staying? How will they get there? What will they be eating? Is there vegetarian food? Is there a phone and what is the number? What is the project postal address? How can someone reach them in an emergency?
- ***Reading Lists, Maps, etc.*** Send the list of suggested reading and any other information well before the end of the academic year. Note the calendars of the Consortium schools vary greatly. These are on the web page.
- ***Communication with the research advisors.*** Discuss possible student projects with them. Let them know what you expect in terms of student preparation. Invite research advisors on advanced projects to visit. The Consortium reimburses sponsors up to \$1000 for expenses related to a site visit. There are no funds to support research advisor visits to introductory projects.
- ***Set up Web-based mentoring schedule.*** All projects should define a schedule for Web-based project meetings involving project faculty, advisors and students. See Appendix V for details.
- ***Emergency sheet.*** Fill out the information in the Institutional Resources, On-Site Resources part of the Emergency Information sheet. Also fill out your own information for the emergency contact section. Information on student health and contact information is being collected in the office. We will combine our information with yours, and send you a complete sheet before the project begins.
- ***Design and Implement NSF-mandated RCR (Responsible Conduct of Research) training.*** This can be done prior to beginning of project or during project. See details of RCR requirement on page 21.

### **During the Field Season**

- Discuss the health and safety risks involved in project participation. Participants should explicitly make their own decision to accept those risks, and sign the liability waiver form.
- Discuss the expectations for student behavior and post the contact information for sexual harassment. In our experience, the mailing from the Consortium office has a much greater effect if it is endorsed and actively implemented by the project director.

- Discuss the relationship between student projects and the research group. For example: to what extent are student projects independent, how do they fit together; what are the expectations for sharing data; what are the individuals responsibilities to the group (cooperative data collection, reporting of results, involvement in publishing overarching results).
- Monitor student progress through the project. Make sure students are getting sufficient guidance and have good communication with at least one faculty member. Consider how you will encourage students to make timely progress on their projects and to draw together their conclusions. Hold regular meetings to discuss research progress and logistics. Involve students in making presentations of their results and in synthesizing group progress.
- Make sure logistics are well organized and instructions for students and faculty are clear.
- Honor time schedules for pick up, drop off and meetings.
- Provide a mechanism for students to express difficulties with all aspects of the program including relationships with students and faculty, food and logistics.

### During the Academic Year

- **Reimbursement requests:** The Consortium will reimburse your institution for funds spent according to the schedule included in the contracts that were previously completed between your institution, Keck, and NSF. The final request for expenses should be made by 30 April, of the year following your field work. *The Consortium does not have the means to cover excess spending and does not currently have a reserve fund to account for situations that require additional funds. It is your responsibility to monitor your expenditures and stay within budget. Your institution will not be reimbursed for expenditures beyond the budgeted amount. Requests for additional funds will only be entertained in the event of unforeseen circumstances.*
- **Communication.** Develop a procedure for communicating with students and research advisors at other colleges and universities on a regular basis. Encourage the students to communicate with each other as they work through the year. Follow schedule for Web-based project meetings (see Appendix V).
- **Project Director/Faculty and Student Short Contributions.** As soon as the office sets the deadline for extended abstract submission, develop an abstract submittal procedure for your group. Do you want to review each abstract? Will you submit all the Contributions from your office, or will the students submit them individually? Do you want to take on the responsibility of ensuring that the students have followed instructions for formatting?
- **Project Director's report in the Symposium Volume.** Because our funding is coming in large part from NSF, some changes need to occur in the content of your reports. The reports must include a section discussing the results of the overarching research question. Consider how best to integrate individual student results into this discussion. Emphasize the scientific accomplishments of the overall study, as well as those of individual projects.

### After the Project Ends

- Submit 5 photos (jpeg format is best) slides of students working on your project or spectacular geologic scenery to the Director for use on web pages, papers, and presentations.



- Submit any final receipts and other financial information to the Consortium office by June 1.
- Report any publications or presentations resulting from the project to the Director.

**KECK Geology Consortium**  
**Financial and Accounting Information for Project Directors**

**Example Budget**

	Per Unit Costs	Number	Total Project
<b>Stipends</b>			
Project Director	\$ 6,500.00	1	\$ 6,500.00
Project Faculty	\$ 4,000.00	2	\$ 8,000.00
Students	\$ 1,500.00	9	\$ 13,500.00
<b>Travel</b>			
To Site	\$ 500.00	12	\$ 6,000.00
At Site	\$ 500.00	12	\$ 6,000.00
<b>Room and Board</b>	\$ 850.00	12	\$ 10,200.00
<b>Research Expenses</b>	\$ 950.00	9	\$ 8,550.00
<b>TOTAL</b>			<b>\$ 58,750.00</b>

The base budget detailed above is used in the budgeting process for the overall Consortium program. If the number of students accepted to your project differs, then the above totals will differ as well.

**Project Accounting**

An account is set up for your project at the Pomona College business office. Fellowships are always paid directly by Pomona College. You may chose to have faculty and student travel coordinated through your own travel agency. If you chose to use your own agent, they should send the travel invoice for the amount allocated to your institution and bill students for any amount greater than the \$500 travel limit, unless your award letter indicates a different arrangement.

- Your business office will send us an electronic request for reimbursement.
- All receipts for project expenses will remain at your home institution's business office.
- A printout for all quarterly expenses will be required for the Consortium records.

Please report expenditures in the following categories: (1) faculty and student airfare (separate categories), (2) travel at site, (3) room and board, (4) equipment and supplies, and (5) contract services.

**Budget and Accounting Guidelines**

Funding now comes from NSF, member colleges, and other sources. The funding situation is tight and project budgets are at the bare bone.

- ***Stay on budget.*** The Consortium can no longer expect that deficit spending on one project will be balanced by another project coming in under budget.
- ***Project funds must be used for only research-related expenses.*** The Consortium can no longer fund T-shirts and recreational excursions that might occur during a project.
- ***Keep careful track of expenditures during the field season*** and submit expense reports in a timely fashion to your business office.

**KECK Geology Consortium**  
**Fellowships for Faculty and Students**

**General Information**

The College Representatives establish fellowships for project faculty and students. Many project directors also hire a teaching assistant. The Consortium has no policy regarding TA fellowships. Typical stipends range from \$2000 to \$2500, but the funds for this stipend will come from your total budget. Additional funds are not added to the budget to offset a TA stipend. If you hire a TA, we need the following information (1) name and home address, (2) SSN, and (3) amount of the stipend.

**Fellowship Payment and Tax Information**

IRS requires us to use different methods to pay participants from Pomona College and those from other schools. Pomona College participants are paid through the Pomona College payroll and FICA (8.65%) and other taxes are withheld. Other participants are paid as consultants to Pomona College, and their fellowship checks are sent to their home addresses a week prior to the end of the field season. Please note that no taxes or FICA are withheld from these checks.

**Tax Information**

Your fellowship is “earned income” and will be subject to Social Security tax. Other expenses incurred by the Keck Consortium on the faculty member's behalf are considered “unearned income” which is not subject to Social Security tax. The Consortium will send each participant a 1099 by February 1 of the following tax year, as required by Federal Law. Each individual is responsible for reporting this earned income and paying appropriate taxes at the end of the year when they file their tax return. We will be unable to offer you any information with regard to laws pertaining to and filing your taxes. You must seek that information through the IRS. We require that you supply the following information, and sign and date this form, stating that you have read and understand salary and tax requirements before you can receive your stipend.

# **PROJECT INFORMATION**

## **Section Contents**

- **Emergency Information Sheet**

**KECK Geology Consortium**  
**Emergency Information Sheet (Domestic Projects)**

**Consortium Resources**

Keck Office (Carol Morgan, Adm. Asst.) (909) 607 9102  
Robert J. Varga (330) 465-7184 (cell)

**Project Director Institutional Resources**

Academic Dean \_\_\_\_\_  
Dean of Students \_\_\_\_\_  
Sexual Harassment Consultant \_\_\_\_\_  
Director of Counseling \_\_\_\_\_  
Risk Manager/Insurance Person \_\_\_\_\_

**On-Site Resources**

Emergency Service (911 type response) \_\_\_\_\_  
Nearest hospital emergency room and directions:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Crisis Resource and Referral \_\_\_\_\_  
Police/sheriff \_\_\_\_\_  
Backcountry Evacuation \_\_\_\_\_

**Student and Faculty Information**

**Health Conditions**

Name	Condition
1	_____
2	_____
3	_____
4	_____

**Emergency Contact Information**

Student Name	Emergency Contact Name	Phone Number	Insurance Provider
5	_____	_____	_____
6	_____	_____	_____
7	_____	_____	_____
8	_____	_____	_____
9	_____	_____	_____
10	_____	_____	_____
11	_____	_____	_____
12	_____	_____	_____
13	_____	_____	_____
14	_____	_____	_____
15	_____	_____	_____
16	_____	_____	_____

Faculty Name	Emergency Contact Name	Phone Number	Insurance Provider
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____

# **CONSORTIUM POLICIES**

## **Section Contents**

- **Health and Safety Policy**
- **Insurance Policy**
- **Policy Prohibiting Sexual Assault and Sexual Harassment**
- **Non-Fraternization Policy**
- **Alcohol and Illegal Drug Use Policy**
- **Publication and Authorship Policy**
- **Responsible Conduct of Research (RCR) Requirement**

## **KECK Geology Consortium Health and Safety Policy**

Designing and directing field research presents some special challenges for the Project Director. Students should be encouraged to take responsibility for their own health and wellness; however, project directors have the additional responsibility of informing all project participants of any unusual risks and living conditions, including such things as local health or environmental hazards, physical and climatic conditions. Additionally, directors must develop and coordinate an appropriate and effective response and support program in the case of an emergency.

When preparing students for the program, the colleges are held to the “**standard of foreseeability**,” which means we must anticipate (within “reason”) the conditions and events that could impact the physical and emotional health of the students, and provide adequate information and advice.

Documentation is a key part of the Health and Safety Policy. It is very important that the Consortium Director have a record of any correspondence, information, and advice that you give them in advance of the summer work. **Please copy the Consortium on correspondence related to health and safety.** In the event of an accident, you will need documentation of the disclosure of risks and the acceptance by individuals of those risks.

### **Considerations**

Preparation is essential. Students will need information on field conditions, insurance, and access to health care.

- 1 Consider carefully local health or environmental hazards, physical and climatic conditions of the field area, and send this information to the participants. Remember that many students do not have much outdoor experience. Conditions that we, as experienced field geologists, take for granted could be totally new to students. Examples include poisonous snakes, working at altitude, dehydration, rugged terrain, and living in tents.
- 2 Students and faculty who take prescription drugs should take enough to last the duration of the project. These meds should be in the original container, with the relevant prescription information. Participants with allergies should wear medical alert bracelets or carry an emergency medical ID card. Project directors should never distribute medicine to the students. Participants should carry their own supply of common remedies such as pain relievers and antihistamines.
- 3 Encourage all participants to carry a basic first-aid kit.

### **Planning**

Preparation for project must also include planning for response to emergencies as well as consideration of academic issues. The following question should be addressed before the field season starts.

- 1 Develop an emergency response plan that includes contact information for local emergency services, location, and directions to the nearest hospital or treatment center. *Make sure that*



*the students are aware of the plan and are able to implement it if an accident occurs in the absence of a faculty member.*

- 2 What happens if a student has an accident or is sick? Should the student stay in the field? If not, what arrangements should be made to send the student home? In some cases, it may be better for a parent to come and travel home with the student. If the student will travel home alone, a faculty member must accompany the student to the airport (bus or train station) and make sure the student makes the appropriate connections. In terms of project participation, has the student finished enough fieldwork to continue the project? If not, is there a way to redesign a project to allow the student to stay in the program?
- 3 Consider the ramifications of injury to the project director. Who will assume responsibility for daily logistics and personal/academic conduct? What changes will need to be made in supervision of the students in the field? Similar questions need to be addressed concerning incapacitation of project faculty.

