Legal Affairs and Risk Management Survey

If you are interested in creating or adapting a course to include a Signature Experience component then this survey will help you become aware of any legal or risk issues as you develop the course. If any issues arise based on your answers, a representative from the Office of Legal Affairs or the Office of Safety and Risk Management will reach out to you.

Signature Experience

1. Please provide contact information below.
   - Name (1)
   - Position (2)
   - Email (3)
   - Phone (4)
   - Office Location (5)

2. Does the course require off-campus activity?
   - Yes (1)
   - No (2)

   **Answer If Does the course require off-campus activity? Yes Is Selected**
   - Briefly describe the location(s).

   **Answer If Does the course require off-campus activity? Yes Is Selected**
   - Briefly describe the kinds of off-campus activities in which students participate.

   **Answer If Does the course require off-campus activity? Yes Is Selected**
   - Will the faculty instructor provide transportation for the off-campus activities?
     - Yes (1)
     - No (2)

   **Answer If Does the course require off-campus activity? Yes Is Selected**
   - Will the students use personal transportation for the off-campus activities, as opposed to using public transportation only?
     - Yes (1)
     - No (2)

3. Does this course require a defined relationship with an entity outside the University, e.g. an internship organization, host university, vehicle rentals, etc.?
   - Yes (1)
   - No (2)
Answer If Does this course require a defined relationship with an entity outside the University, e.g. an internship organization, host university, vehicle rentals, etc. Yes Is Selected
Do you already have any Memorandum of Agreement or other type of contract already in place? Yes Is Selected
☐ Yes (1)
☐ No (2)

Answer If Do you already have any Memorandum of Agreement or other type of contract already in place? Yes Is Selected
Please attach a sample Memorandum of Agreement if you have one.

Answer If Do you already have any Memorandum of Agreement or other type of contract already in place? Yes Is Selected
In what year was this agreement established?

Answer If Do you already have any Memorandum of Agreement or other type of contract already in place? No Is Selected
If not yet arranged, briefly describe the nature of the required agreement(s) and your plans for establishing them.

4. To the best of your knowledge, will students in this course be subject to any of the following risks, beyond that which they would experience in their daily lives?

<table>
<thead>
<tr>
<th>Risk</th>
<th>Yes (1)</th>
<th>No (2)</th>
</tr>
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<tbody>
<tr>
<td>Work in a high crime neighborhood (1)</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>Work around hazardous materials (2)</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>Access to chemicals or other potentially harmful substances (3)</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>Exposure to communicable diseases (4)</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>Interaction with individuals with a history of violence (5)</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>Interaction with individuals that may be under the influence of drugs or alcohol (6)</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>Interaction with minors (7)</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Other (8)</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>
Answer If To the best of your knowledge, will the students be subject to any of the following risks beyond that which they would experience in their daily life? Yes Is Selected
For any possible risks recognized above, briefly describe the types of activities that introduce risk beyond daily experience.

Answer If To the best of your knowledge, will the students be subject to any of the following risks beyond that which they would experience in their daily life? Yes Is Selected
List the training and documentation required of students to engage in these activities.

5. Does the course involve student interactions with human research subjects or animals in research?
   - Yes (1)
   - No (2)

Answer If Does the course involve student interactions with human research subjects or animals in research? Yes Is Selected
If yes, briefly describe the research.

Answer If Does the course involve student interactions with human research subjects or animals in research? Yes Is Selected
Describe how student involvement is covered by a protocol with the Georgia State University Institutional Review Board (IRB) or Institutional Animal Care and Use Committee (IACUC).

6. Will the students have access to confidential information about service recipients, clients, or others individuals associated with the course?
   - Yes (1)
   - No (2)

Answer If Will the students have access to confidential information about service recipients, clients, or others individuals associated with the course? Yes Is Selected
If yes, please describe the kind of confidential information and the student's access to it.

7. Will the students work independently without supervisory presence?
   - Yes (1)
   - No (2)

Answer If Will the students work independently without supervisory presence? Yes Is Selected
Please explain why and when a student may work independently without supervisory presence.

8. Will the students' projects or activities be made public (e.g. poster presentations, class presentations, portfolios, client products, etc.)?
   - Yes (1)
   - No (2)
Answer: If Will the students’ projects or activities be made public (e.g. poster presentations, class presentations, portfolios, client products, etc.)? Yes Is Selected

Please briefly explain how and when student works would be made public.

9. Will students be eligible to receive payment for activities associated with this course?
   ☐ Yes (1)
   ☐ No (2)

Answer: If Will students be eligible to receive payment for activities associated with this course? Yes Is Selected

Describe the amount, form, and conditions of payment (Student payments require review by the Grants and Contracts Department of the Office of Legal Affairs).