Safety Plan
Montana State University – Earth Sciences POD

This is what was found by Montana State University-Earth Sciences POD at Montana State University in regards to Safety Plans, as well as what the pod would propose to change and improve.

**Deliverable: Develop and publish a safety plan specific to your pod (lab, university, organization).** This safety plan should include a code of conduct as well as a process for reporting violations, as covered in your Complaints and Reporting Policy deliverable from Session 2. Outline training resources that are available and requirements for antidiscrimination, bystander intervention, and de-escalation training. For field work, include a racial risk assessment of sites, a pre-departure checklist of discussions within the field team, procedures for documenting incidents in the field, as well as additional required or supported training. This safety plan can (and should be) a work in progress that is revisited and refined.

I. **University level (none at the department level, currently): Code of Conduct, Policies, Regulations, & Reports**

Academic and Conduct Guidelines

Montana State University expects students to maintain acceptable standards of behavior on campus and in the community and to manifest a serious purpose by maintaining satisfactory scholastic standing in their coursework. Students who show persistent unwillingness or inability to comply with these requirements will not be permitted to continue his or her affiliation with the University.

A complete statement of the guidelines and procedures concerning academic integrity and student conduct is contained in the [Student Code of Conduct](http://www.montana.edu/knowyourcode/). Additional prohibited conduct is set forth in the [Discrimination and Harassment, Sexual Misconduct, Dating Violence, Domestic Violence, Stalking and Retaliation Policy](http://www.montana.edu/knowyourcode/) and related Procedures.

The following identifies the responsibilities of all MSU students as defined by the Student Code of Conduct. The entire code of conduct can be found at [www.montana.edu/knowyourcode/](http://www.montana.edu/knowyourcode/) For information regarding protected class discrimination and harassment, please see the policy and procedure referenced above.
II. Department of Earth Sciences Field Camp Safety Plan

What You Are About to Do

Field courses at Montana State University field 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 requires constant attention to safety and a 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 contact 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 endeavor to treat you as young professionals at all times. 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 (this includes graffiti on rocks).

- **Pitch in with group tasks.** Each student is responsible for contributing to day-to-day chores. Take the time to learn how to help and keep an eye out for things that need doing. Please be helpful and don’t wait to be asked.

- **Report violations of field camp policy or local laws.** 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.

- **Remain with the group at all times, unless given permission to travel on personal days/team-building exercises.** To ensure the safety of the group, you must remain with the group while at camp and always work in the field with at least one field partner. Never map alone.
Alcohol and Illegal Drug Policy

Alcohol

No alcohol is permitted at camp, at any time. Possession of alcohol will not be tolerated and will result in immediate termination of the student's participation in the program. No alcohol consumption is permitted during instructional time or in field camp vehicles.

On days off, away from the IU Field Camp Station, students who chose to consume alcohol must abide by the following restrictions.

1. All participants are expected to obey local laws including those that regulate the use of alcohol and drugs. Illegal drug use and underage drinking is strictly prohibited.
2. Absolutely no drinking is allowed where driving might be a possibility within 8 hours.
3. No open alcohol is permitted in university vehicles.
4. Any excessive consumption of alcohol leading to unacceptable behavior or inability to fully participate in field camp activities is strictly prohibited. Unacceptable behavior includes but is not limited to the following: Boisterous yelling, verbal and/or physical harassment of other students or instructors, or behavior that puts yourself and/or others in danger.
5. No university funds can be spent on alcohol for students, faculty or guests under any circumstances.
6. On personal days/team-building exercises, there must be a designated driver. This driver shall not consume any alcohol within 8 hours of driving.
7. 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. Violation of this policy will be reported to the Department Head and/or Dean of Students.

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.

Weapons

Large knives, guns, tasers, peppers spray, or any other items that may be considered a weapon are not allowed at MSU field camp. Possession of any of these items 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.

Policy Prohibiting Sexual Assault and Sexual Harassment

Because of the unique setting of a geology field course, 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 field course projects. Respect and success are incompatible with sexual assault 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 policy. Sexual assault is also a 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 means 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.

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 your host college to investigate the incident, determine if it violated our Montana State University 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 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 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. 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.
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.