## Keck Geology Consortium Insurance Policy

We all hope that each project is completed successfully with no accidents, but please take precautions to make sure that this is the case. It is a good idea to think through the project from the perspective of a student unfamiliar with fieldwork and/or experimental practices and to implement appropriate safety precautions. Use modern communication technology to stay in contact with emergency services. Minimize the use of student drivers. It is also important to ask students at the beginning of the project to advise you of special medical conditions, for example bee allergies, medicine allergies, or diabetes.

We must be insured against the following four types of accidents; (1) an accident in the field to a faculty member or student, (2) an accident during travel to the field project in a public conveyance, (3) a travel accident in the field involving a vehicle, and (4) an accident caused by negligence of a faculty member.

Following is our insurance policy;

- **Students and faculty will obtain their own hospitalization insurance before going into the field.** Faculty members will be covered by their own college hospitalization policy. Students will be covered under their family policy, or if necessary, they will need to take out a short-term hospitalization policy.
- Students and faculty will be responsible for obtaining insurance that covers their travel to and from the field sites by air, train, or private vehicle.
- The college that owns the vehicles will cover travel in college-owned vehicles. Vehicles rented by faculty members in the name of the Consortium will be covered by that faculty member's home institution.

The most difficult problem is liability insurance to cover negligence by one of the faculty members. First, special care will be taken to cover all possible safety precautions. For example, students will be encouraged to work with another student when in isolated field localities. No consumption of alcohol, illegal drugs, or other controlled substances will be allowed where driving might be a possibility, and field research groups will discuss safety and first aid procedures. If the faculty and students are aware of safety procedure and precautions, accidents should not happen. Faculty members will be covered by their own college's insurance, as they would be on a normal college-related field trip. In no case will the Project Director or the Consortium Director be held responsible for an accident in which they were not directly involved.

**Keck Geology Consortium**  
**Policy Prohibiting Sexual Assault and Sexual Harassment**

**What You Are About to Do**

The Keck Geology Consortium typically sponsors nine research projects involving over 17 faculty and about 50 students in the summer each year. Participants come from colleges and universities across the country. You don't know each other and won't until the programs start.

Once the summer projects start, you will live together, often in close quarters, around the clock. You may be in foreign countries where you do not know the customs or in isolated natural settings like mountains or the sea where there are serious natural dangers. On every program students and faculty have to feel they can rely on each other to watch out for each other's safety. Trust and respect among all participants--students and faculty--is essential for the success of Keck Geology Consortium projects.

Respect and success are incompatible with sexual assault or sexual harassment. Sexual assault and sexual harassment are prohibited on all Keck Geology Consortium programs by the policies of your home college and by this Keck Geology Consortium policy, which supplements the policies of your home college. In addition to being prohibited by policy, sexual assault is a crime.

**It's Not OK**

It is OK to rely on each other, to become close and trusted friends and to become intellectual colleagues. It's not OK to confuse this with consent for sex or for sexualized innuendo.

Sexual assault is intentional sexual contact with another person without that person's consent. The sexual contact can be intercourse, penetration of an orifice, touching of the genitals or other private body parts. Without consent, it's not OK.

Sexual harassment is unwelcome sexual advances, physical contact or sexual innuendo that substantially interferes with the educational environment. Sexual slurs, jibes or persistent 'hitting on' another for sex are not OK.

Abuse of drugs or alcohol is prohibited on Keck Geology Consortium programs. Both impair the ability to knowingly consent to sexual activity as well as judgment about appropriate sexual boundaries. Violations of this policy are not excused by the inebriation of one or both of the participants.

**If Sexual Abuse or Harassment Happens**

Talk with a faculty member on your program, the responsible official at your school, the Keck Geology Consortium Director or the police or other civil authority where you are. Any one of these contacts can begin the process of getting help. Keep the attached list of names and telephone numbers of these people.

As hard as it is to raise an issue of sexual assault or sexual harassment when you are in a small community in an isolated area, please do it. Please talk with a faculty member on site or call home to one of the other resources. Don't keep it to yourself.

Remember you may need medical care. Your faculty director will help locate local medical, legal and safety resources. In a foreign country the US Embassy can be helpful in connecting you to good local resources.

It is your decision whether to report an incident to local authorities, to the Keck Geology Consortium or to your home college. If reported to the Consortium, we will work with you to get help for you and to inform you of your options for reporting within our collegiate programs or to the police. We will also work with your host college to investigate the incident, determine if it violated our Keck Geology Consortium policies and/or the policies of your host college, and take appropriate action to correct the situation.

You may make a report of sexual assault or sexual harassment any time, including after a Keck Geology Consortium project is concluded. In addition to the other options identified in this policy, you may make a formal written complaint to the Keck Geology Consortium Director or to the responsible official on your home campus within 12 months of the incident.

## **You Have Options**

If the living arrangements on a program do not feel safe, the program has options and we need to know. Do not put up with a bad feeling about your living arrangements. Tell a faculty member on your program.

After the summer program, you may need to travel to another college to complete your research. If you need separate living arrangements during your stay, speak to your faculty sponsor or to the project director and suitable arrangements will be made.

## **Think of Others on Your Project**

Mutual respect is the best guarantee of a good experience for everyone on a program.

The opportunity of the Keck Geology Consortium program is to make really close friendships with people in an intellectually exciting endeavor. Don't let anyone ruin this experience for you and don't ruin it for yourself or others. Be a good friend and intervene to help stop behavior that has no business on a Keck Geology Consortium project.

Love happens; consensual sex happens. Intimate relations between two people in a small residential group will likely change the dynamics within the group. Please don't flaunt an intimate relationship.

**KECK Geology Consortium**  
**Non-Fraternization Policy**

The Keck Geology Consortium is committed to maintaining a research environment in which faculty and students are safe and respected, with a central philosophy of focusing on interactions that contribute positively to the students' academic development in the field of geology. To avoid 1) conflict of interest and 2) potential exploitation of students arising from the inherent power differential between faculty and student participants, the Consortium prohibits faculty participants from entering into dual-role relationships with students during the duration of the research project. A dual-role relationship is defined as a personal relationship of any kind that extends beyond a normal, traditionally acceptable faculty/student interaction. Such relationships may include, but are not necessarily limited to, romantic or amorous relationships and exclusive fraternizations. Even if such relationships are consensual, the potential impairment of faculty objectivity detracts from student development and impacts the dynamics of the research group. Such dual-role relationships can become problematic, with the possibility of charges of sexual harassment, or physical or psychological abuse.

**KECK Geology Consortium**  
**Alcohol and Illegal Drug Use Policy**

**Alcohol Policy**

The Consortium allows project directors to set their own policies with respect to alcohol consumption. All policies, however, must satisfy the following conditions:

- (1) all project participants are expected to obey local laws including those that regulate the use of alcohol and drugs,
- (2) no drinking is allowed where driving might be a possibility, and
- (3) no Consortium funds can be spent on alcohol for students or faculty, which excludes 'all-inclusive' resorts from housing options.

Please check to see if your institution has a policy regarding alcohol use on campus or field trips. Some schools have no-alcohol policies. **The Consortium Director's recommendation is that the use of alcohol on project-sponsored events be held to a minimum.** Liability increases as the amount and distribution problems grow. Purchasing alcohol for underage students is against the law. Anyone who does this assumes total liability.

**Illegal Drugs**

The possession, use, or sale of illegal drugs will result in immediate termination of the student's participation in the program. The student's college and parents will be notified, and arrangements made for the return of the student to her/his home.

**Keck Geology Consortium**  
**Publication and Authorship Policy**  
Approved 10/96

Much work goes into a publication, including, but not limited to:

- Ideas
- hypotheses
- literature search
- field work
- lab work
- testing hypotheses
- drawing conclusions
- writing
- preparing illustrations, maps, and posters

Any student or faculty member who has a significant role in any of this work should be an author. The term "significant" must be defined, ideally in advance. Certainly 30% of the work would result in co-authorship if only two geologists are involved, but would 10%? Similarly, 15% of the work would result in co-authorship if four geologists are involved, but would 5%?

"Publications" include published abstracts for oral presentations and poster sessions, geologic maps, and published papers. Students should not submit an abstract to the Geological Society of America or any other professional organization without discussing authorship with the project director, the other project faculty, and the student's on-campus sponsor. Similarly, professors should include students, or other faculty on the project as co-authors if they have contributed significantly to the research. The researchers must also determine the order that the authors will be listed.

## NSF-RCR Training and the Keck Geology Consortium

### **Requirement:**

NSF now requires training in the Responsible Conduct of Research for all undergraduate students involved in NSF-funded research. This requirement flows down to all subawardees which impacts the Keck Consortium as each project institution is a subawardee to the primary Keck host institution (Pomona College). The specific NSF statute is as follows;

*The Director shall require that each institution that applies for financial assistance from the Foundation for science and engineering research or education describe in its grant proposal a plan to provide appropriate training and oversight in the responsible and ethical conduct of research to undergraduate students, graduate students, and postdoctoral researchers participating in the proposed research project.*

### **Details of Requirement**

\*NSF expects institutions to be able to verify that those students (undergraduates and graduates) and postdoctoral researchers who receive NSF funds (support from salary and/or stipends to conduct research on NSF grants) will obtain RCR training. *When complete, project directors should send a brief note to the appropriate officer at their institution indicating that each participant in the project has received the appropriate RCR training.*

\*Each institution is responsible for the content requirements of its RCR training program, and the frequency with which such training determining must occur.

\*The RCR training plan must be in place at the time of proposal submission.

\*The RCR training requirement does flow down to all subawardees, at any tier. The proposing institution must therefore ensure that these RCR requirements are appropriately addressed in the subaward instrument. NSF does not anticipate, however, that such subawards will be negotiated at the time of proposal submission.

\*\*“Oversight” as specified in the certification language refers to tracking and verification that the requirement has been met. Institutions are responsible for verifying that undergraduates, graduates, and postdoctoral researchers who receive salary or stipend support on the NSF award to conduct research, receive the requisite RCR training.

### **Keck Policy on RCT Training**

It expected that each project subawardee institution shall certify that students on their respective project shall have had appropriate training in RCR by the end of the summer field/lab work. Certification will come in the form of a brief note from the Project Director to their institutional grant administrator explaining that each student has met the RCR training goals. This note should also be sent to the Keck Consortium Office.

NSF is quite flexible as to how RCT training is conducted but expects that it will cover many of the following topics;

1. Research misconduct
2. Conflict of interest



3. Data management
4. Publication and authorship

Our policy is that the Project Director and subawardee institution for each Keck project shall have wide latitude with respect to the specific instrument used for RCR training as long it satisfies the certification requirements of the subawardee institution. Neither subawardee institutions nor the Keck Host institution are required, as a matter of course, to provide reporting to NSF on RCR training unless requested.

The following are several possible tools for RCR training that might be appropriate.

