

# Siena College

## COLLEGE AND ADMINISTRATIVE POLICY

<b>Policy Title:</b>	<i>Student Travel for Academic Experiences and Service*</i>
<b>Type or category of Policy:</b>	<i>Administrative</i>
<b>Approval Authority:</b>	<i>Dr. Margaret Madden, Provost and Senior Vice President</i>
<b>Responsible Executive:</b>	<i>Dr. Margaret Madden, Provost and Senior Vice President</i>
<b>Responsible Office:</b>	<i>Academic Affairs</i>
<b>Owner Contact:</b>	<i>Office of Academic Affairs, <a href="mailto:academicaffairs@siena.edu">academicaffairs@siena.edu</a>, 518-783-2307.</i>
<b>Reviewed By:</b>	<i>Dr. Margaret Madden</i>
<b>Reviewed Date:</b>	<i>July 28, 2020</i>
<b>Last Revised and Effective Date of Revision:</b>	

*\*This policy was developed as a response to the COVID-19 crisis. It applies to the Fall 2020 semester and its continuation will be reviewed periodically as the situation changes.*

**Policy template Approved by President's Cabinet 25 October 2016**

All policies are subject to amendment. Please refer to the Siena College Policy website for the official, most recent version.

## ***Reason for Policy***

*Restrictions and requirements for student travel in response to COVID-19.*

## **Scope of the Policy: Entities or Individuals affected by this policy**

*All members of the Siena community.*

## **The Official Policy:**

### **Policy on Student Travel for Academic Experience and Service**

Franciscan Service and Advocacy is core to the Siena mission and our Franciscan tradition. Now, more than ever, those in need seek our support. It is our responsibility to comply with New York state guidelines and College best practices to reimagine how we advocate for those in need for the protection of the Siena community and those we serve. Service in the beginning of the fall 2020 semester should be managed remotely, if possible. Off-campus service opportunities will require VP or dean approval and a signed agreement by the service site. In all cases, Siena community members must abide by all virus-related College policies such as social distancing and face coverings. Priority will be given for service experiences that are required for academic programs and/or demonstrate significant experiential opportunities. As the semester progresses, and contingent upon health department infection data for the region and state, we will review the restrictions limiting off-campus service opportunities.

**In all applicable cases, alternative remote projects must be made available and preparation for remote programming in the event of an outbreak must be planned.**

**Policies for specific experiences are:**

#### Study Abroad Courses

No short-term study abroad courses will be offered this academic year.

#### Internships

Internships may be performed in person with permission from the dean or AVP and agreement by host sites and students regarding precautions and risk. (See Appendix A for statements) All Internships must be registered and tracked run through the Experiential Learning module used by the Internship Office.

#### Academic Service Experiences

- Only if required of academic program or as a required part of a significant experiential program (e.g., the Bonner program) with permission of AVP or dean.
- May be performed in person with permission from the dean or AVP and agreement by host sites and students regarding precautions and risk. (See Appendix B for statements) The ACE MOU for Bonner Program Sites can be used for other course-required service experiences (Appendix B). Bonner is also using fewer sites, based on capacity.
- Limited number of students on any trip.
- VISTAs have their own federal requirements.

#### **Policy template Approved by President's Cabinet 25 October 2016**

All policies are subject to amendment. Please refer to the Siena College Policy website for the official, most recent version.

### Field trips

- No field trips unless essential for a course. Alternative assignments must be created for students not comfortable traveling with group.
- Must be approved by dean or AVP.
- Transportation will be in accordance with college policies regarding capacity, precautions, and cleaning.
- Programs with specific practica requirements will develop policies in accord with accreditation requirements and college health and safety requirements (e.g., Social Work and Education).

## **Appendix A**

### **Agreements with Internships Sites and Interns**

Statements approved by Siena's legal and risk management administrators. Internships - legal and risk management have approved language:

**Employer language: (to be added to the *Terms and Conditions* portion of the EI Module)**

**COVID-19:** The site represents and warrants that it is currently, and for the term of this internship will continue to be, in compliance with all applicable laws, regulations, and public directives, including, but not limited to, those issued in times of an emergency, regarding the health and safety of employees, the public and student interns. Failure to comply with this provision will result in the possible removal of the student from the internship.