Contact Information Related to Sexual Harassment or Assault

Any of these individuals can be contacted to answer questions if you believe that an incident of sexual harassment or misconduct has occurred involving you or another student. You may contact any of these people to report harassment or mistreatment depending on your situation. In an emergency contact the local police by calling 911.
Sexual Harassment and Violence Crisis and Reporting Contacts

Crisis Line – call from anywhere

**MSU VOICE Center – 24-hour Crisis Line**

<table>
<thead>
<tr>
<th>VOICE Center</th>
<th>Office: (406) 994-7662</th>
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<tr>
<td>24-Hour Crisis Line: (406) 994-7069</td>
<td><a href="http://www.montana.edu/voice">www.montana.edu/voice</a></td>
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Field Course Staff

**MSU – Department of Earth Sciences Field Course**

<table>
<thead>
<tr>
<th>Field Course Directors:</th>
<th>Dr. Andrew Laskowski</th>
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<tr>
<td></td>
<td>Dr. Devon A. Orme</td>
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<tr>
<td></td>
<td>Dr. Madison Meyers</td>
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<tr>
<td>Earth Sciences Dept. Head:</td>
<td>Dr. Jordy Hendrikx</td>
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<tr>
<td>Field Course Teaching Assistant</td>
<td>Chance Ronemus and Aislin Reynolds</td>
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<tr>
<td></td>
<td>406-600-4078 (mobile)</td>
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<tr>
<td></td>
<td>818-370-0018 (mobile)</td>
</tr>
<tr>
<td></td>
<td>603-312-8776 (mobile)</td>
</tr>
<tr>
<td></td>
<td>406-994-6918 (office)</td>
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Sexual Harassment Complaints

**MSU Office of Institutional Equity**

<table>
<thead>
<tr>
<th>Phone: (406) 994-2042</th>
<th>Address:</th>
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<tbody>
<tr>
<td><strong>Online Reporting System:</strong> (anonymous option): <a href="http://www.montana.edu/equity/">http://www.montana.edu/equity/</a></td>
<td>Montana State University</td>
</tr>
<tr>
<td>Director: Kate Grimes, J.D.</td>
<td>P.O. Box 172430 Bozeman, MT 59717-2430</td>
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<tr>
<td>Equity Specialist: Janelle Barber</td>
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Local Resources

**Bozeman Area**

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<tr>
<th>HAVEN</th>
<th>Help Center</th>
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<tr>
<td>Office: (406) 586-7689</td>
<td>Office: (406) 587-7511</td>
</tr>
<tr>
<td>24-Hour Crisis: (406) 586-4111</td>
<td>24-Hour Crisis: (406) 586-3333</td>
</tr>
<tr>
<td><a href="http://www.havenmt.org">www.havenmt.org</a></td>
<td><a href="http://www.bozemanhelpcenter.com">www.bozemanhelpcenter.com</a></td>
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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.

Personal Days/Team-Building Exercises

On scheduled personal days, students are allowed to take a vehicle to go to laundry, shop for food with their food groups or explore nearby attractions. These days are to ensure you have personal time to rest, call loved ones, and bond with your classmates. To take a vehicle from camp, the occupants must report to the Camp Directors with a list of each student in the vehicle, including the designated driver(s) for the day, and the destination of vehicle and students. A vehicle leaving camp typically needs 5+ students. No student shall be left behind at camp alone, unless a group of 2+ students choses to do so together. If a group of students choose to explore nearby hikes or adventure opportunities, the Camp Directors will review the assumption of risk and unique dangers of the area. All students must return to camp on personal days by the times stated by the course instructors.

Complaints, Dismissal and Withdrawal Procedures

Complaints

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.

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. If a student is asked to leave the course, the student is responsible for all financial costs of returning to Bozeman. The field course director 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.

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.

Considerations

Preparation is essential. Students will need information on field conditions, insurance, and access to health care.

1. Students may encounter poisonous snakes, bears, or other animals. Students may be required to work at altitude and/or in rugged terrain. Students will be living in tents for much of the field course. Students should guard against dehydration, sunburn, cold and damp conditions, hypothermia, ticks, biting insects, and other risks of outdoor life.

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 and notify faculty of procedures to follow in an emergency. Field course faculty are prohibited from distributing prescription medicine to students. Participants should carry their own supply of common remedies such as pain relievers and antihistamine.

3. 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.

4. 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.

5. 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.

6. MSU will cover travel and liability insurance in college-owned or rented vehicles.

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.

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](http://www2.montana.edu/policy/student_conduct/student_conduct_code.htm).

