CALIFORNIA ECOLOGY AND CONSERVATION

Information Packet
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Reserves are listed by administering campus

**Berkeley**
1. Angelo Coast Range Reserve
2. Blue Oak Ranch Reserve
3. Chickering American River Reserve
4. Hastings Natural History Reservation
5. Jenny Pygmy Forest Reserve
6. Point Reyes Field Station
7. Sagehen Creek Field Station

**Davis**
8. Bodega Marine Reserve
9. Jepson Prairie Reserve
10. Lassen Field Station
11. McLaughlin Natural Reserve
12. Quail Ridge Reserve
13. Stebbins Cold Canyon Reserve

**Irvine**
14. Burns Piñon Ridge Reserve
15. San Joaquin Marsh Reserve
16. Steele/Burnand Anza-Borrego Desert Research Center

**Los Angeles**
17. Stunt Ranch Santa Monica Mountains Reserve
18. White Mountain Research Center

**Merced**
19. Merced Vernal Pools and Grassland Reserve
20. Sierra Nevada Research Station: Yosemite Field Station

**Riverside**
21. Box Springs Reserve
22. Boyd Deep Canyon Desert Research Center
23. Emerson Oaks Reserve
24. James San Jacinto Mountains Reserve
25. Motte Rimrock Reserve
26. Sweeney Granite Mountains Desert Research Center

**San Diego**
27. Dawson Los Monos Canyon Reserve
28. Elliott Chaparral Reserve
29. Kendall-Frost Mission Bay Marsh Reserve
30. Scripps Coastal Reserve

**Santa Barbara**
31. Carpinteria Salt Marsh Reserve
32. Coal Oil Point Natural Reserve
33. Kenneth S. Norris Rancho Marino Reserve
34. Santa Cruz Island Reserve
35. Sedgwick Reserve
36. Valentine Eastern Sierra Reserves:
37. Valentine Camp

**Santa Cruz**
38. Año Nuevo Island Reserve
39. Fort Ord Natural Reserve
40. Landels-Hill Big Creek Reserve
41. Younger Lagoon Reserve
Overview

The UC Natural Reserve System (NRS) is a network of protected natural areas throughout California. Its 41 sites include more than 756,000 acres, making it the largest university-administered reserve system in the world. Most major state ecosystems are represented, from coastal tidepools to inland deserts, and lush wetlands to montane forests. The reserves also serve as a gateway to more than a million acres of public lands. Founded in 1965 to provide natural environments for research, education, and public service, the Natural Reserve System contributes to the understanding and wise stewardship of the earth.

California Ecology and Conservation is an undergraduate field program that brings together students from across the UC system for seven weeks of intensive scientific training at NRS reserves. Guided by experienced field instructors, students complete a series of increasingly independent research studies while learning to detect natural patterns, frame questions into feasible research projects, and apply field techniques. At the conclusion of each project, students analyze their data and present their findings in oral presentations, posters, and written reports. Students hone their research, public speaking, and scientific writing skills with constant practice and feedback while gaining a working familiarity with California’s diverse ecosystems.
Curriculum

The California Ecology and Conservation program has two components. The first, NRS BIO/ENVS 188 California Ecology and Conservation, is required of all participating students and is 19 quarter units or 12.7 semester units. The second component is NRS BIO/ENVS 189 Critical Conservation Issues in California, a 2.3 semester unit course in which students from semester campuses (UC Berkeley and UC Merced) enroll during spring or fall term.

All credits earned in the program count toward graduation from the University of California. The academic departments at each campus determine how program credits fulfill major, minor, and/or GE requirements. Many, but not all, relevant departments across the University have determined how credits from California Ecology and Conservation map onto degree requirements; the most current information can be found on the NRS website at ucnrs.org/teaching/credits. Students in majors not listed have the option to petition for application of credits toward major requirements. Students may also contact their academic advisor to discuss how program credits apply toward their personal course of study.
NRS BIO/ENVS 188 California Ecology and Conservation

Students conduct research projects informed by classroom and field lectures, group discussions, and hands-on instruction covering techniques and procedures. Students conduct three main research projects during the term, building on accumulated skills in:

- Hypothesis formulation and research design
- Critical reading and presentation of scientific work
- Research proposal and peer review
- Scientific sampling and methods to minimize bias
- Statistical analysis
- Visualization and graphing of scientific data
- Narrative composition and public speaking in science
- Scientific writing and publishing in the professional literature

In the final weeks of the program, students marshal all of this training to conduct an extended research project of their own devising. Final research projects are undertaken in groups of three to five students and culminate in a coauthored paper in the style of a professional journal article and a conference-style research presentation. More information can be found in Appendix A: Example NRS BIOL/ENVS 188 Syllabus.

NRS BIO/ENVS 189 Critical Conservation Issues in California

This course explores the connections between ecological research and conservation practice and the role of these fields in a rapidly changing world. Students will read current peer-reviewed literature on a wide range of conservation biology topics. Before the field portion of the program begins, students will be asked to research and select a topic of conservation interest, ideally selecting a topic or case study pertinent to California. Students will read peer-reviewed papers on the topic, produce summaries of those papers, and synthesize what they have learned to address an environmental issue from multiple scales and multiple disciplines, culminating in both a paper and a presentation. More information can be found in Appendix B: Example NRS BIOL/ENVS 189 Syllabus.

FREQUENTLY ASKED QUESTIONS

Program FAQs can be found at ucnrs.org/teaching/frequently-asked-questions
Prerequisites

California Ecology and Conservation is open to all University of California undergraduates in good standing at their home campus who have at least a 2.5 GPA and have passed an introductory ecology or biology course prior to applying for the program.

Logistics

California Ecology and Conservation is a mobile program, with students, instructors, and support staff traveling as a group around the state to various NRS reserves. The program typically visits between five and seven reserves over the seven-week term, staying at each for between three and twelve days.

On the first day of class, students arrive at Mineta San Jose International Airport. After loading their belongings in a fleet of vans, students are taken to Blue Oak Ranch Reserve (www.blueoakranchreserve.org), just east of San Jose (see Appendix C: Example Arrival Instructions). Students can find their Arrival Instructions on the Education Abroad Program website (eap.ucop.edu/SharedPrograms/nrs/Pages/default.aspx) in the Pre-Departure Checklist, located under the “Overview” tab within the applicable term period. After a few days of orientation and basic skills training, the class leaves Blue Oak to start a journey around the state, hopping from one reserve to the next, returning to Blue Oak in the final days of the term. The set of reserves visited changes every term; students will receive their specific itinerary on the first day of the class.
Students will live and work side by side with peers, instructors, and support staff, creating a supportive, fun-filled community along the way. Students will need to practice respect, patience, flexibility, good communication, and a positive attitude to keep this community healthy and strong. Cooking and eating are community events, with buffet-style meals prepared by teams of students. At some reserves, students will camp in their own personal tents. At others, rustic indoor lodgings will be provided. Although long hikes will certainly be a part of the experience, this is not a backpacking trip and students won’t need to carry all of their gear over long distances (see Appendix D: Example Packing List; the most current Packing List can be found at ucnrs.org/fsp/pdf/Packing_List.pdf). Private showering facilities are available at most of the NRS reserves visited, and the program does make periodic laundry stops.

Student do not get weekends off. A few days free from coursework are scattered throughout the schedule. On those days, students are free to spend their time at the reserve as they wish—hiking, swimming, and reading are popular ways to relax.

Cell phone reception and WiFi service vary considerably among reserves. Students will not be cut off from communication for the duration of the term, but should not expect internet access or cell phone service at all times. Blue Oak Ranch Reserve has strong WiFi service so students can count on being able to share the full itinerary with family during the first days of the program, and being able to get back in touch during the final week.

**Application, Enrollment, and Grades**

Applications are available on the UC Natural Reserve System website. University of California undergraduates with a minimum GPA of 2.5, in good standing with their home campus, who have passed an introductory ecology or biology course are eligible to apply. A committee comprised of the instructors and UC Natural Reserve System staff review applications and select student participants.

To offer this opportunity to students throughout the UC system, the NRS has partnered with UC Education Abroad Program (UCEAP) to assist students with logistics, financial aid information, and academic registration. Once accepted into the program, students will receive an email from a UCEAP Program Specialist with information on how to create their UCEAP student record in the MyEAP system.

Enrolled students will be directed to a wealth of information on financial, academic, and policy-related aspects of the program on the UCEAP website: eap.ucop.edu/SharedPrograms/nrs/Pages/default.aspx. Appendix E: Example Pre-Departure Checklist outlines information that students must review and forms that must be submitted to complete enrollment. These include the Student Agreement and Waiver of Liability, Health Clearance and Limited Authorization, and the optional Disability Accommodation Requests (see examples in Appendices F–H.) All participants must be cleared by a medical professional to participate in the program regardless of acceptance status.
Students accepted into the program will be directed to the UC Education Abroad Program (UCEAP) to register for the course. UCEAP will inform your campus registrar of your acceptance into the program. You will not need to register for any courses at your campus for the term of your participation in California Ecology and Conservation. After you have completed the course, your grade(s) will be sent to UCEAP. Your units and grade(s) will then be transmitted to your campus registrar. Your campus registrar will add the units and grade(s) to your UC transcript.

Grades will not be available immediately after the program ends because several steps are required to send the data from UCEAP to campus Registrar’s Offices, as is true for all UCEAP-affiliated courses. Once grades have been transmitted students will receive an email at the address they provided to UCEAP during enrollment. Grades are generally reported within 90 days of the end of a course. Grades are only transmitted to a student’s campus registrar’s office after any outstanding balances owed to UCEAP are paid in full.

