

# Daemen College

## Guidelines for Off-Campus Learning Experiences

### **Safety guidelines for Daemen College students who participate in service learning, co-ops, internships, clinical rotations, field experiences, student teaching, volunteer or any other learning experience.**

To help ensure that your placement is a comfortable, safe, rewarding, reflective, and lasting experience, we ask you to acquaint yourself with the following requirements and safety guidelines. You will need to sign and keep a copy of these guidelines to acknowledge that you have received them and that you understand possible risk associated with your placement.

The "College Site Placement Coordinator" referred to hereafter will be, depending on students' experiences: the Service Learning Coordinator, the Director of Career Services, the Coordinator of Student Teacher Placement, Clinical Coordinator for Physical Therapy, Clinical Coordinator for Physician Assistant, Field Placement Coordinator for Social Work or the Director of Health Care Studies. The Service Learning Coordinator, Director of Career Services, Associate Dean of the College, and Dean of Students are also available for any general advice or answers to questions you may have about your off-campus learning experience.

Safety guidelines for students traveling abroad are separately published by the College's Office of Global Programs. All students/student groups traveling abroad under the auspices of Daemen College must be approved by the Director of Global Programs.

### **Insurance Issues**

Daemen College does not assume responsibility for health-care-related costs arising from the illness or injury of a student. The College recommends that all students have health insurance. All resident students, international students, student athletes and students in health related fields of study who are participating in clinical internships/clerkships must be covered by health insurance and have proof of that coverage. Both full- and part-time students are eligible to purchase the Daemen College Student Sickness and Injury Insurance Plan which provides basic health insurance coverage to students for a moderate premium. Students may contact Susan Girard in the *Office of Health & Insurance Services* to arrange for coverage or to get more information concerning the Plan.

The College has an Educators General Liability insurance policy which provides coverage to authorized student volunteers and the College in the event a claim for damages is made against either party as a result of an accident or negligence while performing duties in a College sponsored activity.

Any incident which is determined to have occurred outside the scope of a Daemen College sponsored activity **may** be covered under students' individual homeowners' policy, parents' homeowners' policy or professional liability insurance. Professional liability insurance is available through various professional organizations e.g. American Counseling Association, National Association of Social Work, among others. For clinical affiliations and similar placements, your department will advise you of the requirements.

### **Safety and Security Issues**

#### *Awareness of your surroundings*

Attend any training or orientation sessions provided by your site. These may include specific and general information about the agency, neighborhood, or community. Know the agency's policies and reporting structures, and follow them. Know how your site supervisor will interface with your Daemen College site placement coordinator. Follow any guidelines provided to ensure your own well-being. Always ask questions of your site supervisor to clarify any issues. Complete any paperwork required by your site. Be sure that your volunteer status is duly recognized by the agency – that is, that you are authorized to be on the premises and in what capacity. Visit the website of the agency of your placement to learn about the organization's mission, location, and typical opportunities, so you will have realistic expectations of what your placement may entail.

Pay attention to health risks and requirements for placement. You may be required to take/show proof of having TB tests, rubella tests and/or various vaccinations/immunizations required by the agency, state, or country of placement. If you are required by your placement to complete any health screenings or preventive routines such as vaccinations, you are required to use your own insurance if these costs are not covered by the placement site.

Take an active role in your safety and well-being. Be aware of your environment and possible risks. Violence, drugs, and personal safety issues may be factors in your placement. Educate yourself about your site by asking the College's

placement coordinator and your site supervisor about possible risks. If home visits are a part of your placement, perform these in pairs, do not go alone. Do not park your car in the driveway of the home you visit; in the home, sit facing the front door and have access to an exit.

Be aware of potential unpredictable behavior of clients and learn strategies for handling such behaviors. If you feel uncomfortable, inform your site supervisor and the College placement coordinator. If a situation does not seem safe, leave and get help as needed.

### *Vehicle safety*

When driving, pay attention to weather conditions; travel on well-lighted, populated streets. Keep your doors locked and windows rolled up.

Park in well-lit and and/or high traffic areas. Lock your vehicle and put all valuables (laptops, cell phones, electronics, handbags, any purchases, etc.) out of sight in the glove compartment or trunk.

Make sure your vehicle is in good working order and that you have at least a ½ tank of gas at all times. Even if you are familiar with the area in which you are traveling, it is a good idea to carry a map or have navigation software – especially in case of inclement weather and/or need to take an alternate route.

Do not use your personal vehicle to transport clients or people you do not know. Be aware of any personal vehicle insurance coverage limitations concerning passengers.

If you are using public transportation, make sure that you are aware of the routes, schedules, times, and have the correct fares.

### *Personal Safety*

When possible, don't walk alone or at night. Don't isolate yourself. If you or someone in your group has a cell phone, make sure it is charged and ready to use.

Inform friends, relatives, and/or professors of your whereabouts. Make sure someone reliable knows where you're going, when you're leaving and returning. If plans change, notify them.

If you attend after hours meetings, home visits or go to other sites that you are not familiar with, be aware of the location or neighborhood. If you are uncomfortable going to any such place, discuss the situation with your supervisor. Do not take unnecessary risks.

If you are injured on the site, promptly report your injury to your immediate supervisor, site coordinator and the College placement coordinator for documentation and action.

Always wash your hands or use hand sanitizer:

- Between caring for individual patients/clients
- Before entering and after leaving the agency
- Before and after eating
- After coughing, sneezing or using the toilet
- When possible, cough into the crook of your arm instead of your hand

Try to take reasonable care and caution in your site placement as a means to enhance your experience and your margin of safety and the safety of others. Pay attention to details, ask questions and pay attention to supervisors' advice. For example, be aware of any food allergies (peanuts, nuts, milk) or other allergies (such as bee stings), that agency clients may have, especially young children you may give snacks to and/or take outside.

You may come into contact with confidential information during your placement – be sure you are clear about your site's expectations of you in this regard. Serious problems or potential legal action can result from careless disclosure of confidential information. This includes not disclosing any confidential or disparaging remarks about the company or organization, its products, services, clients or personnel on Facebook, Twitter, LinkedIn or other such public networking sites.

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## Acknowledgement

I have read the above information and any additional information provided by my placement coordinator and/or placement site. I have discussed any potential concerns of my placement with the College's placement coordinator and I understand that this experience may present some risks. I also understand that prudent choices and exercising caution can minimize these risks. I understand that it is my responsibility to become informed of placement site policies and practices regarding the safety concerns above. I understand that it is my responsibility to notify my Daemen College placement coordinator and my on-site supervisor immediately of any incident or situation that may be a cause for concern under these guidelines. I verify that I have health insurance as required by the College.

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Name of Student

Date

Associate Vice President for Academic Affairs/Associate Dean of the College  
01/12

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