



**School of the Art Institute  
of Chicago**

### HOSTING OFF-CAMPUS EVENTS GUIDELINES

Faculty and staff may wish to organize off-campus events such as potlucks or studio gatherings as a way to extend the classroom and build community. It is important that faculty and staff reduce liability and risk to themselves and SAIC by ensuring the safety of all participants.

This protocol applies to any off-campus events organized by faculty or staff, either during class time or outside of it. It applies whether the event is mandatory or voluntary. This policy applies only when transportation is not provided by the institution.

For purposes of this document, an off-campus event is an educationally related activity/class that involves SAIC students; takes place outside of SAIC property; and is organized by faculty or staff of SAIC. An example of this would be an end of semester party at the faculty's studio. If you are not the host, but are leading students on an in-town trip, please refer to these guidelines: <http://www.saic.edu/media/saic/pdfs/faculty/DayTripGuidelines.pdf>.

SAIC sponsored off-campus events are, by definition, an extension of SAIC's existing programs, and therefore are subject to all applicable SAIC policies as well as federal and state law. It is important to follow these procedures to reduce personal liability.

All off-campus events must be approved in advance by the Department Chair. Each faculty member is responsible for identifying the following when seeking approval for an off-campus event: [date, time, location(s), and any fees for which the student is responsible or any cost to SAIC]. In addition, each faculty member must consider whether the event involves risk to, or has a possibility of, endangering students.

For all approved events:

1. When selecting the location for the off-campus event, it is important that the event leaders(s) have first hand knowledge of, or sufficient experience with, the geographical area when planning an off-campus event. When promoting the event, faculty should make students aware of risks when traveling and recommend that students take safety precautions when traveling to/from or attending the event.
2. SAIC faculty and staff are not responsible for students when they engage in personal activities which have no relation to the stated educational purpose of the off-campus event and are not on the event schedule of activities.
3. Faculty and staff should list all off-campus events required for a class in the course syllabus. If the event is mandatory for students, it should be disclosed to the students before they enroll in the class. Faculty should be conscientious of students' out of class time and work/life demands when making events mandatory outside of class time. Also, if the event is mandatory and scheduled outside of class time, provide alternatives for students who cannot attend because of conflict.
4. Faculty should have a plan to accommodate students with special needs. Contact the Disability and Learning Resource Center about appropriate accommodations for students with disabilities. If the faculty cannot accommodate students with special needs, the event cannot be mandatory for these students and alternatives for students who cannot attend should be made available.

Emergencies during Approved Off-Campus Events

1. Seek the best available medical aid as soon as possible. Call 911, if appropriate. If students are 18 years of age or older, they have the choice of rejecting or accepting medical treatment.
2. Call Campus Security (312-899-1230) as soon as possible to report the incident.
3. Take photographs, if possible.
4. Statements regarding the incident should only be made to authorized persons such as police, medical providers, or campus security. These statements should be objective and brief and avoid speculation or faultfinding.
5. In the case that Campus Security may need to conduct an investigation, faculty is expected to participate fully as requested.

Students and Faculty shall meet the same standards of conduct in all activities associated with SAIC-sponsored off-campus events as those expected of them in their on-campus activities. These standards include all applicable federal, state, and local laws as well as SAIC policies. Students and Faculty will be held responsible for the consequences of all inappropriate or irresponsible behavior.

1. Faculty should emphasize to your students that school policies are in effect during an off campus event. While SAIC facilitates these opportunities, students are responsible for their own behavior.
2. Faculty should communicate to the students when the event starts and ends.
3. Faculty should urge students to report any incidents they are involved in to faculty and staff as soon as possible.

Waivers:

If the event is on your syllabus and is a requirement in order to receive credit for the course it is considered a part of your class and a waiver is not needed. If the event is optional and NOT required, a waiver is needed and can be found on the SAIC website: [www.saic.edu/media/saic/pdfs/faculty/off\\_site\\_waivers.pdf](http://www.saic.edu/media/saic/pdfs/faculty/off_site_waivers.pdf)

If you are traveling to the event during class time, please refer to transportation section of the In-town Course-Related Day Trip Guidelines: <http://www.saic.edu/media/saic/pdfs/faculty/DayTripGuidelines.pdf>.