**Student language (to be added to the application form within EL which needs student initials input for acknowledgement of statement)**

As a Siena College student planning to participate in a credit bearing internship experience:

- I understand that I am choosing to fulfill my internship requirement through an in-person or virtual internship and accept the associated risk.
- If completing an in-person internship, I agree to comply with all safety regulations at my internship site including guidance set forth by the Department of Health, which may include wearing Personal Protective Equipment (PPE/face coverings) at the internship site.
- I understand that if I violate the safety policies at my internship site I may be dismissed from the site and/or my internship.
- I have been informed that I may choose to complete the applied portion of my program curriculum at a later date and/or offered alternative remote project/instruction options which would allow me to fulfill my program requirements.

**Policy template Approved by President's Cabinet 25 October 2016**

All policies are subject to amendment. Please refer to the Siena College Policy website for the official, most recent version.

- I understand that if I choose not to complete an in-person internship at this time, or I become uncomfortable at the internship site, that I can notify the college and alternative arrangements will be made.

## Appendix B

### ACE Community Partner Addendum for Teleservice

Subrecipient Agreement dated \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ is hereby amended as follows:

Below are outlined changes in protocol in response to current circumstances and potential future challenges affecting the service of members of the Siena College Center for Academic Community Engagement (ACE). ACE Member is defined as any postgrad/ VISTA Fellow, Bonner Service Leader, NExT Fellow, or other student. This addendum shall be applied in the event of pandemic, public health or safety threat, long-term extreme weather (as defined by ACE and its funders), or other event that may potentially interrupt normal community engagement work and/or research.

#### 1) Teleservice

- ACE Members may teleserve full-time.
  - Teleservice is defined as the ACE Member serving from a location other than their host site; e.g., their home.
  - The nature of the service being performed will be defined by ACE, the host site, and the ACE Member. Preference shall be given to the health and safety of the ACE Member with changes to the ACE Members' VAD or Position Description being made collaboratively and with deference to the ACE Member.
- If the ACE Member cannot teleserve due to lack of teleservice resources or lack of assignments suitable for teleservice, ACE may grant **emergency leave**, as needed and in accordance with the guidelines provided by our funders.
  - The health and safety of our ACE Members is the priority. What health and safety looks like for members varies by individual circumstances, which is why they are in the best position to determine for themselves if they can serve. ACE Members who elect not to report to their host site may teleserve.
  - ACE Members who cannot teleserve due to lack of teleservice resources or lack of assignments suitable for teleservice, may be granted the aforementioned emergency leave.
  - ACE Members may use a combination of emergency leave and teleservice.
  - Whether on approved leave or teleserving ACE Members, host sites, and ACE administrative staff shall communicate electronically on a basis to be determined.

#### 2) Continued Service

- In the event that an ACE Member can continue service as scheduled, despite the event; e.g., pandemic, public health or safety threat, or extreme long-term

**Policy template Approved by President's Cabinet 25 October 2016**

All policies are subject to amendment. Please refer to the Siena College Policy website for the official, most recent version.

weather, the ACE member and host site must familiarize themselves with and put into practice guidance issued by the local, state, and federal government, our funders, and Siena College.

- Documentation confirming adherence will be required.
- The ACE Member can remain in service if they determine that they can do so safely and have the prerogative to change that determination.
- If the host site is closed due to an event that can potentially interrupt normal community engagement and/ or research, the ACE Member may teleserve, if they are able to do so. If the host site is ceasing operations altogether, the ACE and the ACE member shall determine next steps for that member.

**3) Cost Share**

- If teleservice is not a viable option for the host site and this results in the ACE member not being able to serve at their site, ACE will not charge a cost share for the time that the member is not able to serve. Cost share will only be charged for services rendered up until the point of the interruption of service. This will be done on a case by case basis and must be requested by the host site.

All other terms and conditions are unchanged.

SPONSOR (Siena College)  
BY: \_\_\_\_\_  
(Sponsor Signature)  
Name: \_\_\_\_\_  
(Print)  
  
Title: \_\_\_\_\_  
(Print)  
Date: \_\_\_\_\_

SUBRECIPIENT (Community Partner)  
BY: \_\_\_\_\_  
(Subrecipient Signature)  
Name: \_\_\_\_\_  
(Print)  
  
Organization: \_\_\_\_\_  
Title: \_\_\_\_\_  
(Print)  
Date: \_\_\_\_\_

**Adopted:** *July 28, 2020*

**Reviewed:** *Date the policy was last reviewed.*

**Revised:** *Date(s) of revisions made to the policy.*

**Policy template Approved by President's Cabinet 25 October 2016**

All policies are subject to amendment. Please refer to the Siena College Policy website for the official, most recent version.