



Learning Science Through Research

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Keck Geology Consortium Program Handbook

2019-2020

Keck Geology Consortium
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Project Director Duties and Responsibilities

Before the Project begins

Shortly after the selection process finishes in early April, the students will complete several online forms that contain information about Consortium policies, responsibilities, expectations, and payroll and tax information. Emergency and health information is also collected at the Consortium Office and will be sent to you prior to the start of fieldwork.

You should create an email group to communicate with students on your project. Please send the Consortium Directors 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 mentally? 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 alcohol, sexual harassment, and bias policies and consider how you would respond to an incident.** Guidelines are included in this handbook.
- **Develop some mechanism for students to select/define 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 email as soon as the selection process is complete. 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.
- **Communication with the research advisors.** Discuss possible student projects with them. Let them know what you expect in terms of student preparation and implications for facilities and instrumentation.
- **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.

During the Field Season

- Discuss the health and safety risks involved in project participation.
- Discuss the expectations for student behavior and post the contact information for sexual harassment.
- When appropriate, discuss ethical conduct related to the profession (e.g., sampling, land and resource use, stewardship, note-taking, maps, authorship, etc.)
- 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.
- Additional ideas for ways to provide structure and support for students during and after the field experience are provided in the “Best Practices” documents (linked on your project Moodle page).

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 and reflection activities prior to the summer field/lab experience, during, and after the summer experience. Results of the surveys will be shared with the Keck Representatives and the Project Directors. The Consortium asks for the support of Project Directors in encourage student participation in surveys and reflections.

Thumbnail Sketches of Keck Consortium Policies

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 Consortium Directors.

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 before the start of the project. In event of an accident, a copy of the Consortium Accident Report Form is included (Appendix I).

Insurance: The insurance policy (Appendix II) 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.

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 III). Be sure to inform students of the various mechanisms for reporting incidents of sexual assault/harassment or bias (e.g., *Express a Community Concern* form linked in footer on Keck web pages).

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 (Appendix IV). 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.

Alcohol, Legalized Marijuana, and Illegal Drug Use: The Consortium encourages Project Directors to set their own policies with respect to alcohol and legalized marijuana consumption (Appendix V). 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 alcohol/legalized marijuana consumption is allowed where driving might be a possibility, and (3) no Consortium funds can be spent on alcohol/legalized marijuana 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 Directors' recommendation is that the use of alcohol/legalized marijuana on project-sponsored events be held to a minimum. Liability increases as the amount and distribution problems grow. Purchasing alcohol/legalized marijuana for underage students is against the law.

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.

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.

Appendices of Detailed Consortium Policies

Appendix I. 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.

Appendix II. 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.

Appendix III. POLICY PROHIBITING SEXUAL ASSAULT & SEXUAL HARASSMENT

What You Are About to Do

Participants in Keck Geology Consortium projects 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 Directors 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. Incidents of sexual abuse or harassment can also be reported using the "*Express a Community Concern*" form, linked in the footer of the Keck Geology Consortium web page (keckgeology.org).

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 Directors 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.

IV. 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.

V. ALCOHOL, LEGALIZED MARIJUANA, AND ILLEGAL DRUG USE POLICY

Alcohol and Legalized Marijuana Policy

- (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.
- (4) the Consortium encourages Project Directors to set their own policies with respect to alcohol consumption. All policies, however, must satisfy the above conditions.

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.

VI. 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 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 author order.

Contacts for Information Related to Bias, Sexual Harassment, or Assault

(these individuals can be contacted if you believe an incident has occurred)

Keck Geology Consortium

Cameron Davidson, Director (mobile) (507) 649-2170
Karl Wirth, Director (mobile) (651) 491-4332
Marga Miller (office) (651) 696-6108

Keck Geology Consortium Schools

Amherst College
Suzanne Coffey, Chief Students Affairs Officer (413) 542-2337

Beloit College
Christina Paper Klawitter, Dean of Students (608) 363-2660

Carleton College
Carolyn Livingston, Vice President for Student Life and Dean of Students (507) 222-4248

Colgate University
Lyn Rugg, Associate Provost for Equity and Diversity (315) 228-7288

The College of Wooster
Angela Johnston, Secretary of the College? (330) 263-2141

The Colorado College
Maria Mendez, Sexual Assault Response Coordinator (719) 227-8101
Mike Edmonds, Dean of Students (719) 389-6684

Franklin and Marshall College
Kate Snider, Title IX Coordinator (717) 358-7178
Sexual Assault Response Line (717) 560-6684

Macalester College
Timothy J. Dunn, Title IX & Bias Harassment Coordinator (651) 696-6258
Laura Linder-Scholer, Sexual Violence Prevention Program Coordinator (651) 696-6807

Mount Holyoke College
Lenore Reilly, Interim Title IX Coordinator (413) 538-3438

Oberlin College
Rebecca Mosely, Title IX Coord. & Dir. Office of Equity, Diversity, & Inclusion (440) 775-8555

Pomona College
Sue McCarthy, Title IX Coordinator/Clery Officer and Associate Dean (909) 621-8017

Smith College
Amy Hunter, Title IX Coordinator (413) 585-2141
Marge Litchford, Assist. Dean of Students/Deputy Title IX Coordinator (513) 585-4940

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