1. Web-based training and testing. Students would be required to complete an online course, or part of a course, designed for RCT training. One example is the RCR module created by University of Illinois which can be accessed at <http://nationalethicscenter.org/>. Another, used by several Keck institutions, is CITI (Collaborative Institutional Training Initiative), a subscription service for ethics training. This service is used by Amherst College and can be reviewed at their website, [https://www.amherst.edu/offices/FCR/amherst\\_procedures/policies\\_procedures/rcr](https://www.amherst.edu/offices/FCR/amherst_procedures/policies_procedures/rcr)
2. Informal to formal, on-site workshops/discussions on RCR topics. Project Directors may elect to have more intimate and collaborative discussions with students on RCR topics during the field/lab of their project when all of the students are together. Many scenario-based materials based on ethics of science research are available to help facilitate discussions, including the excellent publication, *On Being a Scientist: Responsible Conduct in Research: National Academy Press Washington, D.C., 1995* ([http://www.nap.edu/openbook.php?record\\_id=4917](http://www.nap.edu/openbook.php?record_id=4917))

# **CONSORTIUM PROCEDURES**

## **Section Contents**

- **Complaints, Dismissal and Withdrawal Procedures**
- **Managing a Sexual Harassment or Assault incident**
- **Responding to Serious Health and Safety Issues**
- **Overseas Travel Guidelines**
- **Travel Procedures**

## **Keck Geology Consortium**

# **Complaints, Dismissal and Withdrawal Procedures**

### **Complaints**

Complaints of violation of consortium policies, including policies prohibiting sexual harassment and sexual assault, should be made in the following way:

- Complaints may be made to the project directors or faculty on site at a project, to the home campus official responsible for similar policies at the campus of either the complainant or the respondent, or to the Consortium Director.
- The person receiving the complaint will work with the complainant to reduce the complaint to writing. The Consortium Director and the Consortium Executive Committee will be informed of the complaint.
- The complaint will be investigated promptly using a process that is appropriate to the circumstances and guided by principles of fundamental fairness to all persons involved. Investigations will seek to respect the privacy of all involved.
- Based on the information resulting from the investigation, the Consortium Executive Committee will make a prompt determination regarding whether consortium policies were violated and appropriate steps to respond to the complaint. Appropriate responses may include disciplinary action such as removal from a project and notification of a policy violation to the home campus.
- Both the complainant and the respondent will be informed of the Consortium Executive Committee's decision

### **Project Evaluations**

Project evaluation will take the form of a battery of assessment instruments administered at various points of the project calendar. Students will be asked to complete surveys prior to the summer field/lab experience, after the summer experience, prior to the spring Symposium and following the Symposium. Results of these surveys will be shared with the Keck Representatives and the Project Directors.

### **Dismissal and Withdrawal**

If the project director feels that a student's conduct might bring the program into disrepute or threatens the health or safety of the participants, the project director can take action to dismiss the student from the project. The students have acknowledged this right in their contract. If the student is posing an imminent threat to the program or to the health and safety of the participants, this is a serious health and safety issue and should be handled as such. The project director should take all action needed to stabilize the situation including removal of the student if necessary. The Consortium office should be contacted, and the appropriate procedure followed. If there is not an imminent threat, the project director will confer with Consortium Executive Committee and a representative from the student's school, if possible. The project director will take appropriate action. During the academic year, a complaint to the Consortium office should be made if a student's actions are believed to warrant removal from the program.

The student contract includes a commitment to completing the summer research experience, additional research during the academic year for juniors, a written submission to the symposium volume, and participation in the research symposium. If a student does not fulfill their contractual obligations and the Consortium Director feels that action is warranted, she will consult with the Consortium Executive Committee. The Committee may take any investigative steps it deems appropriate and will determine what action should be taken.

## Keck Geology Consortium

# Managing a Sexual Harassment or Assault Incident

Federal educational guidelines proposed by the Office of Civil Rights require all colleges to respond to allegations of sexual harassment or assault even if they arise in off-campus programs. The Consortium is obligated to take allegations seriously, investigate them and, when founded, take action to prevent further harm to the person making a complaint (the complainant) or other participants on the program. In the event that a sexual harassment or assault concern is brought to your attention, the following outline can assist you in appropriately addressing issues that typically arise. Your initial role is to listen to the student in a non-judging and non-challenging way.

## When a Student Comes Forward with a Complaint

- Ask questions like: "What happened next? Can you tell me more about . . .? How has this impacted you?"
- Avoid questions beginning with the word "why" because they sound confrontational and provoke a defensive response. For example, questions like "Why were you drinking?" or "Why did you go back with him?" could be phrased less accusingly as "So you were both drinking. How did this factor into this situation?" or "When you returned to his room, what happened next?"
- If a student is alleging sexual assault and wants to pursue legal action, an evidentiary exam should be given. This exam should be performed by trained medical personnel with the goal of collecting evidence that would support a legal charge of sexual assault. It is very important for you to know the following time frames and inform students of them.
- Evidence is best collected within 36 hours of the assault and cannot be collected after 72 hours. The student shouldn't bathe or douche as these activities compromise the quality of evidence collection.
- During the evidentiary exam, injuries can be treated and emergency contraception and STD treatment can be initiated. Pregnancy prevention must be done within 72 hours of the assault.

## When a Complainant Chooses to Stay on Site

Except in severe situations, most complainants seek a quick resolution that will allow them to continue doing their research in the field. However, this should be discussed explicitly rather than assumed.

- Facilitate resolution in the field. Caught early, many situations can be diffused, allowing both parties to remain on site and continue working productively. Except when sexual assault is alleged, many situations lend themselves to carefully mediated discussions between the two parties. The goal is to identify specific problematic behaviors, clear up ambiguity in meaning, intent, and impact; and develop a plan that will stop the behaviors, address the needs of both parties, and create an environment conducive to academic work for everyone on site.
- If the parties can't agree on a resolution, the faculty in charge must adjudicate, gather facts, and determine the "truth" as best as possible. If there was a violation of policy, assess whether the behavior rises to the level where action (e.g., modifying housing arrangements, asking the respondent to leave the site) must be taken, and take this action. If risk from outside the group is present, take appropriate safety precautions and be explicit in outlining these precautions with the group.
- Actively explore whether the complainant feels safe. This conversation needs to be initiated by the faculty in charge as many students either don't realize they can discuss this, or haven't reflected on

whether they feel safe. Help the student identify options that increase a sense of safety. Options might include changing sleeping arrangements, rearranging field teams, limiting contact with the accused party (the respondent), creating an explicit buddy system, etc.

- Help the complainant connect to support resources who can help him/her identify and articulate needs. This increases the likelihood of a successful resolution. First utilize local personnel (the faculty or field advisor) to resolve the conflict and/or negotiate immediate accommodations. Recommend ongoing support, either from the faculty person(s) on site, the Consortium Director, or a resource from the student's home institution. Have telephone numbers available and facilitate access to a phone.
- If the student chooses to use a non-emergency resource external to the Keck Geology Consortium or their home institution (e.g. an attorney, EEOC), make sure the student understands that this resource cannot facilitate an immediate resolution. That is, the summer work may be lost, and that working through these resources can be a lengthy, expensive process.
- If criminal activity has occurred (e.g., sexual assault, stalking), ask if the complainant wants police involvement and facilitate this. Do NOT discourage access to the police unless extreme circumstances warrant this (e.g. unsafe police). If there is no immediate risk to the student or others and the student declines police involvement, respect this.

### **When a Complainant Chooses to Leave a Consortium Project**

- Help the student make arrangements to leave in an efficient, private, and respectful manner. Remember that a student in crisis will not be thinking clearly and may need assistance in getting the details of a sudden departure arranged.
- Always offer support resources to the departing student, even though their departure may make this seem unnecessary. These resources might include a faculty advisor on the program, a resource from a home institution, the Consortium Director, the local police, or the US Embassy.
- Determine if similar risk exists for other students on the program and take corrective measures to reduce this risk
- If the respondent is part of the Keck Geology Consortium program, his/her behavior has emotional consequences for the rest of the group and/or could impose risk to others. Assess the situation in a fashion similar to that outlined above: gather facts and determine the "truth" as best as possible. If there was a violation of policy, assess whether the behavior rises to the level where action (e.g., asking the respondent to leave the site) must be taken, and take this action. Offer support resources for the respondent while you are investigating the complaint. Let others on site know that corrective action was taken and offer support resources for them.
- If risk from outside the group is present, take appropriate safety precautions and be explicit in outlining these precautions with the group. Always inform the Consortium Director of corrective measures and plans you are considering, and consult with your home institution to see if there are additional details or facts you should attend to.
- Remember that you can and should consult with the Consortium Director and persons from your home institution while in this process. You aren't expected to be an expert simply because you are in this position of responsibility.

**Keck Geology Consortium**  
**Responding to Serious Health and Safety Issues**  
Revised, April 2005

The health and safety of all participants in its programs is a primary concern of the Consortium. Serious health and safety issues can include: illness, injury or death, emotional or psychological stress that appears to require removal from the situation or professional attention, being the victim of a crime or being accused of committing a crime, a situation at the project site that causes serious concern such as a political uprising or natural disaster.

### **Protocols for Using these Procedures**

Use at least two people to implement the procedures. One person will complete the tasks and one person will monitor progress.

Document every step taken, by noting:

- Date
- Time
- Action
- Who was affected on-site
- Who undertook any action on-site
- Who made decisions

Keep a written record of conversations.

### **Consortium Emergency Response Team**

The Keck Geology Consortium projects involve diverse groups of students and faculty working in a wide variety of situations. To facilitate an appropriate response to serious health and safety issues, the consortium Board of Representatives will appoint an Emergency Response Team. The team will be composed of the Director, the Director's on-campus supervisor, the Consortium's host institution Dean of Students, a Consortium faculty member who has experience directing and working on research projects, and an administrator from a member institution. The team will work together to manage emergencies using the following principles.

- Safety of all participants is primary and must be addressed first. Situations must be stabilized on-site as quickly as possible.
- Clear, timely, and on-going communication between project director, Consortium office, the project director's home institution, and the home institutions of involved students is a priority and will be established as soon as feasible.
- Affected participants will be encouraged to contact family. If appropriate, a representative of the consortium will make contact with the participant's emergency contact.
- The consortium office will draw on the expertise available at the project director's or student's institution as appropriate for stabilizing the situation and following up.

All field and laboratory work involves risks. We recognize special risks associated with field safety and travel overseas. Decisions regarding program itineraries for overseas projects are made based on information from the

U.S. State Department and on-site project directors. Decisions regarding program itineraries for domestic field projects are based on information from relevant government agencies (e.g. U.S. Geological Survey, U.S. Forest Service, National Park Service, Center for Disease Control). The Consortium is prepared to make changes on short notice should a situation arise that causes serious concern.

## **Course of Action**

In the event of a serious health or safety issue, the project director will:

- First take appropriate action to address immediate health and safety needs on site. It will usually be appropriate to contact local authorities (i.e. police, US Embassy, medical personnel) to begin the local action necessary to handle the situation.
- Accompany the student or faculty member to the hospital and see that information related to health and insurance is relayed to Hospital officials. If possible, allow the student to call home and report the injury to her/his parents. If not, make the call yourself, once the status of the injured student has been assessed.
- The project director will contact the Consortium Director as soon as is feasible. In the event that the Director is unavailable, the administrative assistant is first contact (See **Emergency Information Sheet**, p. 13).
- Write up an accident report as soon as possible. The form is in Appendix II. Provide location and details of the accident, including who was at the scene at the time of the accident, who responded to the emergency call, and what first aid procedures were administered on site. Include names and phone numbers of witnesses. Have all witnesses read and sign the report. Keep a written record of all conversations.
- The Director will take any immediate appropriate action to assist in stabilizing the situation on site and will contact the Consortium Emergency Response Team as soon as feasible. The team will work with the affected program participants and local authorities, and will utilize college resources, as appropriate, to collect needed information and respond appropriately.
- Communication with the project director's institution and the home campuses of affected participants will be established as soon as feasible. The Director or other members of the Emergency Response Team will work with representatives at these institutions as appropriate to facilitate the health and safety of project participants.

