The checklist below is meant to serve as a guide for addressing risks for an experiential learning activity. This checklist may be used as a cover sheet for a professor who is planning learning activities outside the classroom. N

	/A	TASK
		If this activity is part of a class, I have included a description of the activity and any special requirements in the syllabus. Educational objectives have also been included within the syllabus. If appropriate, I have provided a schedule of working and free tim
		If the activity includes third party placement of a student such as an internship, a signed affiliation agreement or contract has been signed. Contact ‰ Œ š u v š ⸴> Poro } µ v • office to assess the need for such an agreement.
		You have notified your , or Dean of your plans to provide an experiential learning activity.
		I have considered the risks associated with the activity and, when appropriate, have developed an emergency plan (see > u Œ h v] À Œ •] š Ç K ((r ^] š Æ ‰ Œ] v š] o > form). These include risks inherent to the work, location, and neighborhood. The emergency plan includes a list of important phone numbers, including their external site contact information.
		If appropriate, I have received a signed > u Œ h v] À Œ •] š Ç š] À] š Ç Z o • P Œ u v š (} Œ W Œ š]] ‰ v š • ~ í ô Ç ` ï ø ~ ó~ = P€àb 0 /h"ˆD U
		I have received signed š] À] š Ç Z o • v / v u v] š Ç P Œ . u v š (} Œ
		I have discussed with my community partners the scope of the work my students will do (and, if appropriate, will not do).
		have visited or am familiar with the site and determined that it is acceptable and safe for my students to be there.
		If appropriate, the students will have in-class AND on-site orientation to discuss the determined risks and procedures to mitigate those risks.
		If appropriate, I have made available to my students the training and resources offered by > u Œ h v] À Œ Œ] š Ç as lab safety, animal welfare, blood borne pathogens, etc.
		I have encouraged my students to share any concerns with me.