

***Montana State University
Department of Earth Sciences
Field Geoscience Education Programs***

Personal Conduct & Safety Policies

Revised 2015

Montana State University
Department of Earth Sciences

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This Handbook contains important policies and procedures that govern the Montana State University Field Programs. Please read these carefully before leaving for your summer field course or project. If you have any questions, contact Dr. Colin A. Shaw (colin.shaw1@montana.edu, 406-994-6760). This policy document is based on the Keck Geology Consortium Student Conduct Policy Manual, 2009-2010 with substantial modifications to comply with MSU policy and accommodate the unique circumstances of the MSU field course.

What You Are About to Do

Field courses at Montana State University bring together students from MSU and from colleges and universities across the country. Once the summer course starts, you will live together, often in close quarters, around the clock. You may spend time in isolated natural settings where there are significant natural dangers and where emergency responders may be hours away. The unique physical demands, social circumstances and objective hazards associated with field courses require constant attention to safety and high degree of cooperation, mutual respect and tolerance from all students, faculty and staff. These policies are designed to set a high standard of behavior that will help to secure the safety and well-being of all participants. Please read the field course policies carefully; you will be asked to sign a contract agreeing to abide by these policies for the duration of the course.

- In many ways, field camp is the gateway to your career as a professional geoscientist. Faculty and staff will treat you as the young professional that you are. In return we expect you to behave as a professional. A few common-sense rules will help us all stay safe, get along and learn.
- Safety First! Never behave in a way that puts yourself or others at risk. Keep an eye out for dangerous situations and alert other students and field camp staff.
- Treat your colleagues, field camp staff and other people you encounter as you would want to be treated. Be respectful of cultural and personal differences.
- Respect the land, plants, animals and private property. You will be a guest on Federal and private land, but others live here. Do not damage, deface, litter or otherwise disturb the landscape inhabitants.
- Pitch in with group tasks. Each student is responsible for contributing to day-to-day chores. Take the time to learn the field camp systems around camp and in the field. Learn how to help and keep an eye out for things that need doing. Be helpful; don't wait to be asked.
- Report violations of field camp policy. Ensuring that we all follow the rules is the best way to stay safe and enjoy a memorable learning experience. Report violations to field camp staff or appropriate authorities.

Course Expectations & General Conduct

The Montana State University summer field course is a challenging five-week course involving strenuous outdoor activity. Although instructors strive to make the experience as safe and comfortable as possible field work does involve inherent risks. Students bear primary responsibility for their own safety and the safety of others during field camp. You must read this **MSU Field Course Manual** carefully and understand and agree to abide by the rules, and standards of conduct in the manual as well as to follow instructions given by instructors, graduate teaching assistants and field course staff.

Participating in the course implies that you understand your obligation to follow the rules, behave in a responsible and safe manner at all times. You assume full responsibility for personal injury to

yourself and/or to members of your family, or for loss or damage to your personal property and expenses as a result of your own negligence or the negligence of other students. MSU reserves the right to refuse enrollment to any person it judges to be incapable of meeting the rigors and requirements of participating in the field program.

Physical Demands & Equipment

Some exercises may require moderate to strenuous exertion at altitudes between 4000 and 10,000 feet (1200-3000m). Students routinely hike for hours in remote areas over rough terrain. Thus, good to excellent physical conditioning and suitable equipment is essential. All weather conditions are possible during summer in the mountains of Montana including rain, snow, hail, lightning, freezing temperatures and dangerous winds. It is especially important to bring sturdy, comfortable boots (break them in before field camp!) and waterproof/water-resistant outerwear. Sunscreen and a broad-brimmed sunhat are required for protection from the high-altitude summer sun during long days in the field. Rattlesnakes are abundant, but students can minimize the risk of being bitten by exercising caution and wearing long trousers (no student or faculty member has ever been bitten on an MSU field course). Always look carefully before placing a hand on a rock outcrop. Rattlesnakes are effectively camouflaged. Most people that are bitten were harassing or provoking the snake. Don't tempt fate. Leave snakes alone.