## Keck Geology Consortium

# Overseas Travel Guidelines

Traveling overseas with students requires a few extra details with respect to planning and student orientation.

**Passports and Visas:** You need to determine what documentation and visas students will need to travel to the site and return to the U.S. and direct them to obtain the appropriate documents. Their passport must extend beyond the end of the project. Remember that foreign students may require different documentation and that leaving the country may change their status. They need to be able to both travel to the site and return to the U.S.

**Health Issues:** Please read *Health, Safety and Security for Keck Geology Consortium Program Participants* and review materials on some of the websites listed in that pamphlet.

**Immunizations:** Students need to receive information regarding required or recommended immunizations from a qualified medical practitioner. You may want to obtain this information from such a person and provide it for your students. If you do so, make sure that the name and office of the qualified medical practitioner are cited on the document. Your off-campus studies office or wellness center (or campus health service) may be able to help you with this. Alternately, you can advise students to seek this information themselves from a qualified medical practitioner (e.g. their campus wellness center/health service). Remember that immunization series can take many weeks to complete. In addition, it is wise for you to provide students with the information needed to access information about your site from the Center for Disease Control or other health resources.

**Health Insurance:** Students and faculty are required to carry their own health insurance. Some policies do not provide coverage abroad. You should advise students to check with their insurance company about coverage abroad. They may wish to purchase an International Student ID card. This card includes some coverage for emergency medical treatment and for *medical evacuation* if needed.

**Medications and Health Care:** Students who require prescription drugs need to carry enough medication for the duration of their stay. They should be in the original container with the complete label including the generic or Latin name for the drug.

**Women Abroad:** Travel in foreign cultures can pose special challenges for women. Copies of *Preparing U.S. Women for Study Abroad: Leveling the Playing Field* are on file in the Consortium office for your information.

**State Department:** Register your project with the state department. This must be done on arrival at the site. A sample letter is at the end of this document

**Resources:** Think through how you will handle emergencies. What are your local resources on site? What are your resources on your home campus?

**Alcohol: PROVIDE INFORMATION TO PROJECT PARTICIPANTS ABOUT THE ALCOHOL AND DRUG LAWS IN THE COUNTRY IN WHICH YOUR PROGRAM IS LOCATED.** You are expected to obey local laws. Within these limits, you can set your own alcohol policy for your project, but you are encouraged to set some guidelines or restrictions. The Consortium has a policy that no funds may be spent on alcohol for students. In addition, our insurance guidelines state that no drinking will be allowed where driving or other risky activity might be a possibility.

**Travel Risks:** State department warnings are very serious status reports. You should get in touch with me immediately if any such warning is applied to your site. Safety is a primary concern of the Consortium. Thus, if at any point you have concerns for the safety of your students abroad you should take corrective action and be in contact with the Consortium office.



**Sample Letter for State Department**

March 17, 2011

To: U.S. Consulate  
24/31 Grosvenor Square  
London W1A 1AE  
ENGLAND

From: Project Director  
Home Institution  
Anywhere, USA

Keck Geology Consortium  
Pomona College  
Claremont, CA 91711

As project director for a Keck Geology Consortium undergraduate research project, I am writing to identify our participants and register them with your office for the duration of our stay in England.

The ten students listed below are undergraduates enrolled in a Keck Geology Consortium undergraduate research project of off-campus study for four weeks, from June 20, 2011 through July 20, 2011. The dates of our program events and the addresses and telephone numbers of our residence and classroom facilities are also included.

<u>List of Participants</u>	<u>Sex</u>	<u>Year</u>	<u>Hometown</u>	<u>Passport #</u>
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1.

Please keep me informed of any advisories for U.S. citizens in this area. I will be glad to provide any other information that you might require about our group and its movements.

On site contact address and phone number

Sincerely,

## **Keck Geology Consortium Travel Procedures**

Consortium travel is mostly by air, but in some cases, using a personal vehicle or train may be more economical. In any case, students and faculty are responsible for obtaining insurance that covers their travel to and from the field site (see Keck Geology Consortium Policy on Insurance). When traveling by car, the Consortium mileage reimbursement rate is \$0.555/mile, **up to the cost of a RT airfare from your destination, but not exceeding the \$500 travel amount.**

In order to save as much as possible on airfare, please follow these general procedures when using your own travel agent:

- Order your tickets at least 21 days in advance, and stay over a Saturday night if this results in a substantial saving.
- The Consortium will pay a maximum of \$500 for student airfare from home or school to the project site, unless otherwise stated in the project award letter. If student airfare to a project exceeds the maximum or student requests a ticket from or to a location other than home or school, the student is responsible for reimbursing the consortium. If using your own travel agency, they will need to directly bill students for any travel expenses greater than the \$500 limit.
- In many cases, travel at site is accomplished by rental vehicle. Please take note of the following:
  - Please take extra care with rental vehicles to avoid damage. The deductible per damage incident is approximately \$250. Students are not allowed to drive vehicles rented in the name of the Keck Geology Consortium. No drinking is allowed when driving might be a possibility.
  - Vehicles rented in the name of the Keck Geology Consortium are covered by the insurance policy of the home institution of the faculty member renting the vehicle. There is no need to purchase additional insurance. Please ignore persuasive rental-car agents.

## Keck Geology Consortium

### Guideline for Discussion: Sexual Harassment and Assault Protocol

As the project director, it is your responsibility to inform students of the guidelines that clarify both behavioral expectations while they participate in a Consortium project, and options available to them should something happen while on site. This can be a brief discussion that highlights the following points:

- Make explicit the fact that there are behavioral expectations for all participants on the program. Behavioral expectations may include, but are not limited to, boundaries related to alcohol and drug use, community living issues (e.g. living arrangements, respecting property and privacy, cleanliness, personal hygiene), interacting with locals when students travel off-site, sexual interactions, etc.
- Emphasize that individual behavior can and does impact the group's dynamics, and impacts an individual's level of comfort within the broader group context. Help the students to explicitly discuss community living rules they want to enforce among themselves while they are on-site.

Explain that there is a sexual harassment and assault policy, and briefly outline key points:

- The policy offers parameters defining inappropriate behaviors
- The policy encourages students to bring concerns forward
- There is a person(s) on site to whom complaints can be made
- There is a set protocol outlining how the Keck Geology Consortium will address these concerns
- There is a support network in place for students with concerns

Encourage discussion of questions or points regarding the policy

#### Scenarios

As you read the following scenarios, imagine how you would respond. What would you do first? What safety issues seem salient? With whom would you consult about this situation? How would you attend both to the needs of the individuals directly involved and to the potential impact on the rest of the group? What local and institutional resources could you use? Prior to leaving on your program, please discuss any questions you have about appropriate responses to these scenarios with the sexual harassment advisor on your campus.

**Situation #1:** A woman complains that a male student continuously "stares her down, looking at her in a sexual way." He often tells her that he finds her attractive and would like to "hook up" with her. She has told him several times she's not interested. She is increasingly uncomfortable going out in the field with him even when other students are present. She is considering dropping out of the program because "it just isn't what I expected it to be."

**Situation #2:** After an evening of drinking a student wakes up to find another drunken student in her tent, groping her breasts and attempting to unzip her sleeping bag. She quietly tries to push him away and discourage his behavior, fearful that if she is too loud the others will hear them and assume she is a willing participant. The male student persists in his efforts, finally agreeing to leave her alone if she goes along with him for a little while. She agrees to this, and he finally leaves. The next morning she narrates these events to you and asks you to kick him out of the program.

**Situation #3:** You observe that the males in the group often make sexual jokes and flirt with the women students. The women seem to go along with this, but the atmosphere is sexualized. Should you do anything about this?

**Situation #4:** You observe a faculty member flirting with a student. The student appears interested. You are concerned about the impact of this relationship on the group, and the power imbalance between the student and faculty member. What action should you take?

**Appendix I.**  
**Contact People for Information Related to Sexual Harassment  
or Assault (2012-2013 Program)**  
Any of these individuals/resources can be contacted to answer questions  
if you believe an incident of sexual harassment has occurred

**Keck Geology Consortium**

Robert J. Varga Director 330-465-7184 (cell)  
bob.varga@pomona.edu

**Keck Geology Consortium Schools:**

**Amherst College**

Allen Hart Dean of Students 413-542-2337  
Liza Nascembeni Asst. Dean of Students and 413-542-2337  
Dean of Student Conduct

**Beloit College**

Christina Paper Klawitter Dean of Students 608-363-2660

**Carleton College**

Cathy Carlson Associate Dean of Students 507-646-4075

**Colgate University**

Lyn Rugg University Harassment Officer 315-228-7288  
Professor of Romance Languages

**The College of Wooster**

Angela Johnston Secretary of the College 330-263-2141

**The Colorado College**

Heather Horton Sexual Assault Response coordinator 719-227-8101  
Mike Edmonds Dean of Students 719-389-6684

**Franklin & Marshall College**

Sexual Assault Response Line 717-560-7311

**Macalester College**

Laurie B. Hamre Vice President of Student Affairs 651-696-6220

**Mt. Holyoke College**

Rene Davis Dean of Students 330-538-2550

**Oberlin College**

Camille H. Mitchell Sexual Offense Policy Administrator 440-775-8555

**Pomona College**

Miriam Feldblum Dean of Students 909-621-8017  
Daren Mooko Assoc. Dean of Students 909-607-0416

**Smith College**

Julianne Ohotnicky Dean of Students 413-585-4940  
Ombudsperson 413-585-3358

**Trinity University**

Michael Fischer Vice-President for Student Affairs 210-999-8521

**Union College**

Steve Leavitt VP for Student Affairs and 518-388-6116

Dean of Students

**Washington and Lee University**

Sydney Evans                      Dean of Students                      540-458-8751

**Wesleyan University**

Richard Culliton                      Dean of Students                      860-685-2627

**Whitman College**

Barbara Maxwell                      Assoc. Dean of Students                      509-527-5208

**Williams College**

Laura McKeon                      Associate Dean                      413-597-4262

David Johnson                      Associate Dean of the College                      413-597-4262

**Non-Keck Geology Consortium Schools:**

**Bates College**

Title IX Coordinator  
Heather L. Lindkvist                      (207) 786-6445  
Special Assistant to the President for Diversity and Inclusion  
Lane Hall 201-A  
hlindkvi@bates.edu

**Boise State University**

Rachel Zarr                      (208) 426-1527  
Administrative Assistant  
Office of the Dean of Students / Student Rights & Responsibilities  
rachelzarr@boisestate.edu

**California State Polytechnic University- Pomona**

Sharon L. Reiter                      (909) 869-3016  
Associate Vice President for Human Resource Services

**California State University-Fullerton**

Ms. Rosamaria Gomez-Amaro Title IX Coordinator                      (657) 278-2425  
Susan Leavy Deputy Title IX Coordinator                      (657)278-3928

**California State University-Chico**

Pedro W. Douglas                      (530)-898-6131  
Associate Vice President for Student Affairs

**University of California-Berkeley**

Campus Climate and Compliance/Title IX Office  
200 California Hall                      (510) 643-7985

**U of Connecticut:**

Women's Center and VAWPP                      (860) 486-4738  
Student Health Services                      (860) 486-4700  
Counseling and Mental Health Services                      (860) 486-4705  
(860) 486-3427 (after hours emergencies during academic year)

**Hampshire College**

Sexual Offense Services (SOS)                      (413) 559 5743  
Coordinator (confidential)

- 24 hr Sexual Offense and Relationship Violence Crisis Line (confidential) (413) 559 5527
- Anonymous Reporting Line (413) 559 5756
- Health and Counseling Services (413) 559 5458
- The Title IX Deputy Coordinator (413) 559 5412