Students should not file to graduate during the same term that they participate in the program; grades will not arrive in time for most degree verification deadlines. Yet graduating seniors enrolled in the program spring quarter may still walk in spring commencement ceremonies, though their degree will not be conferred until summer. Students nearing graduation should contact their campus registrar’s office when they return from the program to inquire about the completion of graduation checks and the recording of grades.
Costs and Financial Aid

In addition to the tuition and campus fees students normally pay each term, students will pay a program fee that covers costs such as transportation, food, lodging, and research equipment.

Costs for summer classes differ from those held during the regular academic year. The summer class follows UC summer session protocols, and summer tuition is charged by the unit; non-resident supplemental tuition does not apply. A more detailed description of program costs can be found at ucnrs.org/teaching/finances.

Although there is a program fee, some students find that their overall expenses are reduced because they don’t need to pay for rent, groceries, gas, entertainment, and other costs they normally incur while on campus.

Thanks to generous donations, the NRS is able to offer scholarships to students participating in California Ecology and Conservation. Scholarship applications are made available alongside program applications. In addition, if a student is currently receiving financial aid, the total cost of participating in this program will be considered in the financial aid package from the student’s home campus. The student may therefore be eligible for increased financial aid while enrolled in California Ecology and Conservation.
Health and Safety

General Health and Safety Information

Participants in California Ecology and Conservation are responsible for exercising good judgment and taking certain precautions to minimize risks to themselves and others during their participation in the program. The program promotes safe behavior and encourages students to engage in personal risk management while participating, including during free time.

Being prepared is key to staying safe and healthy throughout the program. The program operates outside in remote areas, so exposure to the sun, heat, cold, poison oak, ticks, and predators are necessary risks that must be guarded against by preparation and awareness. Please refer to and follow all health and safety guidelines identified by the instructors and posted at all program locations.

The following tips can help students remain healthy and safe throughout the term:

- Carry at least two liters of drinking water and regularly apply sunscreen to help avoid dehydration and sunburn, the most common problems encountered in field work.
- Rain gear and warm layers will keep you comfortable even in inclement weather.
- To be prepared for cold overnight temperatures, bring a sleeping bag rated to at least 30 degrees Fahrenheit, a weatherproof tent, wool (not cotton) socks, a sweater that provides insulation even when wet, an insulating hat, and gloves. A sleeping bag liner is a great, affordable way to add extra warmth to a sleeping bag.
- Poison oak is a common plant throughout California that causes itchy, weeping rashes. Learn to identify poison oak and to avoid it. Wear long sleeves and long pants in brushy areas, and apply a preventative lotion, such as Tecnu®, to areas of exposed skin to help prevent a rash. Immediately rinse with cold water (and Tecnu® if available) if you accidentally brush against the oily leaves or twigs.
- Ticks are also common in the areas visited. Ticks can transmit Lyme disease and a variety of pathogens, so conduct regular tick checks and remove any you see. For more information on tick bite prevention, removal procedures, and Lyme disease, please visit ehs.ucsc.edu/programs/safety-ih/documents/TickInfo.pdf
• Students are never to venture outside of camp on their own. Whether for work or in leisure time, the program operates on the buddy system, where two-person groups are the minimum requirement for venturing outside direct sight lines of the central camp at each reserve. Additionally, day and night, during work and leisure time, all students leaving the sight lines of camp must sign out on a designated white board and provide their names, direction of departure, intended destination, and expected time of return.

• Nearly all coursework at each reserve is conducted over uneven ground where roots, rocks, animal burrows, and research equipment pose a danger of tripping and/or ankle sprain. For these hazards and for rattlesnakes, everyone needs to pay attention to where they are stepping at all times.

• Exploratory hikes to help students get a sense of the ecosystems of each new reserve can exceed five miles and several hours. Brand new boots, sneakers, and sandals will cause blisters that prevent participation in subsequent activities; break in footwear for several weeks prior to term. Always bring a hat for protection from the sun on long days in the field.

• All research groups must bring a charged, multi-way radio (i.e. walkie talkie) provided by the program into the field, and return radios to the charging ports upon return to camp.

Program instructors are the first resource for all health and safety concerns while in the field; students should not hesitate to ask questions or raise any concerns with them.
Reserve-specific Risks

The program visits a selection of reserves across the state each term, and each of these sites has its own inherent risks and rewards. Common destinations include the Angelo Coast Range Reserve, Blue Oak Ranch Reserve, Landels-Hill Big Creek Reserve, Yosemite Field Station, Kenneth S. Norris Rancho Marino Reserve, and Crooked Creek Station at White Mountain Research Center. However, each term follows its own unique itinerary, and new reserves are frequently introduced into the mix. Recent terms have also visited Sweeney Granite Mountains Desert Research Center, Santa Cruz Island Reserve, McLaughlin Natural Reserve, Sagehen Creek Field Station, Sierra Nevada Aquatic Research Laboratory, Sedgwick Reserve, and Steele/Burnand Anza-Borrego Desert Research Center.

Angelo Coast Range Reserve protects the headwaters of the South Fork Eel River, and much coursework is undertaken in the river itself. Invisible films of diatoms coating rock surfaces represent a constant slipping hazard when working in the river, and student researchers need sandals that secure tightly to the foot, such as Chacos® or Tevas®. Natural history exploration at Angelo Reserve involves climbing steeply inclined slopes, so everyone needs to monitor their own exertion levels and know their limits. During leisure time, the river makes an appealing destination for swimming. Bottom topography changes abruptly and glare on the surface can mask underwater hazards such as boulders and tree roots, so never dive into the river under any circumstances and never jump in from any height without a clear view of the riverbed.

Getting to know the neighbors at Sweeney Granite Mountains Desert Research Center.
Kenwyn Suttle
Blue Oak Ranch Reserve has stands of thistles that are more a nuisance than an explicit danger, but dense poison oak, abundant rattlesnakes, and mountain lions make it imperative to follow the cautions listed above. Research activities are conducted in and around a pond densely vegetated with aquatic plants that could entangle limbs, underscoring the importance of operating in pairs.

Landels-Hill Big Creek Reserve poses numerous risks related to its coastal frontage, steep terrain, actively-eroding coastal rock features, and sprawling expanses. Wave action is intense and unpredictable, and dense subtidal kelp forests pose a serious entanglement hazard. No one is allowed in the ocean at Big Creek, whether for work or leisure, and all research undertaken within the splash zone requires a designated spotter who is monitoring the ocean for rogue waves at all times. Streams at Big Creek carry the same risks as those described above for Angelo, and demand the same precautions.
White Mountain Research Center accommodations and research are located at elevations approaching 11,000 feet. Here, UV radiation from the sun is much stronger than at sea level, heightening the risk of severe sunburn and permanent skin damage. Altitude sickness is also a risk. Physical activity is much more taxing at this elevation due to the lower concentration of oxygen in the atmosphere. Students are advised to apply high-SPF, multi-spectrum sunscreen prior to field work, to frequently re-apply sunscreen throughout the day, to carry and drink extra water to stay well hydrated, and to take frequent rest breaks during any strenuous hiking or research activities.

Health Insurance

Health insurance coverage functions exactly as though students were on their home campus. Students will need to meet their campus health insurance requirements, either by obtaining coverage under UC SHIP or by meeting the waiver requirements. Any questions about UC health insurance should be directed to the health services of the student’s home campus.

Students concerned about health-related costs while attending the program are encouraged to research their health insurance coverage before the term begins. The program spends extended periods in remote parts of California that are far from UC student health centers. All students and their parents should be informed about costs related to seeking emergency or non-emergency medical treatment at health centers outside of UC or their medical provider’s network.

Policies

The same University policies that outline many student rights and responsibilities while on campus apply for students enrolled in the program. While not all-inclusive, these policies are designed to protect and promote the rights of students enrolled in the program, prevent interference with program functions and activities, and assure compliance with all applicable laws and regulations.

Students are responsible for reading, understanding, and complying with all policies and procedures related to the program even where those polices may exceed their UC campus policies. To ensure compliance with these policies, students are required to sign the NRS and UCEAP Student Agreement (see Appendix F: Example Student Agreement and Waiver of Liability) before they can participate. This agreement outlines the conditions and responsibilities of participation, and confirms that you have read, understand, and will abide by all applicable policies and procedures required by the program.
CURRENT POLICIES

While example policies can be found in Appendices I-N, the most current versions can be accessed online:

**Academic Conduct Policy**  
eap.ucop.edu/Documents/Policies/academic_conduct.pdf

**Program Suspension Policy**  
eap.ucop.edu/Documents/Policies/program_suspension.pdf

**Sexual Violence and Sexual Harassment Policy**  
eap.ucop.edu/Documents/Policies/sexual_harassment.pdf

**Student Conduct and Discipline Policy**  
eap.ucop.edu/Documents/Policies/student_conduct_discipline.pdf

**Student Privacy Policy**  
eap.ucop.edu/Documents/Policies/student_privacy.pdf

**Substance Abuse Policy**  
eap.ucop.edu/Documents/Policies/substance_abuse.pdf

In addition to the links above, each policy can be found online under the “Policies” tab on the EAP website within the applicable term (eap.ucop.edu/SharedPrograms/nrs/Pages/default.aspx).
APPENDICES

While examples of applicable forms and policies are provided in the appendices, students will receive the most up-to-date versions of these documents after enrolling in the program.

