CSUN Class Field Trip Code of Conduct

For all class field trips within the Department of Geological Sciences, California State University Northridge. Version 04/14/21.

This document is modified from the University of Alaska Fairbanks (UAF) Fieldwork charter of rights [University of Oregon Field Camp Safety and Anti-Harassment Policies](http://www.uoregon.edu/geology/fieldcamp/safety.php).

**Student Field Safety Rights**

Fieldwork offers a unique opportunity to directly learn about the natural world by observing and measuring active and ancient geologic features in place. Field observations are critical in developing a 4-dimensional understanding of earth processes. Many CSUN students are new to field work and camping, and we understand the challenges that this presents. We therefore provide training to our students in conducting field work in a safe environment. Field work is often an exciting and enjoyable aspect of learning in the Department of Geological Sciences, but it is also an extension of on-campus work and coursework. As such, adherence to a professional code of conduct is required by all participants in a CSUN field party to ensure safety and a positive experience for all participants. This document outlines your rights and recommended actions as a student.

**Incident Reporting**

In the event that you or someone in your group needs to discuss or report an harassment and/or discrimination incident that has occurred while on a field trip, please contact any or all of the following:

- Let your instructor know about the situation, either in person or via email.
- Let a friend know about the situation, and ask them to report the incident for you.
- Contact the **Department Chair (818) 677-2052** or another faculty member about the incident.
- Contact the **CSUN Equity and Diversity Office** at **(818) 677-2077** or [http://www.csun.edu/eqd/](http://www.csun.edu/eqd/). You may use this line to make an anonymous report or they can connect you with confidential resources.
- Contact the **CSUN police department (818) 677-2111** or dial **911** if you are in immediate danger.

**To ensure student safety in the field:**

- All CSUN courses and associated field-trips are drug- and alcohol-free events.
- Weapons and/or fire-arms are not permitted on CSUN field courses. Students should only bring tools required for geology field work and camping.
Students have the right:

1. To be informed about the plans, nature of work, and risks involved with the fieldwork in which they will be participating.

2. To express concerns about their safety, health and comfort (including fatigue/exhaustion), and that of the team.

3. To refuse to do activities they feel are unsafe or they are not comfortable with.

4. To safe accommodations with which they are comfortable (e.g. students should not be required to share a tent with a person with whom they are not comfortable).

5. To a social environment that would be acceptable in a classroom setting.

6. To reasonable attempts to provide adequate shelter, equipment, and food.

7. To not be left alone in remote field settings if not desired. We encourage students to work with a field partner to ensure safety and an enjoyable experience.

8. To carry and use remote field safety equipment, including communication devices.

9. To be evacuated at no additional cost, if the student feels a Title VII or Title IX violation has occurred and wants to return to town for safety reasons and/or to file a complaint.

10. To be evacuated at no additional cost if the student feels they are experiencing a medical emergency (e.g. the flu, sprained ankle, broken arm)

11. To civil discourse, intellectual exchange and mutual respect between all students, faculty and staff.

12. Students, including field partners, are encouraged to communicate any concerns about the points above to the instructor before or during the trip.

13. All of these field safety rights shall be exercised without retaliation or adverse effect on the student's academic progress.
Harassment Policy

As a member of the CSUN community, you have the right to an environment free from harassment and discrimination, both on campus and in the field. We define harassment as any action that makes another student feel intimidated or uncomfortable, including (but not limited to) any racially or sexually insensitive comments. We reiterate for this field course:

- There is zero tolerance for harassment or assault, including all forms of bullying.
- There is zero tolerance for retaliation against those reporting harassment or assault.
- Those found to be harassing or assaulting others will be reported to appropriate authorities including CSUN authorities, and may be sent home at the instructors’ discretion and may fail the course.

If you experience a harassment or assault incident, here’s what you can do:

1. **IF YOU ARE BEING HARASSED**, the first priority is for your safety, the second to stop it happening again. Here are some suggestions:

   *In the moment when it’s happening:*
   a. Tell the person to stop (e.g., "don't do/say that", "What did you mean by that?", "stop right there", "Stop, I would like you to consider what you are saying/just said or doing/just did", "That was inappropriate/offensive.").
   b. If you need to, get away; make an excuse or just go.

   *In a less immediate situation or after the fact, you can also*
   c. Ask ANYONE else to tell the person to stop.
   d. Consider reporting the incident.

   You are always welcome to report it to one of the faculty, graduate students, or a field partner.

   e. You are welcome to report with or without identifying information for the victim or the harasser. There are also CSUN-wide systems for reporting discrimination or harassment: (818) 677-2077 or http://www.csun.edu/eqd/. You may use this line to make an anonymous report or they can connect you with confidential resources.

   f. You have the right to a respectful and harassment-free environment. You can ask your instructors to be sure to provide that, for example by changing group assignments so you can avoid the person who has harassed you.
2. **IF YOU OBSERVE HARASSMENT OF OTHERS**, here are some things you can do:

   a. Direct intervention (e.g., "don't do/say that", "What did you mean by that?", "stop right there", "Stop, I would like you to consider what you are saying/just said or doing/just did", "That was inappropriate/offensive.").

   b. Divert (e.g. "What was that last measurement you took?", "Which rock unit do you think that is over there?", Ask them to pass you something)

   c. Delegate (Tell someone else)

   d. Document. Record what is happening (voice or video) or write down what you saw.

   In a team setting, if you feel comfortable, after the event:

   e. Check in with the person who was harassed. (e.g. "I saw what happened there. I thought that was really inappropriate behavior towards you. Are you okay? What can I do to help?").

   f. Check in with the person who was harassing (e.g. "That joke wasn't funny." "That conversation you had with X. Have you thought about how that may have come across to them?").

3. **IF YOU ARE TOLD SOMETHING YOU DID WAS HARASSMENT**, or you realize something you did was unintentional harassment, here's what you can do:

   a. Apologize

   b. Thank the person for pointing it out.

   c. Confirm that you will not do it again

   d. Understand why it was harassment.

   You should always feel free to contact your instructor, TA, or report the incident in another way (see incident reporting above).