Keck Geology Consortium

Project Directors Handbook

2008-2009

Keck Geology Consortium
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ADDENDUM 1 FOR OVERSEAS PROJECT DIRECTORS
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 list of project faculty and amount of stipends, if different from usual amounts
☐ Send “at site” and institutional emergency information to Consortium office

After project begins

☐ Send copies of Liability Waiver forms to Consortium office

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 will they 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.

• **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.

**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 notification of project acceptance that you received in April, 2008. The final request for expenses should be made by June 1, 2009. The report will help you plan for the rest of the year. *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.

- **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

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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 Franklin and Marshall business office. Stipends are always paid directly by Franklin and Marshall. You may choose to have faculty and student travel coordinated through your own travel agency. If you choose 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

Franklin and Marshall participants are paid through the Franklin and Marshall payroll and both FICA (7.65%) and other taxes are withheld. These fellowships are deposited directly through the Franklin and Marshall payroll system. Other participants are paid as consultants to Franklin and Marshall. Unless directed otherwise, fellowship checks will be sent to student and faculty at their home address about a week before the project ends. Please note that no taxes or FICA are withheld from these checks. Thus, the students and faculty will receive a 1099 form for the amount of the fellowship. Each individual is responsible for reporting this income and paying appropriate taxes and FICA at the end of the year when they file their tax return. Please make sure that all project students and faculty are aware of this obligation.
PROJECT INFORMATION

Section Contents

• Emergency Information Sheet
KECK Geology Consortium

Emergency Information Sheet (Domestic Projects)

**Consortium Resources**
- Office: 717-291-4133 (Dept of Earth & Environment, F&M)
- Andrew P. de Wet: 717-291-3815 (o) 717-393-4067 (h) 717-471-2559 (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

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**Emergency Contact Information**

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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
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 six to eight research projects involving over 15 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.
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.
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.