A Example NRS BIOL/ENVS 188
California Ecology and Conservation Syllabus
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Appendix A

California Ecology and Conservation
NRS BIOL/ENVS 188
Spring 2019 Syllabus

Science Instruction and Research Training for Undergraduates from across the University of California

Summary:
In order to experientially learn the process of science, we travel to five amazing field stations in the University of California’s Natural Reserve System. At each stop, we establish a foundation of natural history and learn about relevant ecological concepts and conservation challenges. We then practice observation and hypothesis formulation, hypothesis testing, research design, data collection, statistical analysis, graphing, presenting, and writing. Throughout the term, you, the student, answer questions and solve challenges of your own choosing. Together, we tackle every part of the scientific process, and we do it all outdoors in some of the most awe-inspiring landscapes the state has to offer.

1. The course begins at Blue Oak Ranch Reserve for orientation and training. Here, we learn some natural history basics, placing an emphasis on California’s unique geology, climate, biological diversity, and conservation challenges. We explore the key role of hypotheses in science, and practice turning observations and ideas into testable questions. We discuss types of data, appropriate sampling methods and equipment, and proper research design. We learn and practice skills in data entry, management, and analysis. We contribute to the body of scientific knowledge by collecting data for a long-term experiment and a citizen science project. Finally, we travel onward and put our newly acquired skills to use at an entirely new site.

2. Our second stop is Big Creek Reserve on the Big Sur coast, where we complete our first full small group project. First, some of you research the natural history of our new location and present this information to your classmates. Then we explore the reserve on a guided nature hike. Finally, we read and discuss previous research conducted at the site. With this foundation, you generate research ideas and conduct pilot observations in small groups. Following discussions and peer feedback, you settle on a research question that interests you. In a new group, you undertake background reading and data collection, finally proposing a testable hypothesis and appropriate methodology to the class for critical review. Research groups then have two days to collect and analyze data. We will repeat this basic schedule two more times at two new reserves, each time adding to the length and rigor of our studies.

3. Before beginning a new project, we first need to communicate our work. Our third stop is Yosemite Field Station, where we learn the art of scientific communication. We tackle oral presentations first, creating slide-shows typical of professional conferences and holding our first research symposium. Our next three days at Yosemite are filled with writing and peer-reviewing an individual research paper in the style of a scientific journal article. Once complete, we celebrate our successes by taking a well-deserved day off to reflect and recharge in one of the most beautiful places on earth.

4. From Yosemite we head across the central valley to McLaughlin Reserve, nestled in the North Coast Ranges in Lake County. Our itinerary is similar to that of Big Creek, but we have new research groups,
new questions, and a wholly different set of habitats to explore. We continue adding to our statistical and methodological tool kit, learning new concepts in ecology and conservation relevant to the local landscape, and refining our skills in scientific presentation. Upon completion of field research at McLaughlin, we hold our second research symposium.

5. Next we move north to Angelo Reserve in beautiful Mendocino County. Here we marshal our training from the term and complete our final and most in-depth group research project. We then return to Blue Oak, where our work culminates in both a full-length coauthored paper published in our course journal, and a conference-style research symposium for students and invited guests. The course concludes with a workshop focused on what comes next, with the goal of preparing you for a successful career in science and beyond.

**Goals:**

By the end of term, you will gain competence in these areas:

- Natural history observation and hypothesis development
- Comprehension of previous scientific work
- Research proposal development and evaluation
- Sampling design and methodology
- Statistical analysis and data visualization
- Narrative composition and public speaking
- Technical scientific writing
- Leadership, teamwork, and community building

**Texts:**

We travel with a substantial course library of field guides, textbooks, and other written resources. Our main course readings come from these three texts, of which we have multiple copies:

- Gotelli & Ellison’s *Primer of Ecological Statistics*
- de Nevers, Edelman & Merenlender’s *California Naturalist Handbook*
- Elzinga, Salzer, & Willoughby’s *Measuring and Monitoring Plant Populations*

**Itinerary:**

The following pages provide a daily overview of our itinerary, followed by a more detailed schedule. **Note** we cannot anticipate all the opportunities we will encounter on the course. Therefore our itinerary is subject to change in the interest of pursuing the richest possible learning experience.

**Blue Bold Font** signifies graded coursework. Late assignments will not be accepted unless previously arranged with the instructors due to extreme extenuating circumstances.
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<th>Day</th>
<th>Date</th>
<th>Reserve</th>
<th>Focus</th>
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<td>Welcome / Course Overview / Logistics &amp; Safety</td>
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<td>2</td>
<td>2-Apr</td>
<td>Blue Oak</td>
<td>Natural History Exploration &amp; Pattern Observation</td>
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<td>3</td>
<td>3-Apr</td>
<td>Blue Oak</td>
<td>Sampling Design: Vegetation / Excel &amp; Data Analysis Practical / Field Safety</td>
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<td>4</td>
<td>4-Apr</td>
<td>Blue Oak</td>
<td>Field Research / Data Analysis</td>
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<td>5</td>
<td>5-Apr</td>
<td>Blue Oak</td>
<td>Research: Hypotheses, Variables, Field Sampling, Data Collection &amp; Statistics</td>
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<td>6</td>
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<td>Blue Oak</td>
<td>Sampling Design: Animal sampling / Equipment Overview &amp; Travel Logistics</td>
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<td>Travel Blue Oak to Big Creek</td>
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<td>Rapid Research Exploration of Big Creek Reserve</td>
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<td>Science Writing: Revisions Workshop, Peer Review, Revised Paper Due</td>
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<td>Yosemite</td>
<td>DAY OFF</td>
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<td>22-Apr</td>
<td>McLaughlin</td>
<td>Travel Yosemite to McLaughlin</td>
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<td>23-Apr</td>
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<td>Natural History Exploration</td>
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<td>24-Apr</td>
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<td>Critical Reading and Presentation of Local Research</td>
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<td>25-Apr</td>
<td>McLaughlin</td>
<td>Rapid Research Exploration of the Reserve</td>
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<td>26-Apr</td>
<td>McLaughlin</td>
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<td>27-Apr</td>
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<tr>
<td>28</td>
<td>28-Apr</td>
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<td>29-Apr</td>
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<td>30</td>
<td>30-Apr</td>
<td>McLaughlin</td>
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<td>31</td>
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<td>32</td>
<td>2-May</td>
<td>Angelo</td>
<td>Travel McLaughlin to Angelo Coast Range Reserve</td>
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<tr>
<td>33</td>
<td>3-May</td>
<td>Angelo</td>
<td>Natural History Exploration</td>
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<tr>
<td>34</td>
<td>4-May</td>
<td>Angelo</td>
<td>Critical Reading and Presentation of Local Research</td>
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<td>5-May</td>
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<td>Rapid Research Exploration of the Reserve</td>
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<td>Conclude Research Project #3 / Data check / Narrative check</td>
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<td>13-May</td>
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<tr>
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<td>Background Reading / Narrative Outlining / Populate Manuscript</td>
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<td>20-May</td>
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<td>Course Conclusion and Depart to San Jose Airport</td>
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### Tentative Course Schedule:

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<thead>
<tr>
<th>Day</th>
<th>Mon</th>
<th>Apr 1</th>
<th>Activity</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>Mon</td>
<td>Apr 1</td>
<td>Welcome and Overview at Blue Oak Ranch Reserve</td>
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<tr>
<td></td>
<td>3:00 PM</td>
<td>Arrive at Blue Oak Ranch, Campsite Setup</td>
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<tr>
<td></td>
<td>4:00 PM</td>
<td>Manager’s Welcome and Introductions</td>
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<tr>
<td></td>
<td>6:00 PM</td>
<td>Dinner</td>
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<tr>
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<td>Course Overview, Structure, Logistics, and Safety</td>
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<tr>
<td></td>
<td>Tue</td>
<td>Apr 2</td>
<td>Natural History, Observations, &amp; Hypotheses</td>
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<td>2</td>
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<td>Orientation to Blue Oak Ranch Reserve</td>
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<tr>
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<td>Hypothesis Development Practical</td>
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<td>Lecture: Introduction to California Ecology</td>
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<tr>
<td></td>
<td>Wed</td>
<td>Apr 3</td>
<td>Sampling Design for Field Research</td>
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<td>3</td>
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<td>Intro to Sampling Design Field Activity &amp; Equipment</td>
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<td>Data Management</td>
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<td>Sampling Design &amp; Field Research Practical</td>
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<td>3:30 PM</td>
<td>Excel Tutorial &amp; Data Entry Practical</td>
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<td>Bystander Field Safety Training: Preventing Harassment</td>
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<td>Thu</td>
<td>Apr 4</td>
<td>Statistical Analysis</td>
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<td>Data Entry &amp; Data Exploration Practical</td>
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<td>Data Analysis Practical</td>
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<td>Lecture: Intro to Ecological Statistics</td>
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<td>Lecture: Community Ecology</td>
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<td>Fri</td>
<td>Apr 5</td>
<td>Research Design, Field Sampling, &amp; Data Collection</td>
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<td>5</td>
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<td>Research Design Practical: Variables, Measurements, &amp; Data</td>
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<td>Field Research: Oak Management &amp; Recruitment</td>
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<td>4:30 PM</td>
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<td>Conservation discussion: Conservation in California</td>
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<td>Sat</td>
<td>Apr 6</td>
<td>Equipment, Sampling Methods, &amp; Statistical Analysis</td>
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<td>6</td>
<td>Sat</td>
<td>Apr 6</td>
<td>Equipment overview &amp; additional sampling methods</td>
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<td>Data Entry Practical</td>
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<td>Statistics Practical &amp; Overview</td>
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<td>Travel logistics &amp; Safety</td>
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<td>Day 7</td>
<td>Sun</td>
<td>Apr 7</td>
<td><strong>Travel Blue Oak Ranch to Big Creek</strong></td>
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<td>9:00 AM</td>
<td>Clean Course-Use Facilities at Blue Oak Ranch</td>
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<tr>
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<td>11:00 AM</td>
<td>Depart for Big Creek Reserve</td>
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<tr>
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<td>Big Creek Use, Safety, &amp; Manager’s Welcome</td>
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<thead>
<tr>
<th>Day 8</th>
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<th><strong>Big Creek Natural History, Ecology, &amp; Conservation</strong></th>
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<tbody>
<tr>
<td></td>
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<td><strong>NH Presentations: Flora, Fauna, &amp; Landscapes</strong></td>
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<td>Big Creek Natural History Saunter</td>
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<td>Lecture: Topic TBA</td>
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<tr>
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<th><strong>Critical Reading &amp; Presentation of Big Creek Research</strong></th>
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<tr>
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<td>Lecture: Coast Range Ecology</td>
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<td>12:30 AM</td>
<td>Articles Assigned, Independent Reading</td>
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<td>Article Reading Group Discussions &amp; Presentation Prep</td>
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<td>Conservation discussion: Species Range Shifts</td>
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<th><strong>Rapid Research Exploration of Big Creek Reserve</strong></th>
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<tr>
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<td>Morning Check-In &amp; Gear Check</td>
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<td>Rapid Research</td>
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<td>Prepare Rapid Research Presentations</td>
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<th><strong>Hypotheses &amp; Pilot Studies for New Research at Big Creek</strong></th>
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<td>Research Groups Assigned</td>
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<td>Develop Hypotheses &amp; Methods for Pilot Study by 12pm</td>
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<td>Instructor Check</td>
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<td>Lecture: Best Practices for Research Proposal</td>
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<td>Prepare Research Proposal Presentations</td>
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<tr>
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<th>Fri</th>
<th>Apr 12</th>
<th><strong>Proposals &amp; Setup for Big Creek Research Projects</strong></th>
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<tbody>
<tr>
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<td><strong>Research Proposal Presentations</strong></td>
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<th><strong>Equip &amp; Set Out for Big Creek Research Projects</strong></th>
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<td>Field Research</td>
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<td>Conservation discussion: Coastal Fisheries</td>
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<th><strong>Big Creek Research Projects: Data Analysis &amp; Graphing</strong></th>
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<td>Field Research Concludes</td>
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<td>Data Entry &amp; Preliminary Analyses</td>
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<td>Data Analysis Practical &amp; Interpretation</td>
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<td>Graphing Workshop</td>
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<td>Day</td>
<td>Mon</td>
<td>Apr 15</td>
<td>Travel Big Creek to Yosemite Field Station</td>
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<td>Clean Course-Use Facilities at Big Creek</td>
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<td>Depart for Yosemite Field Station</td>
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<td>Yosemite Use, Safety, &amp; Manager’s Welcome</td>
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<td>Lecture: Best Practices for Science Communication</td>
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<td>Narrative Formulation</td>
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<td>Narrative Instructor Check</td>
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<td>Prepare Research Presentations</td>
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<td>Conservation Discussion: Snow Pack</td>
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<tr>
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<td>Lecture: PowerPoint Presentation Tips</td>
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<td></td>
<td>10 AM</td>
<td>Polish &amp; Practice RP1 Presentations</td>
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<td>2 PM</td>
<td>Big Creek Research Symposium</td>
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<th>Apr 18</th>
<th>Scientific Writing: Research Project Papers</th>
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<tbody>
<tr>
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<td>Lecture: Writing a Scientific Paper</td>
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<td>Practical: Constructing a Narrative</td>
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<td>11:00 AM</td>
<td>Individual Work on Research Article Template</td>
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<td>12:00 PM</td>
<td>Break</td>
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<td>2:00 PM</td>
<td>Populate Introduction; Scope each Paragraph; Populate Methods</td>
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<thead>
<tr>
<th>Day</th>
<th>Fri</th>
<th>Apr 19</th>
<th>Populate Research Paper from Article Template</th>
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<tr>
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<td>Lecture: Scientific Writing - The Finer Elements</td>
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<td>Populate Results &amp; Discussion from Article Template</td>
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<td>Scientific Writing</td>
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<th>Big Creek Research Project 1 Paper Due</th>
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<td>Lecture: Revision Workshop</td>
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<td>Polish/Revise Papers</td>
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<td>Revision</td>
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<td>RP1 Manuscripts Submitted</td>
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| Day   | Sun      | Apr 21    | DAY OFF at Yosemite                              |

<table>
<thead>
<tr>
<th>Day</th>
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<th>Apr 22</th>
<th>Travel Yosemite to McLaughlin Reserve</th>
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<tbody>
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<td>Clean Course-Use Facilities at Yosemite</td>
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<td>11:00 AM</td>
<td>Depart for McLaughlin Reserve</td>
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<td>McLaughlin Use, Safety, &amp; Manager’s Welcome</td>
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<tr>
<td>Day</td>
<td>Mon Apr 29</td>
<td>McLaughlin Field Research Projects</td>
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<tr>
<td>9-5pm</td>
<td>Field Research</td>
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<td>7:30 PM</td>
<td>Lecture: Biological Invasions and Conservation</td>
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**Day 30**  
**Tue Apr 30**  
**Conclude Field Research, Begin Data Analysis**
- **9 -12 PM** Field Research
- **1:30 PM** Data Entry & Preliminary Analysis
- **3:00 PM** Statistics Tutorial