Accommodations for students with disabilities

Because of the rigorous physical nature of field camp, it is impossible to accommodate 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 policy and equal access laws, MSU and the field course will make reasonable efforts to develop a plan of appropriate academic accommodations for students with learning disabilities. Students are encouraged to contact the MSU Office of Services for Students with Disabilities (406-836-4542) as early as possible to ensure that they get the assistance that they need to be successful in this course.

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.
The university’s commitment to diversity is embodied in the MSU Statement on Diversity [http://www.montana.edu/president/communications/diversity.html].

Medical Treatment

All students are to complete an emergency information form and attach a copy of their medical insurance cards. This form will be reviewed by the Camp Directors prior to trip departure. The directors will not share any personal details with other students, apart from food allergies. The forms will be sealed in an envelope and only opened in the case of an emergency. The teaching assistant will also have access to these forms. By signing this form, students give the Camp Directors and teaching assistant permission to give basic medical treatment (e.g., CPR) or transport him/her to a local medical facility in the case of an emergency where student is verbally non-responsive.

III. Future Directions - grant submitted: Recognizing that we have more work to do surrounding field safety protocols and department climate, we wrote and submitted this application in response to an internal funding opportunity (nicely overlapped with this deliverable!). In addition, PI Myers also submitted a GEOAllies application, which hopefully will also help to develop protocols for trainings prior to field work, as well as address aspects of lab/department inclusion.

Montana State University DEI Internal Grant Application

Project Title: Fostering Inclusive Field Climates at MSU

PI: Dr. Madison Myers, Assistant Professor, Dept of Earth Sciences

Collaborators: Meredith Knowles, Academic Services Coordinator, Dept of Earth Sciences

MSU URGE (Unlearning Racism in GEosciences) Pod, Multiple Departments

Project Description:
Throughout the spring 2021 semester, the MSU URGE Pod has met weekly to discuss the reasons for and possible solutions to the issue of racism and lack of diversity within STEM fields, with a specific emphasis in the geosciences. One particular area of interest in these discussions is fieldwork. Experiences in the field are a vital and valuable aspect of building STEM identity for undergraduate students and can be a major component of future career tracks in areas such as the geosciences, ecology, and resource management. However, field experiences can be a barrier for students from underrepresented groups with interpersonal challenges that may arise related to gender, race/ethnicity, and physical comfort. Our goal with this proposal is to empower instructors, leaders, and participants who engage in field experiences through MSU to be prepared to navigate challenging moments around identity in

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order to create inclusive field environments that welcome and retain students of all identities. Fortunately, an NSF funded initiative called ADVANCEGeo has created workshops that address these very issues.

This proposal seeks funds to hold a virtual Bystander Intervention Workshop designed to help faculty, staff and graduate students learn techniques for addressing sexual harassment, bullying and other hostile behaviors that can occur within field and research environments. We plan to include up to 100 faculty, NTT instructors, and graduate students from the following field-based departments: ESCI, Ecology, and LRES. By the end of this four-hour training (which includes 11 facilitators), participants will be better able to identify and intervene in various types of exclusionary behaviors and to continue to promote inclusive climates within their academic and professional fields. We recognize that this challenging topic cannot be resolved within 4 hours, so we additionally request funds to promote post-workshop breakout sessions, organized by individual departments, to further develop action steps to create safety plans, educational tools and promote the strategies presented in this workshop in a way that can be used in future years. Ultimately, these actions will be made publicly available, which can translate into STEM departments being known for welcoming and supporting students who hold marginalized identities, resulting in higher recruitment and retention, addressing all aspects of Montana State University’s Diversity and Inclusion Goals and Strategies.

Budget & Timeline: Total $3,400 to be spent by June 15, 2021

$1,750: Registration for up to 100 participants for ADVANCEGeo Workshop “Improving Our Work Climate: Bystander Intervention Training and Responding to Hostile Behaviors” to be held within the last two weeks of August.

$750: Post-workshop Breakout Groups, including approx. 50 individuals, to be held within a week of the initial workshop. Participation will be incentivized with lunch (prepaid gift card at $15 pp). All post-workshop materials to be disseminated to the MSU community no later than Oct. 15, 2021.

$900 (60 hours, $15 hour) Compensation for a student worker to be hired in the ESCI department for 15 hours a week during the month of May to help with the following: fully accessible website development, advertising the workshop, coordination with other departments, etc.