**Lafayette College**

Dr. Karen Forbes Director of Counseling Services (610) 330-5005

**University of Maryland**

Office of Diversity Education and Compliance (301)-405-2838  
 1124 Marie Mount Hall  
 University of Maryland  
 College Park, MD 20742

**University of Massachusetts Amherst**

Becky Lockwood  
 Deputy Title IX Coordinator 180 Infirmary Way (413) 545.0883  
 New Africa House  
 24 Hour Rape Crisis Hotline: (413) 545.0800

**U. Minnesota-Twin Cities**

Kimberly D. Hewitt (612) 624-9547  
 Director  
 Office of Equal Opportunity and Affirmative Action  
 274 McNamara Alumni Center  
 200 Oak St. SE  
 Minneapolis, MN 55455

**University of Nevada Reno**

Contact Information for Equal Opportunity and Title IX Office (775) 784-1547

**Occidental College**

Erica O'Neal Howard (323) 259 2661  
 Senior Associate Dean of Students

**University of Puerto Rico Mayaguez**

Human Resources +1 787 265 3869

**St. Norbert College**

Melissa Vergara (920) 403-3373  
 Director of Prevention Education and Student Judicial Affairs  
 Location: Todd Wehr Hall

**University of Texas El Paso**

Sandy Vasquez, Assistant Vice-President (915) 747-5662  
 Equal Opportunity Office  
 500 W. University, Kelly Hall Room 302

**Vassar College**

Belinda Guthrie (845) 437 7584  
 Director of Affirmative Action and  
 Equal Opportunity

# Appendix II. Accident Report Form

Accident Date \_\_\_\_\_  
Accident Time \_\_\_\_\_  
Date of report \_\_\_\_\_

Name of Injured \_\_\_\_\_

Insurance \_\_\_\_\_

Faculty Present \_\_\_\_\_

### Apparent nature of Injury

Abrasion     Laceration  
 Burn         Puncture  
 Concussion    Scratches  
 Contusion     Shock  
 Dislocation    Sprain  
 Fracture       Strain  
Other (explain) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Part of the Body Injured

Abdomen     Foot         Neck  
 Ankle        Forearm     Nose  
 Arm          Groin       Scalp  
 Back         Hand       Shoulder  
 Chest        Head       Thigh  
 Ear          Hip         Toe  
 Elbow       Knee       Tongue  
 Eye          Leg         Tooth  
 Face         Mouth      Wrist  
 Finger ( \_thumb \_index \_middle \_ring \_little)  
 Other (explain) \_\_\_\_\_

### Accident Information (use back if needed)

Location of the Accident

Detailed Description of the Accident

Apparent Cause of Accident

Immediate Action Taken

---

### Other Information

First aid by \_\_\_\_\_  
Sent to Hospital \_\_\_\_\_  
Sent to Wellness Center \_\_\_\_\_  
Sent to local physician \_\_\_\_\_

### Method of Transportation

Ambulance \_\_\_\_\_  
Security \_\_\_\_\_  
Private car \_\_\_\_\_  
Other \_\_\_\_\_

Injured person's signature \_\_\_\_\_

---

Witness \_\_\_\_\_ Address \_\_\_\_\_ Phone # \_\_\_\_\_



## **Appendix III.**

### **Student Contracts, Health Request, Fellowship Release, and Short Waiver**

#### **Section Contents**

- **Student Participation Agreement Form**
- **Health and Safety Information**
- **Fellowships for Students**
- **Personal Vehicle Use: Liability Waiver Form**

## Keck Geology Consortium

Project \_\_\_\_\_

## Student Participation Agreement

Name \_\_\_\_\_

### Read Carefully Before Signing

(Already completed by students and sent to the Keck Office)

### Participation

I accept the Keck Geology Consortium offer of a student research position on the project and realize that my signature below indicates a firm commitment to participate in summer research, to participate in continued independent study at my home institution, to report my results in a paper, to participate in the Research Symposium, and to complete an evaluation of the program. I understand that this program involves intensive work including mandatory evening and weekend activities. I understand that simply by virtue of my participation in the project, I am not an employee of the Keck Geology Consortium or any of its participating institutions, and that I will not be an employee, but that I am receiving an educational experience. I further understand that I will not receive wages, but I will receive student housing, certain meals, and a stipend in the aggregate amount of \$1,200.00.

### Insurance Coverage

I understand that none of the colleges in the Keck Geology Consortium undertake to provide health, accident, disability, hospitalization, personal property, or other insurance to student participants in this project; I further understand that it is my responsibility to procure health/hospitalization insurance for the duration of the summer research project and such other insurance as I require, and that I am responsible for the costs of such insurance and for any expenses not covered by this insurance.

### Personal Conduct

I understand and agree that I am required to behave in accordance with the codes of conduct of my college, including its honor code, during my participation in the project. I further understand that the Keck Geology Consortium, the host college, and the project director have the authority to establish additional rules from time-to-time appropriate to the operation of this program, and I agree to abide by all such rules. I agree that the project director has the sole and final authority to dismiss me from the program in the event that I fail to honor these commitments or otherwise engage in conduct that is in any way detrimental to the program, its participants, or myself. In the event of such dismissal, I will forfeit my entire stipend, return to my home immediately at my own expense, reimburse the host college for any and all costs associated with sending me home, and indemnify and hold harmless the host college, my college, and the Keck Geology Consortium from any and all claims or losses arising out of my failure to honor any of the obligations or commitments set forth in this paragraph. I further agree that the project director may send me home at my expense at any time it is determined, in his/her sole and final determination, that my continued participation in the program will adversely affect my health, safety, or welfare or the health, safety, welfare, or enjoyment of other program participants.

### General Release

I understand that the Keck Geology Consortium reserves the right to make cancellations, changes, or substitutions in the program in the event of emergency or changed conditions or in the general interest of the program, and that neither the Keck Geology Consortium nor the host college shall be liable for any claims or consequential damages relating to such cancellations, changes, or substitutions in the program.

I understand and am aware that my participation in the program may expose me to certain risks and dangers, including but not limited to, the hazards of travel by various means of conveyance; the hazards of unsafe areas or conditions; acts or omissions of the college, the program site and/or their respective agents, employees, officers, directors, associates, affiliated companies, subcontractors, or cooperating agencies or organizations; and accident or illness in places without access to medical facilities, transportation, and/or means of rapid evacuation or assistance. I understand that I

may not be under the direct supervision of the Consortium, my college, or the host college at all times while participating in the program.

I am aware that my participation in the program and my use of transportation, housing and dining services, and other goods and services in connection with my participation in the program carry a risk of serious personal injury, serious illness, death and property damage or loss. I expressly and voluntarily assume all risk of injury, illness, death and property damage or loss that may result from my participation in the program and/or my use of goods and services in connection with my participation in the program. I hereby grant permission and authority to the Consortium, my college, the host college and/or their employees to act for me in executing verbal instructions or, if I am a minor and my parents are not immediately reachable, to act for parents in dealing with physicians, ambulance companies and hospitals, to obtain prompt medical attention for me in the event of any perceived medical emergency and release the Consortium, my college, the host college and/or employees from any liability connected with obtaining prompt medical attention.

In consideration for being permitted to participate in the program, I hereby release the Consortium, my college, the host college, their agents, employees, officers, directors, associates, affiliated companies, subcontractors, or cooperating agencies or organizations ("the Released Parties") from any and all liability for injury, illness, death and property damage or loss arising out of the arrangement or provision of transportation, housing or other goods and services, or arising out of any other activity incident to my participation in the program.

I agree not to sue or make a claim against the Released Parties for injury, illness, death, damage or loss sustained as a result of my participation in the program or use of the goods and services in connection with my participation in the program. I will indemnify and hold harmless the Released Parties from all claims, judgements, and costs, including attorneys' fees, incurred in connection with any action relating to my participation in the program.

### **Severability Clause**

All provisions of the agreement shall be deemed severable. The unenforceability, illegality, or invalidity of any provision or portion thereof shall not affect the enforceability, legality, or validity of any other provisions, all of which will remain valid, binding, and enforceable in accordance with their terms. Governing Law: This agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Pennsylvania, without reference to provisions regarding conflict of laws. Jurisdiction and Venue: It is expressly agreed by the parties to this agreement that any action filed by either party as a result of a dispute relating to this agreement may be filed and heard only in the Court of Common Pleas of Lancaster County, Pennsylvania, or in the United States District Court for the Eastern District of Pennsylvania.

**Signature Block**

I have carefully read this agreement and release and I fully understand its contents. I sign of my own free will.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Name and Date of Birth (Please Print)

Important: If student is a minor: Parent or legal guardian must sign.

I am the Student's parent or legal guardian. I am signing this Agreement and Release on my own behalf and on the behalf of the Student and his/her heirs and assigns.

I have carefully read this agreement and release and I fully understand its contents. I sign of my own free will.

\_\_\_\_\_  
Guardian's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or Legal

\_\_\_\_\_  
Guardian's Name (Please Print)

\_\_\_\_\_  
Parent or Legal

## KECK Geology Consortium

### Health and Safety Information *(Already completed by students and sent to the Keck Office)*

**NOTE: Any information provided will be treated confidentially. Insurance and health information will be destroyed following the program year, unless involved in an on-going claim or health-issue resulting from project participation.**

As you know, participation in field research is often a physically and emotionally demanding experience. Before your departure for your summer project, we encourage you to review with your health care provider any physical or emotional health care issues that might exist for you and to develop a course of action about how to deal with them.

Please complete the following section for emergency contacts and insurance information. In addition, there is also space for you to provide additional medical or dietary information that you believe may be necessary in the event of an emergency. Emergency contact information will be provided to your project director by the Consortium office. You may also contact your Project Director or Robert Varga (Keck Director) with specific health concerns. Any information you share will be treated confidentially and discretely.

#### Required Emergency Contact and Insurance Information

This information must be in the Consortium office before you can make arrangements to travel to your project. If possible, please give us information for two people to contact.

Name	Relationship	Home Phone	Alternate Phone
------	--------------	------------	-----------------

1.

2.

Medical Insurance Provider and Number:

---

#### Voluntary Medical Information

**KECK Geology Consortium**  
**Fellowships FOR STUDENTS** PROJECT \_\_\_\_\_  
(02/2007) (Already completed by students and sent to the Keck Office)

**Fellowship Payment**

IRS requires us to use different methods to pay participants from Pomona College and those from other schools. Pomona participants are paid through the Pomona College payroll and FICA and Medicare and other taxes are withheld. Other participants are paid as consultants to Pomona College, and their stipend checks are sent to their home addresses a week prior to the end of the field season. *Please note that no taxes or FICA are withheld from these checks.*

**Tax Information**

The IRS states that any payment made to or on behalf of a student not required for a course of instruction represents taxable income to them. The following types of payments are considered taxable income to the student:

- Research stipends

Your stipend is “earned income” and will be subject to Social Security tax. Travel, room, and board expenses incurred by the Keck Consortium on the student’s behalf are considered a required condition for the course of instruction and will not be subject to taxation. The Consortium will place in the mail to each student a 1099 by January 31<sup>st</sup> of the following tax year, as required by Federal Law. Your stipend income on this form will be reported as earned income. Each individual is responsible for reporting this income and paying appropriate taxes at the end of the year when they file their tax return. We will be unable to offer you any information with regard to laws pertaining to and filing your taxes. You may seek that information through the IRS or appropriate professional.

We require that you supply the following information, and sign and date this form, stating that you have read and understand salary and tax requirements before you can receive your stipend. Your signature of this form also acknowledges that you have read and agree with the following statement, required by the Fair Labor Standards Act:

“I understand that I am not an employee of the Keck Geology Consortium, and that I will not be an employee, but that I am receiving an educational experience. I further understand that I will not receive wages, but I will receive housing, meals, and a stipend in the amount of \$1,500.”

