

SEAC'S SUGGESTED TEMPLATE: ARCHAEOLOGICAL FIELD SCHOOL AGREEMENT

Students attending the [INSERT INSTITUTION] Field School in Archaeology agree to the following terms and conditions:

1. Students and instructors will behave in a professional and courteous manner at all times during the field course. Each student and instructor is expected to act in a spirit of cooperation, respect, and thoughtfulness for other students, drivers, staff, instructors, and for the environment.
2. The field school has zero tolerance for sexual harassment and sexual assault. Sexual harassment and assault are also illegal according to U.S. federal law and state laws. Sexual harassment includes “unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature,” as well as “offensive remarks about a person’s sex” that are considered to be illegal in cases when such commentary is “so frequent or severe that it creates a hostile or offensive work environment.” Examples of sexual harassment include (but are not limited to) offensive statements and gestures, repeated requests for unwanted social interaction or physical contact, dismissive or denigrating modes of referring to individuals based on physical characteristics or gender expression, and stalking. Sexual assault is a form of violence, and examples of sexual assault include (but are not limited to) groping, touching without consent, forced participation in sexual acts, and intimidation or torture through sexual activity.
3. All [NAME OF INSTITUTION] Policies and Procedures apply to this institution’s students and instructors in the field, including the [NAME OF CODE and link/url to exact web site]. If you or someone you know has experienced sex discrimination, sexual violence and/or harassment by any member of the University community, you are encouraged to report the conduct to [e.g. the director of Title IX] at [telephone #] or by email to [email address]. Please enter the telephone number and email address into your cellphone’s Contacts list.

The direct supervisor of [NAME OF FIELD SCHOOL DIRECTOR] is [Supervisor’s NAME], who can be contacted at [Supervisor’s EMAIL and/or other contact information].

4. Procedures for on-site reporting of incidents of sexual harassment or sexual assault are: [these need to have been distributed and discussed with students]. In addition, sexual assault is a criminal offense and should be reported to local law enforcement authorities as well as to a Title IX officer. Retaliation for reporting inappropriate comments, unwanted physical contact, or other violations is itself a violation and will not be tolerated.
5. Bystanders who observe instances of sexual misconduct should make sure the affected individual(s) is/are safe and then take appropriate action. Actions may include interjecting yourself into the conversation and/or telling an authority figure about the situation.
6. Bystanders who observe or are subsequently informed of instances of sexual misconduct are responsible for supporting the affected individual(s) by encouraging them to report the incident(s), advising them to seek appropriate support, and respecting the individual’s chosen course(s) of action.

7. Any transgression from professional and ethical conduct may result in a member of the field school being sent home, at their expense, assigned an "I" (Incomplete) or "F" for the course (at the discretion of the instructors), and the forfeiture of the scholarship and all fees.

I, _____, hereby agree to comply with the above stated policies and to follow any instruction provided in order to ensure the safety of all participants.

Signature _____

Date _____