

GOALS AND EXPECTATIONS FOR FIELD EXPERIENCES

Department of Anthropology
Pennsylvania State University

GOALS:

- Provide a safe environment for students, faculty, and staff regardless of location.
- Ensure that students, faculty, and staff have appropriate access to resources to address and help resolve interpersonal conflicts of any nature, including but not limited to sexual harassment and/or assault.
- Enable rapid communication between the involved parties, the department, and other offices on campus with relevant expertise in the event of any such conflict.

EXPECTATIONS FOR PARTICIPANTS IN FIELD EXPERIENCES:

- Students, faculty, staff, and guests who participate in any Anthropology Department programs are expected to uphold the highest standards of professional conduct in the field.
- Students are further obligated to remain in compliance with Pennsylvania State University's Student Code of Conduct in all contexts.
- All participants in PSU-led field experiences are also expected to be aware, respect, and comply with the customs, cultural norms, expectations, and laws of the country that they are working in. Not only does this ensure a safe working environment, it also ensures good relations between the local community and those attending or leading the field experience.
- Given their position of authority, faculty and staff accompanying students on fieldwork are expected to maintain a safe working and learning environment by communicating the resources available to students for resolving any issues, remaining alert for evidence of misconduct, and setting a professional tone throughout the field season.
- Faculty and Staff are encouraged to report any incidents to the appropriate office at their home campus promptly. Informing a supervisor who is present on site is one appropriate action, but the reporter should be aware that additional reporting may be beneficial/necessary to resolve the situation.

EXPECTATIONS FOR THE ANTHROPOLOGY DEPARTMENT:

- The Department will communicate a non-exhaustive list of resources for resolving interpersonal conflicts of various natures to all participants in department-sponsored field activities.
- The Department will create and maintain two positions to ensure quick communication of incidents in the field:
 1. **Department Field Safety Coordinator:** This individual will be a member of the graduate faculty in the Anthropology Department. They will be responsible for helping to organize training for faculty, staff and students, maintaining contact with field site coordinators and contacting the appropriate offices in the event of an incident (e.g. Office of Student Affairs, Affirmative Action Office, or local police departments). If the Department Field Safety coordinators are in the field themselves, they will designate a temporary Acting Department Field Safety Coordinator for the duration of their absence. Students will be made aware of the Department Field Safety Coordinator's identity and contact information during their pre-departure meetings and any updated communications in the field.
 2. **Student Resources Officer:** This individual will be a member of the Anthropology Department or affiliated program graduate student body in good standing. They will be responsible for helping to organize training for faculty, staff, and students, distributing resources to field participants and will act as an intermediary between on-campus students at any educational level (undergraduate and graduate) and the Department Field Safety Coordinator.

EXPECTATIONS FOR EACH FIELD PROGRAM:

- A member of the graduate faculty or a graduate student will be designated as the **On-site Field Safety Coordinator** for each field experience, responsible for developing and maintaining the list of contacts and resources that may be specific to the site, ensuring that all participants are aware of the presence and capacity of the On-site Field Safety Coordinator, and making best efforts to maintain a direct line of communication to the Department Field Safety Coordinator.
- At the conclusion of each field season, all participants in each field program (faculty, staff, and students) will be provided an anonymous online survey form for reporting and feedback on field experiences and safety. Survey responses will be reviewed by the Department Field Safety Coordinator and used to assess the performance of the department's safety measures as well as to provide a concrete but anonymous venue for reporting incidents if reporters are unwilling or were unable to do so through other channels. These surveys are not intended to replace or otherwise diminish the importance of reporting incidents of misconduct as they occur.

SELECTION OF OFFICERS:

- Ideally, all of these positions would be filled on a voluntary basis. If no individual volunteers, the department shall determine an appropriate method for selecting said officers.
- The tenures of the Departmental Field Safety Coordinator and Student Resources Officer should each be two years, ideally with staggered appointments.

NOTE: For a more comprehensive list of what constitutes misconduct, the responsibilities of Penn State employees (Faculty & Staff) and students, refer to the University Title IX website (<http://www.psu.edu/dept/title-ix/>).