SSN: \_\_\_\_\_

Home Address: \_\_\_\_\_

Signature of student: \_\_\_\_\_ Date: \_\_\_\_\_

**Keck Geology Consortium  
Waiver of Liability, Covenant Not to Sue, Indemnity and Hold Harmless Agreement  
For Use of Personal Vehicles**

**This is a legal and binding agreement which, when signed, will permanently limit your ability to recover from the parties indicated below for injuries or losses you may sustain as a result of using or traveling in personal vehicles to, during or from a Keck Geology Consortium project.**

The Keck Geology Consortium includes 18 member colleges and is a non-profit educational organization. References to the Keck Geology Consortium include the member colleges and their respective trustees, employees, volunteers, students, and participating organizations, sponsors, agents and assigns. I understand that the Keck Geology Consortium is not an agent of, and has no responsibility for, any third party that may provide personal transportation or any other service.

I understand that the Keck Geology Consortium provides transportation to all participants for activities related to the project, and agree that I am choosing to use my personal vehicle to travel to, during or from a Keck project for my own personal pleasure and convenience. I agree that I assume and am responsible for any and all expenses I may incur as a result of having my vehicle at the Keck Project.

As a condition of my use of my vehicle during the my participation on a Keck Geology Consortium Project, I agree that I will not use or permit my vehicle to be used to transport any person including myself for the purpose of purchasing or consuming alcoholic beverages, and will not carry alcoholic beverages in my vehicle. I certify that I have a valid driver's license, and that my vehicle is properly registered and insured in the state of my permanent residence. Failure to comply with this agreement will result in my immediate dismissal from the Project, and I agree that I will be responsible for any expenses I may incur as a result of said dismissal.

I understand travel in personal autos or other transportation may be potentially dangerous, and that I may be injured and/or lose or damage personal property or suffer financial loss as a result of using personal transportation to, during or from the project. Therefore, **I ASSUME ALL RISKS RELATED TO PERSONAL TRANSPORTATION** including but not limited to:

- Death, injury or illness from accidents of any nature whatsoever, including but not limited to bodily injury or illness of any nature whether severe or not, temporary or permanent, that may occur as a result of traveling in personal autos or contact with physical surroundings, environment, equipment or other persons.
- Loss or injury as a result of a crime or criminal act by third parties, arrest or other act of any government or authority.
- Theft or loss of personal property during my use of a personal auto.
- Loss or death or injury as a result of any natural disaster or event or extreme weather conditions or events.
- Liability for injury to third parties, including passengers in my vehicle.
- Loss of or damage to my vehicle from any cause whatsoever.

I further acknowledge that the above list is not inclusive of all possible risks associated with personal transportation and that the above list in no way limits the extent or reach of this release and covenant not to sue. I understand that use personal transportation is an acceptance of risk of injury.

In consideration of receiving permission not to be transported in a motor vehicle owned or provided by the Keck Geology Consortium, and in furtherance of my request to use transportation of my own choice, I the undersigned, to the fullest extent permitted by law, agree to forever release and on behalf of myself, my spouse, heirs, representatives, executors, administrators and assigns, **HEREBY DO FOREVER RELEASE, Waive, Discharge and Covenant Not to Sue** the Keck Geology Consortium from any cause of action, claims, or demands, including court costs or attorney fees of any nature whatsoever, including but not limited to a claim of negligence which I or my spouse, heirs, representatives, executors, administrators and assigns may now have, or have in the future against the Keck Geology Consortium on account of personal injury, bodily injury, property damage, death or accident of any kind, arising out of or in any way related to my use of personal transportation, including whether by the ordinary negligence of the Keck Geology Consortium or otherwise.

I further agree to that I will **Indemnify And Hold Harmless** the Keck Geology Consortium and be solely responsible for any loss or damage, including death, which I sustain or cause, whether in whole or in part, while using personal transportation, and that by this agreement I am relieving the Keck Geology Consortium of any and all liability for such loss, damage or death.

I hereby certify that I have full knowledge of the nature and extent of the risks inherent in the use of personal transportation, that I am voluntarily assuming all risks, whether known or unknown, and that I am voluntarily choosing personal transportation.

My signature below indicates that I have read and freely signed this agreement, which shall take effect as a sealed instrument; no oral representations, statements or inducements apart from this written agreement have been made. I further certify that I am 18 years old, and otherwise legally competent to sign this agreement. I further understand that the terms of this agreement are legally binding and I certify that I am signing this agreement after having carefully read and understood the same, of my own free will. This agreement is made in sole consideration of the Keck Geology Consortium permitting my use personal transportation.

This agreement shall be construed and enforced in accordance with Pennsylvania law and I consent to the jurisdiction of said state. I expressly agree that this waiver and release is intended to be as broad and inclusive as permitted under Pennsylvania law and that if any portion hereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect. IN WITNESS WHEREOF, this instrument is duly executed at \_\_\_\_\_, \_\_\_\_\_ this day of \_\_\_\_\_, 2013.

**IMPORTANT - READ ENTIRE AGREEMENT BEFORE SIGNING**

Signature: \_\_\_\_\_

Address: \_\_\_\_\_

Name Printed: \_\_\_\_\_

Witness/Parent: \_\_\_\_\_

Date: \_\_\_\_\_ *day/month/year*

Witness Name Printed: \_\_\_\_\_

Date: \_\_\_\_\_

Witness Address \_\_\_\_\_



## **Appendix IV. Faculty Duties, Health Request, Fellowship Information**

### **Section Contents**

- **Duties and Responsibilities of Project Faculty**
- **Health and Safety Information**
- **Fellowships for Faculty**
- **Information for Research Advisors**

**KECK Geology Consortium (4/2005)**  
**Duties And Responsibilities Of Project Faculty**  
(Already completed by Project faculty and sent to the Keck Office)

The Project Director is the on-site agent of the Consortium, and has extensive responsibilities and authority as prescribed by the Consortium. Faculty directing projects make logistical arrangements, address health and safety concerns, and oversee the scientific progress of the project. With respect to student conduct, the Project Director has broad latitude in making judgments about the appropriateness of student conduct.

Because the Consortium funds projects with as many as twelve students per project, project faculty are critical to success of a project. The major duty of Project Faculty is mentoring students during the summer field or lab work. Faculty will help students select projects that are doable within the context of their knowledge and abilities, help students learn the techniques required to gather data, and help students understand the theories relevant to their particular study. Project faculty may also be called upon to help with logistical matters or to take the lead in case of an emergency or crisis situation.

Responsibilities during the following academic year will depend on the nature of the project, but most project faculty can expect to help students interpret data and develop conclusions. Interaction among all the students on a project and Project Faculty will help maintain a sense of connection within the research group. Project Faculty might also be called upon to assist editing student Contributions prior to final submission to the Consortium.

Over the years, the Consortium has established a number of formal policies related to activities on projects. As a faculty member at site during the summer research, you are responsible for ensuring that students and your fellow faculty members abide by these policies.

The Consortium agrees to pay project faculty immediately following the end date of the project for which they are engaged. Travel arrangements will be made according to the agreement outlined in the particular project budget, either through the travel agent of the project director's choice or the Consortium travel agent.

I have read and accept the responsibilities described for my project faculty position.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

Project \_\_\_\_\_

**KECK Geology Consortium**  
**Health and Safety Information**  
**Faculty**

(Already completed by Project faculty and sent to the Keck Office)

Project:	_____
Name:	_____
Home Address:	_____ _____

**NOTE: Any information provided will be treated confidentially. Insurance and health information will be destroyed following the program year, unless involved in an on-going claim or health-issue resulting from project participation.**

As you know, participation in field research is often a physically and emotionally demanding experience. Before your departure for your summer project, we encourage you to review with your health care provider any physical or emotional health care issues that might exist for you and to develop a course of action about how to deal with them.

Please complete the following section for emergency contacts and insurance information. In addition, there is also space for you to provide additional medical or dietary information that you believe may be necessary in the event of an emergency. Emergency contact information will be provided to your project director by the Consortium office. You may also contact your Project Director or Robert Varga (Keck Director) with specific health concerns. Any information you share will be treated confidentially and discretely.

**Required Emergency Contact and Insurance Information**

This information must be in the Consortium office before you can make arrangements to travel to your project. If possible, please give us information for two people to contact.

Name	Relationship	Home Phone	Alternate Phone
------	--------------	------------	-----------------

1.

2.

Medical Insurance Provider and Number:

\_\_\_\_\_

**Voluntary Medical Information**

**KECK Geology Consortium  
Stipends for Faculty  
Stipend Payment**

Project:	_____
Name:	_____

(Already completed by Project faculty and sent to the Keck Office)

IRS requires us to use different methods to pay participants from Pomona College and those from other schools. Pomona College participants are paid through the Pomona College payroll and FICA (7.65%) and other taxes are withheld.

Other participants are paid as consultants to Pomona College, and their stipend checks are sent to their home addresses a week prior to the end of the field season. Please note that no taxes or FICA are withheld from these checks,

**Tax Information**

Your stipend is “earned income” and will be subject to Social Security tax. Other expenses incurred by the Keck Consortium on the faculty member’s behalf are considered “unearned income” which is not subject to Social Security tax. The Consortium will send each participant a 1099 by February 1 of the following tax year, as required by Federal Law. Income on this form will be reported in the two categories: earned and unearned income. Each individual is responsible for reporting this income and paying appropriate taxes at the end of the year when they file their tax return. We will be unable to offer you any information with regard to laws pertaining to and filing your taxes. You must seek that information through the IRS.

We require that you supply the following information, and sign and date this form, stating that you have read and understand salary and tax requirements before you can receive you stipend.

SSN: \_\_\_\_\_

Home Address: \_\_\_\_\_

Signature

Date

**This information will be handled confidentially, and only circulated as needed to process tax-related papers.**

## Appendix V. Mentorship Guidelines for Keck Geology Consortium Projects

**Rationale:** As part of our most recent NSF award, we agreed to strengthen and streamline mentorship during Keck research projects. In the past, we pretty much left it up to project directors to determine how and when to contact students and their research advisors, and to work out mentoring relationships on their own. This typically worked fine, especially for students coming from Keck schools. However, past experience shows that students coming from schools with little or no Keck experience can be at a serious disadvantage because faculty advisors are typically not aware of the expectations and timelines for Keck projects. Therefore, we have decided to institute new guidelines for how the mentorship process should/could proceed.

### **General Principles:**

1. The Project Director will establish communication with students and their campus research advisors shortly after the selection process is complete.
2. Project faculty will discuss the entire timeline of the project including project meetings (web-conferences), summer research, research during the following academic year, writing and reviewing Keck contributions, the Keck Symposium, and assessment activities.
3. Project faculty will discuss their expectations for the project, what they expect from the students, and the types of support they expect from their research advisors. The project faculty will also describe what students and research advisors can expect from them.
4. When appropriate, the Project faculty will encourage research advisors to visit their student during the summer research part of the project. Note that the consortium has limited travel money available to help with this.
5. If available, project faculty should set up a virtual project space using Moodle, Facebook, or some other secure course management system to allow students and faculty to communicate, exchange data, maps, reading, etc.

### **Proposed Timeline**

1. **March/April.** Once the selection process is complete, project faculty will contact students and their research advisors to set up the first web-based meeting.
2. **April.** First web-based project meeting (students and research advisors). Introductions, project goals, timelines, expectations, assign reading and Pre-Field Survey. If available, discuss use of project web site. Also a good chance for project faculty to learn the types of analytical facilities that might be available at a student's home institution (free or otherwise). *Note: some project directors have found it useful to contact research advisors on an individual basis to discuss where their interests and expertise lie in terms of advising their student. This can help you decide when assigning, or steering students toward research projects.*
3. **Just Before Summer Research.** Second web-based project meeting. Answer last minute questions including travel, field gear, \$, etc. Make sure all students have

completed the Pre-Field Survey online. Research advisors welcome, but probably not mandatory.