Stewardship

You will be working on both public and private land and will encounter local residents – human, animals and plants. This is their home. You are a guest here and it is imperative that you treat the land and its inhabitants with respect at all times – Many local people make their living on the land, including leased state and federal public land. Please take care not to damage property, disturb livestock, interfere with ranch or mining operations or otherwise cause problems for locals. *All gates should be left as you find them* (if closed – leave closed, if open – leave open). NEVER leave a gate open assuming that someone in the next vehicle will close it. Make sure that the last vehicle in your caravan closes the gate before driving on.

Do not harass wildlife (including snakes). The animals you will see are not aggressive, but can be dangerous when cornered or provoked. Keep your distance, watch, take photographs and enjoy, but don't bother animals. Do not mutilate, damage or destroy plants.

Only take rock samples when necessary and avoid excessive damage to outcrops. Do not damage, destroy or remove unique features or fossils that you find in the rock. Leave them there for the benefit of future students. **Do not** write or scratch on rock outcrops. **NO GRAFFITI!** You will receive a grade of 'F' for a project if you are caught writing any form of graffiti.

Alcohol and Illegal Drug Policy

Alcohol

The MSU field camp is 'dry'. No alcohol or alcohol consumption is permitted during instructional time, in field camp vehicles or in camp. Students who chose to consume alcohol on their own time, away from camp must abide by the following restrictions.

- All participants are expected to obey local laws including those that regulate the use of alcohol and drugs. Illegal drug use and underage drinking are strictly prohibited.
- Absolutely no drinking is allowed where driving might be a possibility within 8 hours.

- No alcohol is permitted in university vehicles, including closed containers.
- Any excessive consumption of alcohol leading to unacceptable behavior or inability to fully participate in field camp activities is strictly prohibited.
- No university funds can be spent on alcohol for students, faculty or guests under any circumstances.
- The minimum penalty for violation of the alcohol and drug policy is a warning and full letter grade reduction on the current project for the first offence followed by expulsion from the course with a grade of 'F' for the second offence. Instructors may impose harsher penalties for serious violations.

Illegal Drugs

The possession, use, or sale of illegal drugs will not be tolerated and 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 at the student's expense.

Additional Rules, Expectations & Reminders

- Absolutely *no* smoking in the field (fire hazard).
- *No* firearms allowed in the field, in field camp vehicles, or in camp.
- Tread lightly. *Do not* damage or degrade the environment. No littering, digging, collecting of plant specimens, etc.
- *Do not* dispose of food wastes (even 'biodegradable' wastes like apple cores and orange peels) on the ground. Some of the areas we work are heavily used and rotting food is unsightly, offensive to local recreationists and bad for wildlife. In the dry climate of southwest Montana it can take years for an apple core or orange peel to 'biodegrade'.
- Dig *deep* holes (at least 6 inches) for "personal disposal" needs including human solid waste and biodegradable food waste. Fill in and cover with a rock.
- *No* trundling (rock rolling).
- *Never* harass or haze livestock or wildlife.
- *Don't* mess with snakes – it's their home... not yours! Be safe and considerate and leave them alone.
- Be courteous to landowners and local residents. Honor all requests. Remember, this is their neighborhood.
- *Be on-time* at pick-up points – wear a watch or be sure to keep your phone charged. Plan your daily traverses to arrive before the scheduled departure.
- If you are going to succeed in this course, it is imperative that you work diligently in the evenings on your map, cross-sections, explanations, write-ups, etc. You will certainly not succeed if you procrastinate till the last day on each exercise.
- Assignment turn-in deadlines are **hard** deadlines.
- **Reminder: *If a gate is open, leave it open; if it is closed, then be sure to re-close it.***

- **Reminder:** Be careful crossing fences so as not to break them down. Use wire gates when available. Crawl under wires or climb where there is an in-line brace (horizontal bar). Don't stretch the wire by climbing on it or pulling it excessively.
- **Reminder:** The MSU Field camp is 'dry'. No alcoholic beverages are permitted in camp, in the field or in field camp vehicles. Drinking age in Montana is 21 years. Underage drinking is not permitted even on your own time or on days off.
- **Reminder:** *No* graffiti on rocks (personal initials, etc.)