**Day 31**  
**Wed May 1**  
**McLaughlin Research Symposium**
- **9:00 AM** Prepare McLaughlin Presentations
- **3:30 PM** McLaughlin Research Symposium
<table>
<thead>
<tr>
<th>Day</th>
<th>Thu</th>
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<th>Travel McLaughlin to Angelo Coast Range Reserve</th>
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<td>Clean Course—Use Facilities at McLaughlin</td>
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<td>10:00 AM</td>
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<td>Depart to Angelo Coast Range Reserve</td>
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<td>Manager’s Welcome</td>
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<thead>
<tr>
<th>Day</th>
<th>Fri</th>
<th>May 3</th>
<th>Natural History Explorations of Angelo Reserve</th>
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<tr>
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<td>9:00 AM</td>
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<td>NH Presentations: Angelo Flora, Fauna, &amp; Landscapes</td>
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<tr>
<td></td>
<td>11:00 AM</td>
<td></td>
<td>Natural History Saunter + Group Activity</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Return RP1 Paper Comments</td>
</tr>
<tr>
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<td>7:30 PM</td>
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<td>Conservation Discussion: Spotted Owls</td>
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<table>
<thead>
<tr>
<th>Day</th>
<th>Sat</th>
<th>May 4</th>
<th>Critical Readings of Angelo Research</th>
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<tr>
<td></td>
<td>9:00 AM</td>
<td></td>
<td>Lecture: Forest Ecology &amp; Food Webs</td>
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<tr>
<td></td>
<td>10:30 AM</td>
<td></td>
<td>Articles Assigned, Independent Reading</td>
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<tr>
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<td>12:30 PM</td>
<td></td>
<td>Article Reading—Group Discussions</td>
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<td>1:00 PM</td>
<td></td>
<td>Prepare Article Presentations</td>
</tr>
<tr>
<td></td>
<td>3:00 PM</td>
<td></td>
<td>Article Presentations</td>
</tr>
<tr>
<td></td>
<td>7:30 PM</td>
<td></td>
<td>Rapid Research Groups Assigned</td>
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<table>
<thead>
<tr>
<th>Day</th>
<th>Sun</th>
<th>May 5</th>
<th>Rapid Research Explorations of Angelo Reserve</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>9:00 AM</td>
<td></td>
<td>Rapid Research + Marked RP1 Papers returned</td>
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<tr>
<td></td>
<td>1:30 PM</td>
<td></td>
<td>Prepare Rapid Research Presentations</td>
</tr>
<tr>
<td></td>
<td>2:30 PM</td>
<td></td>
<td>Rapid Research Presentations</td>
</tr>
<tr>
<td></td>
<td>4:00 PM</td>
<td></td>
<td>RP1 Paper Comments Debrief</td>
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<td>7:30 PM</td>
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<td>Lecture: Advanced Statistical Techniques</td>
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<table>
<thead>
<tr>
<th>Day</th>
<th>Mon</th>
<th>May 6</th>
<th>Hypotheses &amp; Pilot Investigations at Angelo Reserve</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>9:00 AM</td>
<td></td>
<td>Brainstorm Hypotheses for Anza Research Projects</td>
</tr>
<tr>
<td></td>
<td>11:00 AM</td>
<td></td>
<td>Refine Hypotheses &amp; Recruit Research Groups</td>
</tr>
<tr>
<td></td>
<td>1:00 PM</td>
<td></td>
<td>Form into Research Groups</td>
</tr>
<tr>
<td></td>
<td>2:00 PM</td>
<td></td>
<td>Begin Pilot Investigations &amp; Background Reading</td>
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<table>
<thead>
<tr>
<th>Day</th>
<th>Tue</th>
<th>May 7</th>
<th>Proposals &amp; Setup for Angelo Research Projects</th>
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<tbody>
<tr>
<td></td>
<td>9:00 AM</td>
<td></td>
<td>Research Proposal Presentations p. 1</td>
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<tr>
<td></td>
<td>4:00 PM</td>
<td></td>
<td>Research Proposal Presentations p. 2</td>
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<table>
<thead>
<tr>
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<th>May 8</th>
<th>Angelo Research Projects</th>
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<tr>
<td></td>
<td>9-5 PM</td>
<td></td>
<td>Field Research</td>
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<table>
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<tr>
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<th>Angelo Research Projects</th>
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<tr>
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<td>9-5 PM</td>
<td></td>
<td>Field Research</td>
</tr>
<tr>
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<td>Conservation Class Oral Presentations</td>
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<table>
<thead>
<tr>
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<th>May 10</th>
<th>Angelo Research Projects</th>
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<tbody>
<tr>
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<td>9-5 PM</td>
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<td>Field Research</td>
</tr>
<tr>
<td>Day</td>
<td>Date</td>
<td>Time</td>
<td>Activity Description</td>
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<td>Day 41</td>
<td>May 11</td>
<td>9-5 PM</td>
<td>Angelo Research Projects</td>
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<td>Field Research</td>
</tr>
<tr>
<td>Day 42</td>
<td>May 12</td>
<td>9-5 PM</td>
<td>Angelo Research Projects Conclude</td>
</tr>
<tr>
<td></td>
<td></td>
<td>9-5 PM</td>
<td>Conclude Field Research &amp; Begin Data Entry</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5:00 PM</td>
<td>Equipment Clean &amp; Check</td>
</tr>
<tr>
<td>Day 43</td>
<td>May 13</td>
<td></td>
<td>Travel Angelo to Blue Oak Ranch Reserve</td>
</tr>
<tr>
<td></td>
<td></td>
<td>8:00 AM</td>
<td>Clean Course Use Facilities at Angelo</td>
</tr>
<tr>
<td></td>
<td></td>
<td>9:00 AM</td>
<td>Depart for Blue Oak Ranch Reserve</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4:00 PM</td>
<td>Data Entry &amp; Spreadsheet Check with Instructors</td>
</tr>
<tr>
<td></td>
<td></td>
<td>7:30 PM</td>
<td>Data Analysis Check with Instructors</td>
</tr>
<tr>
<td>Day 44</td>
<td>May 14</td>
<td>9:00 AM</td>
<td>Analysis of Final Project Data</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4:00 PM</td>
<td>Results Check with Instructors</td>
</tr>
<tr>
<td></td>
<td></td>
<td>7:30 PM</td>
<td>Conservation Discussion: Conclusions</td>
</tr>
<tr>
<td>Day 45</td>
<td>May 15</td>
<td>9-11 AM</td>
<td>Figure Preparation</td>
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<tr>
<td></td>
<td></td>
<td>11:00 AM</td>
<td>Figure Checks with Instructors</td>
</tr>
<tr>
<td></td>
<td></td>
<td>12:00 PM</td>
<td>Narrative Framing &amp; Background Reading</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4:00 PM</td>
<td>Story Outline Check with Instructors</td>
</tr>
<tr>
<td></td>
<td></td>
<td>7:30 PM</td>
<td>Scope &amp; Infill for Introduction</td>
</tr>
<tr>
<td>Day 46</td>
<td>May 16</td>
<td>9:30 AM</td>
<td>Final Research Project Narrative check and Figure Prep</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Write-up and Background Reading</td>
</tr>
<tr>
<td></td>
<td></td>
<td>12:00 AM</td>
<td>Complete Working Draft Paper; Take Mental Refresher Break</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1:00 PM</td>
<td>Read &amp; Edit Working Draft Paper, Revise with Research Group</td>
</tr>
<tr>
<td></td>
<td></td>
<td>10:00 PM</td>
<td>Submit Completed Final Draft Paper</td>
</tr>
<tr>
<td>Day 47</td>
<td>May 17</td>
<td>9-1 PM</td>
<td>Slide Preparation &amp; Practice Presentations</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1-5 PM</td>
<td>Slide Preparation &amp; Practice with Research Group</td>
</tr>
<tr>
<td></td>
<td></td>
<td>7:30 PM</td>
<td>Instructor Edited Papers Returned</td>
</tr>
<tr>
<td>Day 48</td>
<td>May 18</td>
<td>All Day</td>
<td>Revisions of Final Project Papers &amp; Presentations</td>
</tr>
<tr>
<td></td>
<td></td>
<td>12-3PM</td>
<td>Individually Scheduled Practice Presentations with Instructors</td>
</tr>
<tr>
<td></td>
<td></td>
<td>7:30 PM</td>
<td>Submit Final Project Papers</td>
</tr>
</tbody>
</table>
Day 49
Sun May 19
Career Skills; Final Presentations; Course Evaluations
9:30 PM Careers, Cover Letters, & CV’s Workshop
11:00 AM Course Evaluations
1:00 PM Presentation Run-Throughs
3:00 PM Final Project Presentations

Day 50
Mon May 20
Course Conclusion & Departure
9:30 AM Clean Course-Use Facilities at Blue Oak Ranch Reserve
11:00 AM Goodbyes and Shuttle Departure for SJC

Student Evaluation:

Chronological
Reserve Natural History Introduction 5% By Assignments
Article Presentation #1 5% Reserve Natural History Introduction 5%
Research Project #1 Presentation 10% Article Presentations (x 3) 15%
Research Project #1 Paper 15% Research Project Presentations (x 3) 35%
Article Presentation #2 5% Research Project Papers (1 solo + 1 group) 35%
Research Project #2 Presentation 10% Participation & Conduct 10%
Article Presentation #3 5%
Final Research Project (#3) Presentation 15%
Final Research Project (#3) Group Paper 20%
Class Conduct and Responsibility 5%
Collaborative Effort and Support 5%

*Note there are no opportunities for extra credit or make up assignments on this course

Academic Integrity Statement:

We strongly encourage you to discuss assignments with each other, but copying or paraphrasing of someone else’s work is not acceptable. Do not quote from any published work (even if you cite the author); always put it in your own words. Plagiarism will result in a 0 on the relevant portions of the assignment, and may be reported to your university for disciplinary sanctions. If you are unsure whether something counts as plagiarism, check with your instructors.
Appendix B

Critical Conservation Issues in California
NRS BIOL/ENVS 189
Spring 2019 Syllabus

Supplemental course for semester students enrolled in California Ecology and Conservation

Course Summary
The goal of this course is to illuminate the connections between ecological research and conservation practice in a rapidly changing world. To achieve this goal, you will conduct an in-depth exploration into a specific issue in conservation biology. Your issue will be relevant to a particular location or ecosystem we visit on the course. Through this exploration, you will gain an understanding of the importance of integrated research in solving complex environmental problems.

You will collect information on your topic of choice from a variety of sources including peer-reviewed journal articles, reports from governmental and conservation organizations, and the public media. You will synthesize ideas from across the readings, developing a thesis that incorporates these multiple perspectives. Your work will culminate in three main products 1) a group discussion, 2) an oral presentation 3) a well-referenced paper.

In order to make best use of your time on the course, you will be required to make significant progress on your project prior to arrival. First, you will select your top three topic choices from the list below, in order of preference. Next, you’ll select peer-reviewed articles and media references (newspaper articles, local TV news reports, etc.) on your chosen topic and develop a project proposal. After feedback, you will write and submit a rough draft of your paper.

Once on the course, you will continue to develop your paper with feedback from your instructor and peers. Additionally, you will choose one of your references to serve as the basis of a conservation discussion which you will lead. Finally, you will give a 10 minute oral presentation on your topic.

Point Breakdown (100 Total)

<table>
<thead>
<tr>
<th>Component</th>
<th>Points</th>
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</thead>
<tbody>
<tr>
<td>Project proposal with annotated bibliography</td>
<td>15</td>
</tr>
<tr>
<td>Rough draft of research paper</td>
<td>5</td>
</tr>
<tr>
<td>Peer Reviews of draft research papers</td>
<td>10</td>
</tr>
<tr>
<td>Discussion prompts and discussion leadership</td>
<td>10</td>
</tr>
<tr>
<td>Oral presentation</td>
<td>30</td>
</tr>
<tr>
<td>Final research paper</td>
<td>30</td>
</tr>
</tbody>
</table>
Timeline

February 18: Email top three topic choices (in descending order of preference) to Tim (tijmille@ucsc.edu). Note that topics are determined on a first come, first served basis.

March 11th: Submit project proposal with annotated bibliography. In one-three paragraphs, describe the issue’s relevance to conservation in your location or ecosystem of focus, the stakeholders involved, potential conflicts of interest among these stakeholders, and potential solutions. Your bibliography should have a minimum of five peer-reviewed articles and two media references. For each source, provide the full citation in the style of the Journal of Ecology (see the “Citation Formats” document). Then give a brief (two to five sentence) description of the central message of the source and how you plan to use it to build your thesis. Choose one of your peer-reviewed articles to be the focus of your conservation discussion. You will receive feedback on your proposal by March 21 (earlier if you submit your proposal early).

March 29th: Submit rough draft of your paper. There is no page or word limit. This draft is not graded. You will have time to work on your paper while on the course, and will receive guidance from your instructor throughout the revision process. However, the more polished your draft, the less stress you will experience while on the course.

April 1: The course begins. Make sure to download your references before arrival, as we will have limited internet access at some locations.