4. **Summer Research.** Four weeks at some point during the summer. Computer-free meetings encouraged.
5. **September.** Third web-based project meeting. Students give short (5-minute?) presentations on 1) what is their research question?, 2) what did they accomplish during the summer?, and 3) what do they still need to accomplish? *Alternative Model: Individual meetings with Project Director and Co-director(s) with each student and campus research advisor. Easier to schedule and more focused. Downside: less exchange of ideas with entire group.*
6. **January.** Fourth web-based project meeting. Students give short (10-minute?) presentations: Did their research question change/evolve? What are their most important results? Implications for project goals? What's left to do? Chance for students and faculty to exchange ideas. Could be one long meeting or perhaps a couple of shorter meetings? Remind students about Keck Contributions. *Alternative Model: Individual meetings with Project Director and Co-director(s) with each student and campus research advisor. Easier to schedule and more focused. Downside: less exchange of ideas with entire group.*
7. **February.** Send out a reminder of the timeline for Keck contributions. The Keck Director typically sends this to Project directors in December or January.
8. **Before Keck Symposium (early April).** Last web-based project meeting. Discuss and plan the symposium. All students give posters, but the number of oral presentations varies, and is at the discretion of project faculty.
9. **Keck Symposium (Mid-April).** Present, assess, and celebrate. Discuss future publications and presentations of results. Make clear what you want back from students in terms of samples, etc.

## Appendix VI. Emergency Response Team Information for 2013

To facilitate an appropriate response to serious health and safety issues, the consortium Board of Representatives will appoint an Emergency Response Team. The team will be composed of the Director, the Director's on-campus supervisor, the Consortium's host institution Dean of Students, a Consortium faculty member who has experience directing and working on research projects, and an administrator from a member institution. The team will work together to manage emergencies

The Consortium Director is normally the first contact and the team leader. However, in the event she cannot be reached, alternate team leaders will be designated. For questions regarding Consortium Policies and policy and procedural violations, the Consortium Executive Committee will be consulted (see below).

Robert J. Varga, Director, Keck Geology Consortium, and Faculty, Pomona College  
330-465-7184 (w) (h) (cell)  
909-621-8675 (Geology Department College; Lori Keala, Academic Department Coordinator)  
909-621-8552 (fax)  
bob.varga@pomona.edu  
In Claremont for most of the duration of the summer projects.

Consortium Office: Carol Morgan - Administrative Assistant  
(909) 607-9102 (Consortium Office) [keckgeology@pomona.edu](mailto:keckgeology@pomona.edu)

Cecilia Conrad, Vice President and Dean of the College, Professor of Economics, Pomona College  
909-621-8137 (w)  
909-626-2098 (h)  
909-621-8836 (fax)  
cecilia\_conrad@pomona.edu

Jonathan Wright, Associate, Dean of the College, Professor of Biology, Pomona College  
(909) 621-8328 (w)  
(909) 621-8836 (fax)  
[jonathan.wright@pomona.edu](mailto:jonathan.wright@pomona.edu)

Miriam Feldblum, Vice President and Dean of Students, Pomona College  
909-607-2248 (w)  
626-676-5849 (c)  
909-607-7288 (fax)  
miriam\_\_feldblum@pomona.edu

Jeffrey Noblett, Professor of Geology; Associate Dean, The Colorado College  
719-389-6681 (Deans Office)  
719-389-6516 (w)  
719-444-0441 (h)  
[jnoblett@ColoradoCollege.edu](mailto:jnoblett@ColoradoCollege.edu)

Clare Carson, [Associate Dean of Students](#), Whitman College  
509-527- 5158 (w)  
509-529-6328 (h)  
509-520-7647 (cell)  
[carsonc@whitman.edu](mailto:carsonc@whitman.edu)

All members of the team have contact information for each project, as well as a copy of our Emergency response Procedure. Bob will be in Claremont for the majority of the project season. He will be available by cell phone or email. If for some reason he can't be reached, Miriam Feldblum (Pomona) and Jeff Noblett (Colorado College) will be the alternate team leaders.

### **Consortium Executive Committee**

The Executive Committee shall consist of three members, each from a different one of the member schools of the Keck Geology Consortium. Executive Committee members will normally serve for three years, with the terms staggered so that one new member is added each year. The Executive Committee shall assist the Keck Representatives and the Director in the administration of the Keck Geology Consortium. Their duties will be determined by the Keck Representatives and may include (1) helping the director in decision-making when time or circumstances do not permit polling the Representatives, and (2) providing annual performance evaluations of the Director.

The Consortium Executive Committee acts in an advisory capacity to the Consortium Director, and will address issues of Consortium policies, procedures, and their implementation. With particular respect to projects, they are informed of any complaints, dismissals, and withdrawals, and have the power to review the investigation of these actions and make recommendations and judgments regarding appropriate actions.

### **Consortium Executive Committee: 2012-2015**

Lisa Greer, Associate Professor of Geology, Washington & Lee University (2011-2014)  
540-458-8800 (Geology Department)  
540-458-8870 (w)  
540-458-8142 (fax)  
[greerl@wlu.edu](mailto:greerl@wlu.edu)

Susan Swanson, Associate Professor and Chair of Environmental Studies, Beloit College (2012-2015)  
608-363-2132 (w)  
608-363-2052 (fax)  
[swansons@beloit.edu](mailto:swansons@beloit.edu)

John Garver, Professor of Geology, Union College (2010-2013)  
518-388-6770 (Geology Department)  
518-388-6517 (w)  
518-388-6417 (ofc)  
[garverj@union.edu](mailto:garverj@union.edu)



**KECK Geology Consortium**  
**Information for On-Campus Research Advisors**  
**Projects for Rising Seniors**  
**2012-2013 Project Year**

**Student-Faculty Research Projects**

From the beginning, the Consortium program focused on yearlong research experiences for rising seniors. The purpose of the program is simple: to provide students with a research experience that encompasses the entire problem-solving process. Students learn the overall problem, identify an individual part of the problem for their own project, gather and interpret data, and present results at a professional style symposium. Part of the symposium experience is submission of an extended abstract for publication in the Symposium Proceedings. The experience of submitting an abstract introduces the students to the technical editing process, including incorporating editorial changes suggested by reviewers (in this case, faculty research advisors and project directors) as well as preparing a manuscript to meet specific formatting requirements. The Short Contributions will be approximately 1950 words in length, with appropriate figures and illustrations. As of 2005, they are being published online.

Much of the work done by students following their summer field experience is accomplished at the home institution guided by an on-campus research advisor. The Consortium recognized from the beginning the importance of the research advisor in the overall quality of the final research results. Thus, a site-visit program for advisors for advanced projects was developed. The Consortium provides funds for advisors to travel to the field site, meet students and project faculty, and learn the overall research problem in order to enhance their understanding of the overall research problem and how their student's work fits into the group effort.

**On-Campus Research Advisor Duties for Advanced Projects**

Rising seniors on advanced projects are required to complete at least one term, block, or semester of independent study or thesis credit at their home institution. Your primary responsibility is to ensure that the student registers for this credit and to supervise this research based on the work done during the summer program. The student selects his/her research project within the bounds set out by the project director. However, it is essential to the student's success that the project selected be something that the on-campus research advisor can adequately supervise. To find such a project requires good communication among the research advisor, project director, and student. It is important that you meet with your student before they leave for the summer in order to discuss their summer work and the expectations for next academic year.

Supervision of the student's research requires not only guidance on the individual project but also cooperation with the rest of the research group. Thus, you need to familiarize yourself with the goals of the research group and the structure of their cooperative effort. We strongly encourage you to visit the summer project in order to facilitate the selection of an appropriate student project, to improve understanding of the group's research goals, and to establish good communication between the on-campus advisor and the project staff (funding is available for this visit). When such a trip is not possible, project director and on-campus advisor should discuss the project goals, the research advisor's role and the types of student projects that will be

manageable via e-mail or by phone. Student, project director and on-campus advisor should all share responsibility for good communications during the academic year.

The second major responsibility of the on-campus research advisor is to oversee preparation of the student's extended abstract and presentation for the Research Symposium in Geology held in April each year. It is your responsibility to see that the student meets the abstract deadlines or any earlier deadline imposed by the project director. Furthermore, you are responsible for overseeing editing of the abstract. The Symposium volume is widely circulated both to potential sources of funds and to schools, and starting in 2005 will be published online with color graphic capabilities. Thus, it is important that all Short Contributions be edited as they would be for a professional publication. Guidelines for producing the extended abstract will be sent to you and your student following the summer field season. Following the guidelines is critical because Contributions that do not meet the criteria will not be published in the research volume. Finally, you should also advise your student on the qualities of good oral and poster presentations and make sure that the student is adequately prepared.

### **Advanced Projects**

Advanced projects are designed for nine rising seniors and three faculty. Students make a yearlong commitment to the program, and the nature of their experience varies markedly through the year. In the spring before the field season, project directors lead the students through the background study needed for a basic understanding of the project and geology of the study area. An e-mail list serve established for each project facilitates communication among participants (project faculty, students, and on-campus research advisors). In the field phase, students spend four weeks at the study site, learning the geology in more detail, identifying a project, and gathering data.

Fieldwork varies with project but includes activities such as mapping, coring, surveying geomorphologic features, measuring stratigraphic sections, and sampling for later chemical or petrographic analyses. During the field season, the impetus of work transfers from the project faculty as students take responsibility for developing a research plan and collecting the data and samples needed to complete their work.

Following the field phase, students return to their home campuses and work under the guidance of an on-campus faculty research advisor. During this time, work is more independent in nature as students finalize data collection and analysis (e.g., sample preparation for petrographic and chemical analyses, distillation of survey data, textural analysis) and interpret their results. The project list serves, however, facilitate communication among participants so the collaborative aspect of the overall research project is maintained. Past experience shows that students have a better research experience in the independent-study phase when the on-campus research advisor travels to the field site. Site visits are especially critical for research advisors new to the program and funds are available to support this travel.

The independent-study phase culminates with a presentation of results at the Keck Research Symposium in Geology the following spring. The Consortium also requires the students to complete an independent study or senior thesis based on their Consortium project.

## **Keck Research Symposium in Geology**

A professional style symposium, held in April each year, has been a critical part of the Consortium program from the very beginning. The symposium serves a number of purposes. For the students, it is an opportunity to present research results in a professional and supportive environment that emphasizes the importance of communication and builds self-confidence. Students share results of their work with other students, faculty, and professional geoscientists in poster sessions or talks. This experience challenges the students to present information in a clear and concise fashion, sharpening their communication skills. The Consortium publishes the proceedings and also maintains a web site devoted to the symposium. For the faculty, the symposium is an opportunity to interact and share information with each other and industry geoscientists, stimulating the development of new collaborations and innovative programs. The Consortium derives its sense of identity and purpose at the symposium.

The symposium is a gathering place for some of the most talented and motivated undergraduate students in the nation. While at the symposium, the students interact with those from different projects, exchanging ideas and approaches to problem solving as well as expanding their network of peer and faculty mentors.

Students are required to submit Short Contributions (approximately 1950 words plus appropriate graphics) for publication in the symposium volume. At the symposium, students present their work in poster presentations and short talks. The Consortium supports students in these endeavors, providing guidelines related to production of a Short Contribution to be published in the online symposium volume. As in the past, students will have the opportunity to submit Contributions for review prior to deadlines, receiving feedback from Consortium administration on graphics design and production, abstract organization, and writing in standard geoscience style.