Policy Prohibiting Sexual Assault and Sexual Harassment

Because of the unique setting of a geology field course, students and faculty must rely on each other and watch out for one another's safety. Trust and respect among all participants – students and faculty – are essential for the success of field course projects and the program in general. Respect and success are incompatible with sexual violence or sexual harassment. Sexual assault and sexual harassment are prohibited on all Montana State University programs, by the policies of your home college and by the policies of this field course. Sexual assault is also a serious crime.

Sexual harassment or abuse of any kind will not be tolerated. Students are strongly encouraged to report any incident of sexual harassment or sexual violence to the instructor or directly to the *Office of Institutional Equity* online reporting system <http://www.montana.edu/equity/>. Every effort will be made to ensure confidentiality and protect the privacy of all victims and witnesses. ***Sexual harassment is any unwelcome conduct of a sexual nature.*** Sexual harassment can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature, including rape, sexual assault, sexual battery and sexual coercion or other sexual misconduct. ***Sexual violence is any contact of a sexual nature perpetrated against a person's will or where a person is incapable of giving consent*** due to drugs, alcohol, or disability. Sexual violence includes sexual assault (rape), sexual misconduct and sexual coercion (definitions from MSU Sexual harassment Policy).

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 unambiguous, expressed 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. Ever!

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

Abuse of drugs or alcohol is prohibited on Montana State University programs. Both alcohol and drugs 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.

Non-Fraternization Policy

Montana State University is committed to maintaining a learning and 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. To avoid conflict of interest and potential exploitation of students arising from the inherent power differential between faculty and student participants, the MSU prohibits faculty from entering into any personal relationship that extends beyond a normal, traditionally acceptable faculty/student collegial or professional interaction. Unacceptable relationships may include, but are not necessarily limited to, romantic or amorous relationships, exclusive fraternization, quid-pro-quo, or favoritism. 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.

If Sexual Abuse or Harassment Happens

Talk with a faculty member on your program, the field camp director, the MSU office of institutional equity, a responsible official at your home university, 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 to protect yourself and other students. Talk with a faculty member on site or call home to one of the other resources. Don't keep it to yourself. If you need medical care or counselling a field camp faculty can help locate local medical, legal and safety resources.

It is your decision whether to report an incident to local authorities, to Montana State University or to your home college. If reported to the field course faculty, the Field Course Director or Earth Sciences Department Head, we will work with you to get help and to inform you of your options for reporting within our collegiate programs or to the police. We will also work with authorities from your home institution to investigate the incident, determine if it violated our Montana State University policies and/or the policies of your home institution, and take appropriate action to correct the situation.

You may make a report of sexual assault or sexual harassment any time, including after the field course is concluded. In addition to the other options identified in this policy, you may make a formal written complaint to *Montana State University Office of Institutional Equity* or to the responsible official on your home campus within 12 months of the incident.

You Have Options

If the living arrangements on your field course do not feel safe, the staff will work with you to find acceptable options. We need to know your concerns to help you find an appropriate arrangement. Do not put up with a bad feeling about your living arrangements. Tell a faculty member on your program. If you need separate living arrangements during your stay, speak to your faculty research advisor or to the project director and suitable arrangements will be made.

Think of Others

Mutual respect is the best guarantee of a good experience for everyone on a program. Field camp provides outstanding opportunities 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 place in field camp.

Consensual intimate relationships may develop between students during a field course. 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.

Contact Information Related to Sexual Harassment or Assault

At the end of this policy document there is a table listing resources that students can contact to get help, answer questions or to make a report. If you need help following any incident of sexual violence, harassment, or misconduct please reach out to field camp staff, one of the resources listed or to another student. There is no need to suffer in silence.

You are strongly encouraged to make a report if you believe that an incident of sexual harassment or misconduct has occurred involving you or another student. You may choose the most appropriate contact depending on the situation and the people involved. In an emergency contact local police by calling 911.

Health and Safety Policy

Field research and instruction presents some special challenges for the faculty. Students must take responsibility for their own health and wellness; however, project directors have a responsibility to inform 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.