April 24 (Day24): Peer review day. You will exchange papers with your fellow semester students.

May 4 (Day 34): Submit final research paper.

May 9 (Day 39): Give a 10-minute oral presentation on your topic.

Various dates: Lead a group discussion based on your chosen research paper or case study. The discussion will be centered around a specific research paper that fits within your overall thesis topic, but can expand beyond this scope. Several days before your discussion, you will submit five questions that will serve as conversation prompts. For each question, you will provide one to three introductory sentences that contextualize or clarify what you are asking. Questions that highlight a controversy, compare different conservation methodologies, or frame the topic in a new perspective can be particularly effective. Be prepared to provide background on the topic during a brief introduction to the group.
Appendix C

Spring 2019 Arrival and Departure Instructions

Students need to arrive at the Mineta San Jose International Airport on Monday, April 1st. Vans will depart from the airport at 11am and 2pm for the first field site. Do not be late; please plan on arriving to the airport well before your planned pick-up time.

Please email Tim Miller, one of your instructors, at tijmille@ucsc.edu no later than March 18th with the following information.

- If you plan to be in the 11am or the 2pm van shuttle
- Flight, bus, or train information, if applicable
- Your cell phone number for any necessary same-day communication

Vans will meet the group outside of the airport in front of the Terminal B (Southwest Airlines) baggage claim area.

Note that there is no location to store personal vehicles during the course, so students must be dropped off or arrive at the San Jose Airport by other means of transportation (plane, train, etc.).

The course will conclude on Monday, May 20th. Shuttles from our final field site to the San Jose airport will drop students off at the airport at 12PM, so please plan flight departures accordingly.
Appendix D

Packing List

Please pack all clothing and equipment into a single large duffel bag or internal frame backpack, plus a daypack.

Required Clothing

- Hiking boots or sturdy sneakers with good tread (already broken in)
- Water sandals/shoes that secure firmly to your feet (e.g. Tevas or Chacos)
- Wool socks (wool stays warm when wet; cotton does not)
- Waterproof rain jacket and pants
- Warm coat
- Warm wool sweater
- Hoodie and sweatpants
- Wool hat
- Wide-brimmed sun hat
- Warm gloves
- Work gloves
- 2 pairs long pants
- 2 pairs shorts
- 1 swimsuit
- 2 long-sleeved shirts for warmth
- 1 lightweight long-sleeved shirt for sun protection
- 5 t-shirts/undershirts
- Underwear (Budget for up to 10 days between laundry opportunities.)

Required Personal Items

- Sandwich container (e.g. Glad or Tupperware to protect packed lunches)
- Towel
- Sunglasses with UV protection
- Sunscreen and lip protection with minimum 15spf
- Tecnu poison oak cleanser
- Toiletries (e.g. soap, shampoo, toothpaste, etc.)
- Any prescription medicine you might need
- Epi-pen if allergic to bee stings
- Personal first-aid items such as band-aids, allergy medicine, ibuprofen, etc.
- ID/Driver's license
- Money/credit/debit card for personal expenses
Required Equipment

- Laptop computer with wireless connectivity, sufficient battery life, MS Office, and JMP Statistical Software (JMP is available through your home campus, you must have it loaded and tested for functionality before arrival to the course)
- Small tent (1-2 person) with durable rainfly and footprint tarp
- Warm sleeping bag (Temperatures may dip below freezing: if your sleeping bag is not rated at 20°F or colder, you will need to bring a sleeping bag liner as well.)
- Packable inflatable sleeping pad (e.g. Thermarest or Big Agnes; an inflatable will keep you warmer than foam)
- Daypack for carrying your lunch, water, and field supplies every day
- Water bottle(s) (2-quart minimum)
- Headlamp with new and spare batteries
- 'Rite in the Rain' waterproof field notebook
- Pencils and a permanent marker

Suggested Items

- Sleeping bag liner
- Packable/ inflatable pillow
- Binoculars (we’ll have a few for students to borrow)
- Camera
- Magnifying loupe (min 10x)
- Multi-tool (Leatherman or similar with locking blades - no Swiss Army knives or similar with blades that don't lock in place)
- Mesh laundry bag
- Wristwatch (some sites have no power to keep phones charged)
- Comfortable clothes for leisure time
- Flip flop sandals
- Running sneakers and socks
- Camping hammock for leisure time
- Small camp chair (e.g. Crazy Creek or Therma Lounger)
- Musical instruments (coordinate a single guitar for collective use)

Prohibited

- Pets
- Alcohol and drugs
Packing Tips

- This is not a backpacking trip so you don’t need to pack like it (no need for super lightweight gear) but you will need to fit all of your things into one large bag and a day pack. You will be staying at field stations—mostly tent camping and other times in rustic indoor accommodations—but you will never need to haul all of your gear long distances.

- There will be laundry stops along the way, but bring a lot of underwear and base layers (as listed in the required clothing) so you have enough cleanish clothes in between laundry stops. People usually run out of clean underwear first so bring more than you think you’ll need! There is no need to bring laundry soap; it will be provided.

- If bringing your own laptop poses a problem for you, please notify us no later than one month before the course start date.

- To get the required JMP statistical software on your laptop, first check with your campus IT services because some campuses offer it to students for free. If your campus doesn’t offer it for free, you can get a 6-month license for $30 from OnTheHub eStore using your UC email address.

Health and Safety Tips

Being prepared is key to staying safe and healthy throughout the course. Please refer to and follow all health and safety guidelines identified by your instructors and posted at all course locations.

- Carry plenty of drinking water and regularly apply sunscreen to help you avoid dehydration and sunburn, the most common problems encountered in field work.

- Rain gear and warm layers will keep you comfortable even in inclement weather.

- Poison oak is a common plant that causes itchy, weeping rashes. Learn to identify poison oak and to avoid it. Wearing long sleeves and long pants in brushy areas, and applying preventative lotion, such as Tecnu, to areas of exposed skin may help prevent a rash. Immediately rinse with cold water if you accidentally brush against the oily leaves or twigs.

- Ticks are also common in the areas visited and can carry Lyme disease, so conduct regular tick checks and remove any you see. For more information on tick bite prevention, removal procedures, and Lyme disease, please visit http://ehs.ucsc.edu/programs/safety-ih/documents/TickInfo.pdf.

Your instructors are your first resource for all health and safety concerns while in the field; don’t hesitate to ask questions or raise any concerns with them.
Appendix E

UCEAP and NRS Pre-Departure Requirements

Your first payment date is January 1. This is also the deadline to withdraw from the program without UCEAP financial penalty. Additional withdrawal fees may apply for some programs. Consult the Money Matters tab for details.

Campus Health Insurance Requirement: You are responsible for either 1) paying the health insurance fee at your UC campus, or 2) obtaining a health insurance waiver from your UC campus.

Name | Questions about… | Email | Phone
--- | --- | --- | ---
Tim Miller | Program Logistics, Course Information, Health Clearance, Withdrawal Notification, FAQs | tjmiller@ucsc.edu | 
Monica Macias | MyEAP Application, Student Agreement | mmacias@eap.ucop.edu | (805) 893-4138
Monica Rocha | MyEAP Study List | mrocha@eap.ucop.edu | (805) 893-2712
Ben Kinman | Finance: Payments and other money matters | bkinman@eap.ucop.edu | (805) 893-4748

Instructions:
Materials will be posted to this checklist as they become available. Review the Pre-Departure Checklist as soon as possible and plan ahead to meet deadlines. For your protection, please consider emailing scanned documents in an encrypted format.

Pre-Departure Checklist

<table>
<thead>
<tr>
<th>Item</th>
<th>Due Date (Not a Postmark Date)</th>
<th>Read and Complete</th>
<th>Submit To</th>
</tr>
</thead>
</table>
| 1 | Review Now | Review each of the tabs on the Program page for additional deadlines and important information:  
• Overview  
• Money Matters  
• Policies | Varies by item |
| 2 | 11/30/18 | Complete your Application Data in MyEAP  
• Application instructions emailed to you from UCEAP | Application: Online in MyEAP |
| 3 | 11/30/18 | Student Agreement & Waiver of Liability  
• Agreement and Waiver | Sign, Scan, and Email to: mmacias@eap.ucop.edu  
Email all pages in 1 PDF document. |
| 4 | 12/17/18 | Recommended Electronic Signatures  
• eRefund Direct Deposit  
• Release of Financial Information  
• Consent to do Business Electronically | Online in MyEAP |
| 5 | 12/17/18 | Disability Accommodation Requests  
• Instructions | Email from Disability Specialist to: tjmiller@ucsc.edu |
| 6 | 2/1/19 | Health Clearance & Limited Authorization  
• Forms | Scan and Email to: tjmiller@ucsc.edu |
| 7 | Read Now | Arrival Information  
• Arrival Instructions | Print a copy to take with you when you travel |
UNIVERSITY OF CALIFORNIA
NATURAL RESERVE SYSTEM AND EDUCATION ABROAD PROGRAM

STUDENT AGREEMENT

Spring 2019

Student Name: ___________________________________

The Regents of the University of California ("University") and "Student" agree as follows:

This contract articulates the University's expectations regarding standards of conduct: academic, behavior, and with respect to the rights of others. The term "Student" means an individual for whom the University of California maintains student records and who:

- Is enrolled in or registered with an academic program at a UC campus; and
- Is on an approved educational leave or other approved leave status, or is on filing-fee status.