**KECK Geology Consortium**  
**Information for Directors of Overseas Projects**

ADDENDUM 1 for Overseas Project Directors

- 1 Overseas Project Director Checklist
- 2 Information for Directors of Overseas Projects
  - Passports, ID, Visas
  - Health and Safety
  - Cultural Information
  - Embassy Registration
- 3 Overseas Emergency Information Sheet
- 4 Overseas Travel Guidelines

**KECK Geology Consortium**  
**Overseas Project Director Checklist**

**Prior to Departure**

- Develop contingency plans in the event that the project director is incapacitated
- Develop emergency response procedure and send all relevant information to the Office
- Send student information packets
  - Passport and visa information to students
  - Health and safety information (immunizations, insurance, meds, local conditions etc)
  - Address and phone number of field headquarters
  - Contact information for local emergency organizations for parent use
  - Request for one parent to hold a valid passport
- Send copy of above to the office
- Send list of project faculty and amount of stipends, if different from usual amounts
  
- **After project begins**
  - Mail letter upon arrival to US Embassy to register students and faculty
  - Contact local police to learn about conditions, precautions, and foreseeable risks. Inform students of those issues
  - Review contingency and emergency response plans with participants
  - Review health and safety info and send signed copies of Liability Waiver forms to the Office
  - Contact local adult resources and review emergency response procedures
  
- **During academic year**
  - Reimbursement requests, due July 31, 2012; Oct. 31, 2012; January 31, 2013; April 30, 2013
  - Project Director symposium volume contribution and report, due March 25, 2012
  - Final invoice due April 30, 2012 (only expenses incurred on that date or prior will be reimbursed by the Consortium)
  - Copies of publications, abstracts from talks, etc
  - Send electronic copies of 5 photos from the project

## KECK Geology Consortium

# Information for Directors of Overseas Projects

### Passports, ID, and Visas

- Applications on the web for passports can be found at <http://travel.state.gov/passport/>. Follow the links to either new passports or passport renewals. Passports typically take six weeks for processing, although it can be expedited for an additional \$35. Please see a complete listing of passport acceptance facilities at [travel.state.gov](http://travel.state.gov).
- International student or teacher ID cards. These provide travel and admission discounts, sickness, accident, and life insurance, emergency medical evacuation, 24-hour travelers' assistance for medical, financial, or legal emergencies abroad. The cards are \$22 and require a passport photo. Application forms are probably available through your Off-Campus Studies Program.
- Visa information can be found at <http://travel.state.gov/visa/americans/>.

### Health and Safety

- State Department Citizen's Emergency Center and Travel Advisories: Check the site <http://travel.state.gov/>. Or you can call 1-888-407-4747 in the U.S., and (317) 472-2328 from Overseas. After hours: (202) 647-5225. See also <http://travel.state.gov/travel/tips/emergencies/>. You will also find contact information about U.S. Embassies.
- Useful background information about many countries can be found at [www.state.gov/www/background\\_notes/](http://www.state.gov/www/background_notes/). Information about crises abroad, travel tips, HIV testing requirements, and many other topics is at [http://travel.state.gov/travel\\_pubs](http://travel.state.gov/travel_pubs).
- A good source of information related to safety abroad is the SAFETI On-Line Newsletter (<http://www.usc.edu/dept/education/global/safeti>). The site contains information such as tips for personal safety and sexual harassment prevention abroad.
- US Center for Disease Control: <http://www.cdc.gov/>

### Cultural Information

- Brigham Young University produces a series called Culturegrams for many countries that include an introduction to daily customs and lifestyles as well as political and economic structure. I can get copies of these from the Carleton Off-campus Studies Office.

### Embassy Registration

- You may now complete an online registration of your travel. See <http://travel.state.gov> and note the information under "Registration with Embassies." Follow the links to the travel registration website, <http://travelregistration.state.gov/ibis/>.

**KECK Geology Consortium**  
**Emergency Information Sheet (Overseas Projects)**

**Consortium Resources**

Keck Office	(909) 607 9102
Robert J. Varga	330-465-7184 (cell, w, h)
Pomona Geology Dept. Ofc.	909-621-8875
Geology Dept. fax	909-621-8552

**Project Director Institutional Resources**

Academic Dean	_____
Dean of Students	_____
Sexual Harassment Consultant	_____
Director of Counseling	_____
Risk Manager/Insurance Person	_____

**On-Site Resources**

Emergency Service (911 type response) \_\_\_\_\_  
Nearest hospital emergency room and directions:

\_\_\_\_\_  
\_\_\_\_\_

Crisis Resource and Referral \_\_\_\_\_  
Police/sheriff \_\_\_\_\_  
Backcountry Evacuation \_\_\_\_\_

**US State Department Overseas Citizens Emergency Center**

888-407-4747 (M-Sa, 8AM-5PM), in the U.S.; from Overseas: (317) 472-2328  
202-647-5225 (after hours)

**Student and Faculty Information**

**Health Conditions**

Name	Condition
17	_____
18	_____
19	_____
20	_____

**Emergency Contact Information**

Student Name	Emergency Contact Name	Phone Number	Insurance Provider
21	_____	_____	_____
22	_____	_____	_____
23	_____	_____	_____
24	_____	_____	_____
25	_____	_____	_____
26	_____	_____	_____
27	_____	_____	_____
28	_____	_____	_____
29	_____	_____	_____
30	_____	_____	_____
31	_____	_____	_____
32	_____	_____	_____

Faculty Name	Emergency Contact Name	Phone Number	Insurance Provider
4	_____	_____	_____
5	_____	_____	_____
6	_____	_____	_____





## KECK Geology Consortium Overseas Travel Guidelines

Traveling overseas with students requires a few extra details with respect to planning and student orientation. Preparation is essential. Consider carefully local health or environmental hazards, physical, climatic, cultural, and social conditions of the field area, and send this information to the participants. Pre-departure orientation materials should include information on the following topics.

Alcohol and drug policy	Health care delivery	Nutrition
Basic hygiene	Immunizations	Passports and Visas
Local environmental risks	Jet lag	Personal security
Eye care	Medical insurance	Prescription medications

**Travel Risks:** Check the State Department advisory on travel at <http://travel.state.gov/> and familiarize yourself with cautions that apply to your host county. State department warnings are very serious status reports. Contact the Director immediately if any such warning is applied to your site. Safety is a primary concern of the Consortium. Thus, if at any point you have concerns for the safety of your students abroad you should take corrective action and be in contact with the Consortium office.

**Reservations and Funds:** Get all reservations in writing and take photocopies of these documents with you. Insure that you have sufficient funds on hand to carry you through the first few days without carrying large amounts of cash, and in case you can't get to an ATM or other electronic sources of funds. Consider travels checks as part of your strategy

**Passports and Visas:** You need to determine what documentation and visas students will need to travel to the site and return to the U.S. and direct them to obtain the appropriate documents. Their passport must extend three to six months beyond the end of the project. Remember that foreign students may require different documentation and that leaving the country may change their status. They need to be able to both travel to the site and return to the U.S. Ask them to check in with the department on their campus that deals with INS issues. They should also contact their Consulate for information. Finally, it might be necessary for a parent to travel to a project during an emergency. You should recommend that at least one parent or guardian for each student has a valid passport in order to expedite travel.

**Health Issues:** Please review the Health & Safety Policy, updated April 2005.

**Immunizations:** Students need to receive information regarding required or recommended immunizations from a qualified medical practitioner. You may want to obtain this information from such a person and provide it for your students. If you do so, make sure that the name and office of the qualified medical practitioner are cited on the document. Your off-campus studies office or wellness center (or campus health service) may be able to help you with this. Alternately, you can advise students to seek this information themselves from a qualified medical practitioner (e.g. their campus wellness center/health service). Remember that immunization series can take many weeks to complete. In addition, provide students with the information

needed to access health and safety resources such as the Center for Disease Control (<http://www.cdc.gov/> or <http://www.cdc.gov/travel/>).

**Health Insurance:** Students and faculty are required to carry their own health insurance. Some policies do not provide coverage abroad. You should advise students to check with their insurance company about coverage abroad. They may wish to purchase an International Student ID card. This card includes some coverage for emergency medical treatment and for medical evacuation if needed.

Students and faculty should also know how health services should be paid. In most cases, payment at the time of service will be necessary, so all participants should probably carry a credit card with enough credit to cover emergency medical services.

**Medications and Health Care:** Students who require prescription drugs need to carry enough medication for the duration of their stay. They should be in the original container with the complete label including the generic or Latin name for the drug. Prescription drugs should be packed in carry-on luggage. Participants with allergies should wear medical alert bracelets or carry an emergency medical ID card. Project directors should never distribute medicine to the students. Participants should carry their own supply of common remedies such as pain relievers and antihistamines. Encourage all participants to carry a basic first-aid kit.

**Health & Safety Issues:** Please read the Consortium Health and Safety Policy. Should a participant require medical care during the project, they should realize that there are cultural and medical differences in health care, especially overseas. In some countries, physicians are less likely to prescribe drugs than in the US. In some places, the patients' families are responsible for providing food, and feeding the patient if needed. Be prepared for the unexpected, in occurrence and practice. There may be a shortage of medicine or lack of technology. The project director should check with the health officer or nurse at the US Embassy or Consulate in the host country for information related to health care. This information should be included in the pre-departure information. The project director should have names and addresses of several embassy-recommended physicians before a participant becomes ill or need medical attention.

**Women Abroad:** Travel in foreign cultures can pose special challenges for women. Copies of *Preparing U.S. Women for Study Abroad: Leveling the Playing Field* are on file in the Consortium office for your information.

**State Department:** Register your project with the state department. This must be done on arrival at the site. A sample letter is at the end of this document

**Resources:** Think through how you will handle emergencies. What are your local resources on site? What are your resources on your home campus?

**Alcohol: PROVIDE INFORMATION TO PROJECT PARTICIPANTS ABOUT THE ALCOHOL AND DRUG LAWS IN THE COUNTRY YOUR PROGRAM IS LOCATED.**

You are expected to obey local laws. Within these limits, you can set your own alcohol policy for your project, but you are encouraged to set some guidelines or restrictions. The Consortium has a policy that no funds may be spent on alcohol for students. In addition, our insurance guidelines state that no drinking will be allowed where driving might be a possibility.

Drinking practices and traditions vary markedly in each country and culture. Behavior that is acceptable in the US might be offensive elsewhere. Additionally, freedoms accorded to students

in the US should not be presumed upon without discussion concerning how those actions might be viewed through a different cultural lens.

SAMPLE LETTER

March 17, 1998

To: U.S. Consulate  
24/31 Grosvenor Square  
London W1A 1AE  
ENGLAND

From: Keck Geology Consortium  
Pomona College  
Claremont, CA 91711

As project director for a Keck Geology Consortium undergraduate research project, I am writing to identify our participants and register them with your office for the duration of our stay in England.

The **twenty-one** students listed below are undergraduates enrolled in a Keck Geology Consortium undergraduate research project of off-campus study for **ten** weeks, from **March 29, 1998 through June 4, 1998**. The dates of our program events and the addresses and telephone numbers of our residence and classroom facilities are on the page enclosed.

<u>List of Participants</u>	<u>Sex</u>	<u>Year</u>	<u>Hometown</u>	<u>Passport #</u>
-----------------------------	------------	-------------	-----------------	-------------------

1.

Please keep me informed of any advisories for U.S. citizens in this area. I will be glad to provide any other information that you might require about our group and its movements.

On site contact address and phone number

Sincerely,