Students must provide proof of medical insurance such as a copy of an insurance card. This will be kept on file in the Earth Sciences office. Students must also provide an emergency medical directive. These forms may contain confidential information and will be kept in a sealed envelope to be opened only in the event of an emergency when medical information is required and the student is incapacitated. Students are strongly encouraged to discuss any pertinent medical conditions or special considerations that may help faculty respond to medical situations more effectively including medication, allergies, diabetes, seizures, injuries, disabilities, etc.

Special Health Considerations

Preparation is essential. Students are responsible for arriving at field camp with the proper equipment, medications, clothing, tent and sleeping bag to live safely and comfortably in the outdoors for the duration of the course. Field course staff will provide information on camping/lodging arrangements, expected field conditions, and accessibility of health care. You will receive general guidelines to

help you select proper equipment, but – ultimately – you are responsible for your own kit.

1. Students may encounter poisonous snakes, bears, or other animals. Student may be required to work at altitude and/or in rugged terrain. Students will be living in tents for much of the field course and may lodge in dormitory-style or shared rooms. Students should guard against dehydration, sunburn, cold and damp conditions, hypothermia, ticks, biting insects, and other risks of outdoor life.
2. Summer weather in Montana can include a wide range of conditions ranging from extreme heat to winter-like cold. Rain is virtually guaranteed and significant accumulation of snow in the field area and/or camp is not uncommon. Students must bring appropriate clothing, tents and sleeping bags to ensure their health and comfort during the course.
3. 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 and notify faculty of procedures to follow in an emergency. ***Field course faculty are prohibited from distributing medicine to students.*** Participants should carry their own supply of common remedies such as pain relievers and antihistamine.
4. All participants should carry a basic first-aid kit. Students are responsible for providing their own first aid kit. The field course will provide group first aid kits in base camp and field vehicles.
5. 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. The field course requires that all students provide proof of insurance before the beginning of the course.
6. 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.
7. MSU will cover travel and liability insurance in college-owned or rented vehicles.

Accommodations for Students with Disabilities

Students with disabilities that qualify under the Americans with Disabilities Act and Section 504 of the Rehabilitation Act and require accommodations should contact the MSU Office of Services for Students with Disabilities (406-836-4542) as early as possible and before the start of the program to ensure that they get the assistance that they need to be successful in this course. Please work with the MSU Disability Office, field camp director and instructors before the beginning of the program to address and discuss any special needs or special accommodations.

Because of the rigorous physical nature of field camp, the course may be unsuited to students with some types of physical disability. Reasonable accommodations will be made for disabilities that do allow students to participate in standard field course activities including hiking over rough terrain. In compliance with university, state, and federal policies and equal access laws, MSU and the field course will make reasonable efforts to develop a plan of appropriate academic accommodations for students with disabilities that affect learning.

Non-Discrimination Policy

MSU strives to provide a safe and welcoming environment for all students to live and learn regardless of race, ethnicity, national origin, gender, sexual orientation, disability or any other personal attribute. Students are encouraged to report any verbal, physical or implied intimidation or harassment to the instructor or directly to the *Office of Institutional Equity* (<http://www.montana.edu/equity/>). The university's commitment to diversity is embodied in the *MSU Statement on Diversity* (<http://www.montana.edu/president/communications/diversity.html>).

Academic Integrity

Violations of academic integrity will not be tolerated. Each student in this course is expected to abide by the University Code of Academic Integrity (See MSU Student Handbook). Any work submitted by a student in this course for academic credit will be the student's own work. Collaboration is an important part of field camp, but collaboration does not mean plagiarizing the work of others. If you are not sure what the limits of collaboration are it is your responsibility to ask! You are encouraged to work together in the field and to discuss information and problems encountered in the field. However, this permissible cooperation should never involve one student having possession of a copy of all or part of work done by someone else. At the discretion of the instructor, penalties for violation of academic integrity can also be extended to include failure of the course and/or referral to the dean for university disciplinary action. For more information: http://www2.montana.edu/policy/student_conduct/student_conduct_code.htm.

Publication and Authorship Policy

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 research advisor. 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 in which the authors will be listed.