Student understands that participation in the Natural Reserve System's Field Studies Program ("Program") through the University of California Natural Reserve System (NRS) and its administrative support partner the University of California Education Abroad Program (UCEAP) is conditioned on compliance with the terms and conditions set forth below:

PREDEPARTURE AND ARRIVAL INFORMATION

1. The Program has published two sets of information online: the NRS California Ecology & Conservation pages and the UCEAP California Ecology & Conservation Program pages. Both contain vital information regarding the Program. Student accepts and agrees that Student is responsible for reading all Program materials before departure. University and Student expressly agree to the terms and conditions stated in this Agreement, including, but not limited to, those governing the following:

   i. Air and surface transportation to Program's sites, including the obligation to arrive by the specific time and date of the Program start;
   ii. Travel and academic requirements at the Program sites and consequences of non-attendance;
   iii. Room and board during the Program as applicable;
   iv. The academic course in which Student will participate and the awarding of such University of California credit as University shall specify;
   v. Procedures for reporting incidents of sexual harassment;
   vi. Obligation of Student to accept financial responsibility for all medical services either through personal resources or through medical insurance.

STUDENTS WITH DEPENDENTS

2. Student understands and agrees that spouses/registered domestic partners (same sex) and/or other dependent(s) are not allowed to accompany the Student or participate in the Program unless they are University of California students and have been accepted as participants in the Program for the same term.

PUBLICITY CONSENT

3. Student grants permission and authorizes University to use Student's name and photograph/video/blogs for publicity purposes of the Program. Distribution of such materials may include, but are not limited to, the classroom, television, publications, Internet (including webcasts and podcasts), the NRS or UCEAP website, audio-visual presentations, and any other related media in existence or later created. The Program retains the right not to use materials provided. Student grants, assigns, and conveys to University all rights, title and
interest Student and Student’s heirs and assignees may have in and to any recording made under this consent. Student understands this total release of rights irrevocably means that University may, without limitation, exercise all ownership rights including copyrights relating to the recording(s). If you do not want to authorize University to use your name, image, or submitted testimonials/works for publicity purposes, you may opt-out by e-mailing publicityoptout@eap.ucop.edu.

**FINANCIAL INFORMATION**

4. Program Fees and Supplemental Charges

A. All fees are subject to change without notice. Every effort will be made to keep fees stable; however, given continuing budget uncertainties, circumstances may require an adjustment during the year, for which Student is responsible. Any unpaid fees resulting in collection activity by the Program or its agent may be subject to interest assessed at the rate of 10 percent per annum plus costs of collection. Student is responsible for determining if account has an outstanding balance each month and for resolving all payments by the due dates. If Student’s account becomes delinquent, a block may be placed on Student’s University of California records and future registration. Program records and grades may also be withheld and not reported to the student’s UC campus until the balance is cleared.

Financial aid students are required to pay within stipulated deadlines. If awards do not fully cover payments due, students must pay at least the minimum amount due as indicated on the payment voucher. Student is responsible for updating Student’s mailing and e-mail addresses directly through MyEAP.

B. Student shall pay to the University the following fees:

i. Specific Program fees listed in the UCEAP Undergraduate Student Budget Worksheet;

ii. Miscellaneous campus fees;

iii. Supplemental fees or surcharges in effect for the term(s) of enrollment in Program, applicable to special status students, for example double majors, certain professional school students, or any other status or classification subject to supplementary fees established by the University, UC campus, or Program;

iv. In cases when NRS and/or UCEAP pays costs for student services on-site, Student is responsible for paying any additional costs if Student chooses any supplemental options that may be available on-site;

v. UC Non-Resident Tuition applicable to students classified as Non-Resident of the State of California for purposes of University fees;

vi. Fee increases as may be established by the University, UC campus, NRS or UCEAP;

vii. Participation Fee: $1000.00;

viii. Payment Plan Fee: $25.00;

ix. Late Payment Fee: $50.00 (Payments must be received by the due date indicated on the Program Payment Voucher. To avoid this charge, payments must be received by the stipulated deadline. Failure to receive a reminder billing email from UCEAP does not relieve students of the responsibility to pay Program costs on time along with any penalties owed);

x. NSF (non-sufficient funds/returned item) Fee: $25.00 first time; $35.00 each time thereafter. (Student may be required to make repayment with cash, cashier's check, or money order.)

C. Payment of all fees, which are subject to the conditions established by the University, shall be made by Student in compliance with the Program Payment Schedule. Payment(s) from Student shall be issued to "The Regents of the University of California" and mailed to the Systemwide Office of the University of California Education Abroad Program, 6950 Hollister Avenue, Suite 200, Goleta, California 93117-5823.

D. University reserves the right to increase any of its educational fees or incidental costs, and non-resident student tuition fees applicable to University of California students generally. Changes will be posted on the UCEAP website in a timely manner.
5. Transportation

A. Travel to the Program’s Initial Site and from the Program’s Final Site. It is understood by the parties signing this Agreement that transportation, and all associated costs, to the Program’s initial site and from the final site shall be arranged and paid for by Student as an individual and in no instance shall be paid by the University, NRS, or UCEAP. Student understands and accepts that the University, NRS, and UCEAP are not responsible for such things, but not limited to, departure time changes, cancellations, fare changes, loss of baggage, delays, losses, injuries, cessation of operations, bankruptcy, accidents, fees, or the intent or negligent acts of any person or entity engaged in transporting Student to the initial site and from the final site.

B. Student understands that all travel related to the Program, except that travel described in Paragraph 5A., above, is group travel and Student will be required to participate in such travel unless Student receives specific permission from the Faculty Leader(s) to use a different mode of transportation.

6. Payment of Personal Expenses During Program

Student understands that Student is responsible for payment of any expenses Student incurs or that are incurred on Student’s behalf, during the course of the Program, including, but not limited to, medical costs or expenses, rent, utilities, telephone bills, emergency loans, etc. Student should keep receipts for all such payments.

Student is also responsible for any damages Student may cause during the course of the Program, including damage to housing or other property. If Student fails to meet these responsibilities and University pays the expense incurred or caused by Student, then University will recharge those expenses to Student plus an administrative fee.

7. Program Changes

Student understands that the Program is subject to modification or cancellation because of natural disasters, insufficient participation or other causes. Student understands that if one of these occurs, Student may not have any fees or expenses refunded.

Student understands that if Student leaves or is excluded from the Program for any reason there will be no refund of fees paid or expenses incurred. Student understands that if Student loses connections or becomes detached from the Program group or if Student becomes sick or injured, Student will contact the Faculty Leader(s) immediately.

8. Program Withdrawal dates and Withdrawal Fee

It is understood by the parties that withdrawal by Student from the Program, pursuant to Section 9 below, whether or not authorized by University, and termination of Student’s participation in the Program, pursuant to Sections 13 and 13A below, whether or not voluntary on the part of Student, shall not diminish or otherwise affect Student’s obligation to make to University any and all payments specified by this Agreement. It is further understood that Student must obtain a mandatory NRS Health Clearance within the stipulated deadline and be in good academic standing on Student’s UC campus before participation in the Program. In addition, Student must maintain good academic status, as determined by University, during participation in the Program.

Student understands that the University incurs administrative expenses in the event Student withdraws before commencement of the Program pursuant to the withdrawal information on the UCEAP California Ecology & Conservation web pages. Student who withdraws or fails to complete the Program is subject to University fees and penalties in accordance with UC Refund Procedures, and to third-party service provider fees and penalties. Student agrees that the sum of Five Hundred Dollars ($500.00) shall be considered a Withdrawal Fee and will be assessed by the University as fixed, liquidated, and agreed upon damages should Student withdraw or be withdrawn from the Program.

Payment of such liquidated damages shall be in addition to the requirement of Student to fully perform Student’s obligation under this Agreement as previously specified, including the obligation to pay for any and all costs expended by University on behalf of Student, including but not limited to lodging and transportation.
If Student decides to withdraw Student’s application, Student is responsible for notifying NRS immediately in writing. If Student fails to provide this notification, Student will remain in Program, unless administratively withdrawn by NRS and/or UCEAP, and subject to fees and costs of Program.

Student will be charged University unrecoverable costs and fees if student withdraws any time after the deadline of January 1, 2019. Additional penalties, including unrecoverable Program costs and fees assessed by a third-party service provider, may apply according to deadlines established by those entities. Student is responsible for consulting with NRS, the Program Budget and Program Information on the UCEAP website, and/or with the UCEAP Finance Accountant for Program, to determine how these costs and fees may affect Student.

Should a student or former student fail to pay a fee and/or a debt owed to UCEAP, UCEAP and NRS may “withhold permission to register, to use facilities for which a fee is authorized to be charged, to receive services, materials, food or merchandise, or any combination of the above from any person owing a debt” until the debt is paid (see Title 5, California Code of Regulations, Sections 42380 and 42381). UCEAP and/or NRS may also withhold grades from release, including release to the student’s home campus registrar.

**STUDENT CONDUCT**

9. Full-Time Program Participation

Student understands that the academic aspects of the Program are such that participation by Student in the Program for the full NRS academic term is necessary to achieve the academic objectives and requirements of the Program and the full performance of this Agreement.

Student agrees not to withdraw from the Program before the official end of the Program unless Student is first granted by University express written authorization to withdraw. Withdrawal without prior authorization will constitute a breach of this Agreement and a violation of University, NRS, and UCEAP rules and regulations. In any case of withdrawal, with or without permission, NRS shall impose academic penalties, and UCEAP shall impose discipline, and fines upon Student as it deems appropriate under the circumstances.

