BALL STATE UNIVERSITY

STUDENT PARTICIPATION CONDUCT AGREEMENT AND STATEMENT OF RESPONSIBILITY

Department of Architecture

PLEASE RETURN COMPLETED FORM TO AB 402

I (please print) _____have applied for, and have been chosen to participate in, a Ball State University-sponsored field study program or field trip. I recognize that this opportunity is voluntary and carries with it special responsibilities over and above full participation in all academic activities. I understand that the University cannot replicate all the conditions and services available on the home campus. I am aware that my health and safety is greatly influenced by the decisions I make before and during the field trip/study and by my daily choices and behavior.

Responsibilities and Expected Conduct of Student Participants:

1. I will read and consider all materials provided or recommended by the field trip/study director that relate to safety, health, legal, environmental, political, cultural, and religious conditions.

2. I will consider my health and safety needs when accepting a place in this program/field trip.

3. I will make available to my field trip/study director accurate and complete physical and psychological health information and any other personal data that is necessary in planning for a safe and healthy experience.

4. I will assume responsibility for my personal preparation for the field trip/study and participate fully in orientations.

5. I will obtain and maintain appropriate insurance policies and abide by any conditions imposed by the carriers.

6. I will inform parents, guardians, and any others who may need to know about my participation in the field trip/study, provide them with emergency contact information, and keep them informed regarding the field trip/study on a regular as needed basis.

7. I understand and comply with the terms of participation and codes of conduct of the field trip/study.

8. I will be aware of local conditions when making daily choices and decisions, and promptly express any health or safety concerns to the field trip/study staff or other appropriate individuals.

9. I will become familiar with the procedures for obtaining emergency health and law enforcement services in the host destination.

10. I will follow the field trip/study policies for keeping field trip/study staff informed of my whereabouts and well being.

11. I will accept responsibility for my own decisions and actions.

12. I will be respectful and sensitive to the culture and norms of my destination. I understand that my very admission into international destinations is entirely at the discretion of the immigration officer at the port of entry.

13. I will obey local law and custom and behave in a manner that is respectful of the rights and well being of others.

14. I understand that in the event I violate any law and am arrested, imprisoned or prosecuted, neither Ball State University nor the United States of America can necessarily bring to bear an amelioration or reversal of judgment in any such situation.

15. I understand that use or possession of illegal drugs will not be tolerated and will result in immediate dismissal from the field trip/study. I will bear the cost of any additional expenses resulting from such dismissal.

16. I understand that the legal use of alcohol exposes me to heightened risk in a foreign setting. If I choose to use alcohol legally, it will be in a responsible manner.

17. I acknowledge that faculty/staff representatives of Ball State University have the discretion to require me to leave the field trip/study if they feel that I am jeopardizing the safety, legality, or integrity of the trip. In such an event, I will be liable for all costs associated with my dismissal.

18. I acknowledge and agree that I am expected to and will participate in all activities planned for field trip/study participants. I understand that I am not permitted to miss field trip/study activities without the explicit permission of the field trip/study director. I further understand that I will be granted such permission only in unusual circumstances that are generally out of my control.

19. I acknowledge and agree that I am expected to and will participate in all activities planned for field trip/study participants, including activities that do not take place during regular class hours. I understand that free time will be provided for me to use as I choose for such activities that may include, but are not limited to, studying, sightseeing, and travel.

20. I understand that unsupervised “free time” and independent travel is an opportunity to enhance my understanding of my host destination and may be a feature of this field trip/study. I will follow the instructions of my field trip/study director with regard to the special conditions placed on this unsupervised time. These conditions will include, but are not limited to, filing a written itinerary with the field trip/study director which will include destinations, dates, and lodging details, if known.

21. When traveling on my own during unsupervised “free time” I acknowledge that the following activities are highly discouraged:

    - Rental and use of automobiles;
    - Rental and use of motorcycles;
    - Hitchhiking;
    - Participation in high risk activities (i.e., bungee-jumping, “extreme sports”, etc.)

22. I will pay all tuition, fees, charges and other expenses associated with my participation in this field trip/study prior to its commencement. I understand that my failure to pay such tuition, fees, charges and other expenses will result in termination of my participation in the field trip/study and that payment may not be refundable. I will be solely responsible for all fees, charges, and other expenses I incur while participating in this field trip/study. I understand that Ball State University does not assume any responsibility for any debts incurred during the course of my participation in this field trip/study.

I have read and understand this agreement, and I will abide by its terms and conditions. I knowingly and voluntarily sign this Agreement.

☐ ***My signature on this Conduct Agreement form covers ALL Ball State University <u>Department of Architecture</u> off-campus field trips/studies that I participate in through the completion of my degree program.***

_____ _____

Signature of Participant (age 18 or over) Date

_____

(please print name)

PARTICIPANTS UNDER AGE 18

Responsibilities and Authorization of Parents/Guardians:

I will obtain and carefully evaluate health and safety information related to the field trip/study, as provided by the field trip/study director and other sources.

I will be involved in the decision of the student participant to enroll in this field trip/study.

I will engage the student participant in a thorough discussion of safety and behavior issues related to the field trip/study.

I will be responsive to requests from the field trip/study director for information needed regarding the student participant.

I will be aware that some information may most appropriately be provided by the student participant rather than the field trip/study.

I hereby grant authorization to Ball State University personnel to provide and obtain medical treatment for my son/daughter/ward, and I agree to pay for these services.

☐ ***My signature on this Conduct Agreement form covers ALL Ball State University Department of Architecture off-campus field trips/studies that my son/daughter/ward participates in through the completion of their degree program.***

_____ _____

Signature of Mother or Guardian Date

_____

(please print name)

_____ _____

Signature of Father or Guardian Date

_____

(please print name)