Course Evaluations

Students will have the opportunity to complete anonymous evaluations of the course and instructors. The field course faculty will read all evaluations. Verbatim, anonymous copies of the project evaluations will be returned to the project faculty and field course director. If the field course director feels that evaluations contain information that may justify or require further action, he will contact the Earth Sciences Department Head. The Head will determine if further

investigation is required and the scope of that investigation. If further investigation is undertaken, it will include an opportunity for the faculty member to respond to any charges. The Earth Sciences Department Head will review the results of the investigation and a judgment rendered as to appropriate action.

Dismissal, Withdrawal and Contract Obligation

If the course director feels that a student's conduct might bring the program into disrepute or threatens the health or safety of the participants, the field camp faculty, director or Earth Sciences Department Head 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 faculty should take all action needed to stabilize the situation including removal of the student if necessary. The field course director and/or Earth Sciences Department Head should be contacted, and the appropriate procedure followed. If there is not an imminent threat, the project faculty will confer with field course director and a representative from the student's school, if applicable. The project director will take appropriate action. During the academic year, a complaint to the field course office should be made if a student's actions are believed to warrant removal from the program.

Complaints, Dismissal and Withdrawal Procedures

Complaints of violation of field course 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 field course Director.
- The person receiving the complaint will work with the complainant to reduce the complaint to writing. The field course Director and the Earth Sciences Department Head 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 Earth Sciences Department Head will make a prompt determination regarding whether field course 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 Earth Sciences Department Head's decision.

Field Course Contract (Student Copy)

By signing below I agree to the following.

- I have read the Montana State University Field Course Policy Handbook and I agree to conduct myself according to the standards of conduct described therein.
- I am familiar with the procedures for filing reports of misconduct or discrimination and for addressing grievances.
- I am covered by a valid medical insurance policy and have provided proof of insurance to field camp staff.
- I have completed the confidential medical information form (to be used only in case of emergency).

Name _____

Address _____

Signature _____

Date _____

APPENDIX:
Sexual Harrasment/Violence & Emergency –
Crisis Lines and Reporting Contacts

| |
|---|
| Local Emergency/Police: Dial 911 |
|---|

MSU VOICE Crisis Line – call from anywhere**MSU VOICE Center – 24-hour Crisis Line****VOICE Center**

Office: (406) 994-7662

24-Hour Crisis Line: (406) 994-7069www.montana.edu/voice**Field Course & Department Staff****MSU – Department of Earth Sciences Field Course**

| | | |
|----------------------------|-------------------|--|
| Field Course Director: | Dr. Colin Shaw | 406-994-6760 (office); 406-548-1987 (mobile) |
| Earth Sciences Dept. Head: | Dr. Mary Hubbard | 406-994-3331 (office) |
| Field Course Faculty: | Dr. David Bowen | 406-581-5448 (mobile) |
| | Dr. Jean Dixon | 406-994-3342 (office); 805-722-2838 (mobile) |
| | Dr. David Lageson | 406-994-6913 (office); 406-581-3990 (mobile) |
| | Dr. David Mogk | 406-994-6916 (office); 406-600-4071 (mobile) |

Sexual Harassment or Discrimination Reports/Complaints**MSU Office of Institutional Equity****Phone:** (406) 994-2042**Mailing Address:****Online Reporting System:** (anonymous option):

Montana State University

<http://www.montana.edu/equity/>

P.O. Box 172430

Director: Kate Grimes, J.D.

Bozeman, MT 59717-2430

Equity Specialist: Janelle Barber

Local Resources**Bozeman Area****HAVEN**

Office: (406) 586-7689

24-Hour Crisis: (406) 586-4111

www.havenmt.org**Help Center**

Office: (406) 587-7511

24-Hour Crisis: (406) 586-3333

www.bozemanhelpcenter.com**Dillon Area****Women's Resource Center/Community Support Center**

24-Hour Crisis Line: (800) 253-9811

Office: (406) 683-6106 www.cscofswmt.org**Ennis/Virgina City Area (Madison/Beaverhead Counties)****Victim/Witness Advocacy Program**

Office: (406) 843-4232

Livingston/Paradise Valley Area**Park County Victim Witness Assistance Program**

Crisis Line: (406) 222-2050

Red Lodge Area

Domestic and Sexual Violence Services

24-Hour Crisis Line : (406) 425-2222

www.dsvsmontana.org

