**Guidelines for Off-Campus Student Engagement**

CLCE is partnering with other departments on campus to develop guidelines for all Off-Campus Student Engagement for the Fall Semester.  Please note that these are in DRAFT form, but our hope is that they will be added to the College Covid-19 FAQs and communicated across campus. We are encouraging virtual off-campus engagement if and when learning outcomes can be successfully achieved in that format.  Again, below is still in DRAFT form

* These guidelines apply to Rollins-sponsored off-campus student engagement in Central FL including, but not limited to, volunteering, community-engagement courses, immersions, internships, job-shadowing, course-related field trips, and student organization and fraternity/sorority activities.
* To minimize risk to our campus community and to the off-campus communities and organizations hosting our students, all departments should encourage virtual off-campus engagement whenever learning outcomes can be successfully achieved in a remote format.
* The College will permit in-person engagement off-campus when learning outcomes are best achieved through an in-person experience as long as the following conditions have been met:
	+ The sponsoring department communicates expectations to host organizations that they follow current CDC and OSHA guidelines. If a contract or memorandum of understanding is executed with a host organization or vendor, these expectations should be included in the contract. (Example – Soon to Come)
	+ The sponsoring department shares current campus policies and health practices with host organizations so that they may make an informed decision about hosting Rollins students (See Rollins College Health and Safety Guidelines Attachment)
	+ The sponsoring department notifies participating students of the expectations communicated to host organizations and the current CDC and OSHA guidelines; participating students will acknowledge receipt of this information and agree to follow CDC guidelines to minimize risk to themselves and others.
	+ Participating students must sign the Domestic Participant Travel/Trip Waiver and Consent Form available in Foxlink OR a program-specific waiver that also addresses health risks associated with pandemics. (This has always been a practice)
* If a decision is made for the College to shift entirely to a virtual mode, all off-campus engagement will also be virtual (allowing time to transition in cases of active engagement)