10. Completion of Required Documentation and Communication with Program Officials

Student agrees to complete and return by UCEAP-, NRS-, and Faculty Leader(s)-specified deadlines, all documents and forms provided by UCEAP, NRS, and/or Faculty Leader(s), and understands that failure to do so may result in disciplinary action, including dismissal from Program. Student agrees to respectfully comply with the directions of a Program official acting in the performance of his or her duties.

The information requested by UCEAP in MyEAP is necessary for UCEAP to create Student’s financial and academic records for the Program.

Student is required to have an email address, and updated contact information, on file through MyEAP for official Program correspondence and to check email frequently. Student is also required to share updated contact information with NRS officials. Program officials will be sending important information to Student using this address. Student will be responsive to Program officials and its partners from the time of application through the end of the Program. Student understands that failure to respond in a timely manner to Program officials and its partners may lead to dismissal.

11. Arrival for Mandatory On-Site Orientation

Student agrees to arrive and be present for the first day of instruction, on the date and at the place specified on the NRS website and in the Pre-Departure Checklist on the UCEAP California Ecology & Conservation web page, and understands that if Student arrives late or is not present, Student may be dismissed from the Program.

12. Participation in Program Required Site Visits

A. Sequential visits to different NRS Reserves are an integral part of the Program. Student agrees to adhere to the guidelines that have been developed by the Faculty Leader(s) for travel between and within NRS sites.
B. If Student fails to follow any site guidelines, instructions, or policies set up for a site visit, this may result in disciplinary action.

C. Student agrees to meet all established timetables for the site-to-site travel. If Student fails to meet the Program’s timetable, Student will make alternative travel arrangements and assume all costs for transportation. This excludes situations where the student has received specific permission from the Faculty Leader to use a different mode of transportation under Section 5B of this Agreement.

D. Student understands and accepts that if Student is not on time at the beginning of any travel to the next site, the Faculty Leader(s) is authorized to depart without Student.

E. Student understands that Student cannot bring family members, friends, or anyone unrelated to the NRS sites.

F. Student understands that there will be no refund for any missed site-to-site group travel and that missing a site may have academic consequences.

G. Student understands that if Student is unable to accompany the group to a scheduled NRS site for reasons of certified illness, disability, or religious observance, Student will need to let the Faculty Leader(s) know in advance so an alternative academic plan can be established, if necessary.

13. Standards of Conduct

It is understood between the parties to the Agreement that the implications of this Agreement are such that the good conduct of Student during the course of the Program is of critical importance. Student agrees to read, understand, and abide by University Policy on Student Conduct and Discipline as outlined in the UCEAP California Ecology & Conservation web page. Student agrees to regularly attend all class times and to conform to all applicable rules, regulations, and policies of University, NRS, and UCEAP. Student is expected to maintain good academic standing as determined by the University (minimum GPA of 2.0). Failure to maintain good academic standing may result in probation or dismissal from the Program.

Student understands that Student must act responsibly and ensure that Student’s behavior will not endanger self or others and must avoid conduct that jeopardizes the orderly operation of, and the educational opportunities provided by the Program, and/or standing, credibility, and viability of the Program.

Student understands that misconduct in any of the NRS sites can lead to dismissal from the Program, loss of academic credit, and may additionally result in a decision by Student’s UC campus to impose further sanctions, such as suspension or dismissal from the University of California. Misconduct refers to Student’s actions that violate student conduct policies or that, in the judgment of the Faculty Leader(s) and/or other Program officials, jeopardize Student’s own welfare or that of fellow students and/or the Program.

A. Such actions include, but are not limited to, the following:

i. Threats or the use of physical and/or verbal violence;
ii. Violating the laws of the state
iii. Openly abusing the customs and mores of the NRS;
iv. Damage to or destruction of property of others;
v. Alcohol or substance abuse;
vi. Harassment of any kind;
vii. Disrespectful, rude, aggressive action toward another person, and uncivil behavior/communication (e.g., talking back, willfully ignoring a Faculty Leader(s)’s and/or Program officials’ communication, physical/psychological intimidation, culturally insensitive behavior, name calling, etc.) with any official associated with the Program;
viii. Bias-motivated behavior (e.g. related disability, sexual orientation, race, religion, ethnicity, etc.);
ix. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other University activities;
x. Unauthorized absence from classes and/or from the Program;
xii. Academic misconduct (cheating, fabrication, forgery, plagiarism, or facilitating academic dishonesty);
xiii. Staying in accommodations other than the Program accommodations when Program is in session;
Any failure to participate in the Program as designed and determined by the Faculty Leader(s) (e.g., failure to attend class, failure to participate in required events or activities, failure to submit academic work, disruption of classes or activities).

Any failure to provide the Faculty Leader(s) and/or Program officials with complete and accurate information as requested via the Program materials, including, but not limited to, Health Clearance Form, MyEAP personal information, and the Student Agreement; or to provide updated information if there are any changes.

14. Dismissal Due to Misconduct or Low Academic Achievement

Student understands that because of the exigencies of Reserve-related travel and the lack of administrative resources on site, Student’s rights regarding any alleged breach of contract are controlled solely by the terms of this Agreement.

Student understands and accepts that if the Faculty Leader(s) and/or Program officials determine that the conduct or academic performance of Student is such that Student should not continue in the Program, the Faculty Leader(s) and/or Program officials may advise Student that Student is being dismissed from the Program, along with the reasons for dismissal. In the event of a dismissal pursuant to this paragraph, University shall not be required to refund to Student any payment or portion thereof made to University.

15. Substance Abuse Policy

Student understands that it is Student’s personal responsibility not to abuse alcohol and/or other drugs. If student chooses to consume alcohol, Student will do so responsibly. Student accepts all responsibility for any actions, liability, or risks that Student engages in while under the influence of alcohol or other drugs.

HEALTH AND SAFETY

16. Student understands that living at NRS sites may involve health and other personal risks. Student understands that Student has a role to play in minimizing potential dangers and NRS and UCEAP expect Student to participate actively in minimizing Student’s risks while in the Program. Student assumes responsibility for Student’s own personal safety and the security of Student’s personal belongings.

The University, NRS, and UCEAP have established policies and procedures to help Student minimize Student’s personal risk exposure and enhance Student’s safety. Student understands that Student’s own conduct is the central factor in promoting individual safety and well-being. Staying safe and secure during the Program is a partnership with NRS and UCEAP and it requires Student to take personal responsibility for observing culturally appropriate behavior, exercising sound judgment and abiding by University, NRS, and UCEAP policies and procedures.

Student agrees to complete honestly, accurately, and fully all required pre-departure health forms, and to exercise reasonable and recommended precautions while in the field with respect to basic health protective measures, food, drink, personal hygiene, personal conduct, and exposure to known disease risk factors. Risk factors include, but are not limited to, dehydration, sunburn, animal and insect bites, etc. Student understands and agrees that it is Student’s responsibility to determine, in consultation with licensed health practitioners, whether Student is able to participate in the Program.

17. Termination Due to Non-Compliance with Health Clearance

NRS or UCEAP may terminate this Agreement at any time if NRS or UCEAP learns that Student has failed to comply with the requirements for participation, which are set forth in the NRS Health History, and the NRS Health Clearance forms in accordance with NRS guidelines. Student must obtain health clearance screenings, be cleared to participate, and submit forms to NRS by the given deadlines before departure.

18. SAFETY

Student understands that University, NRS, and UCEAP cannot guarantee the safety of Student or ensure that risk will not at times be significantly greater than on a UC campus. Student understands that University, NRS,
and UCEAP cannot monitor the daily personal decisions, choices, and activities of Student any more than is the case on the UC home campus.

Student understands and agrees that in the unlikely but possible event of a Program emergency that generates a safety warning, Student will comply with all directives, including relocation and mitigation directives, whether these are delivered by local government authorities, the University, NRS, UCEAP, or other agents of the Program. Student understands that failure to do so may result in discipline, including dismissal from the Program without any refund or recourse.

19. Communication Requirement

Student understands that maintaining contact with the Faculty Leader(s), and Program officials is very important for safety, health and emergency purposes. Student agrees to select and utilize appropriate and ongoing communication links with these persons.

AGREEMENT MODIFICATION AND/OR TERMINATION

20. NRS or UCEAP may modify any terms of this Agreement as necessary before Program start.

NRS or UCEAP, in its sole discretion, may modify this Agreement with respect to any costs, dates, times, methods, schedules, sites, or elements or details of the Program, as long as any such modification contains a reasonably comparable substitution for the terms of this Agreement.

NRS or UCEAP, may end this Agreement, and shall have no obligation to place Student in any other Program, provided that UCEAP returns to Student payments made by Student to UCEAP, in accordance to Section 4 above, unless the termination is in accordance to the terms of Sections 13 above.

It is expressly understood by the parties to this Agreement that NRS or UCEAP reserve the right to terminate or suspend the Program at any time it deems the safety or welfare of Student is at risk.

STUDENT AGREEMENT TERMS AND CONDITIONS

21. This Agreement contains all the terms and conditions to which the parties have agreed and, unless explicitly stated otherwise in this Agreement, there are no other understandings or representations, oral or written, regarding the subject matter of this Agreement. Any modification of this Agreement must be in writing and signed by each party, except as provided in Section 20 above.

22. Termination of Program during Emergencies

If the Program, facilities, or substantial portion of the Program must be limited, suspended, or closed due to an emergency or natural disaster, NRS or UCEAP may terminate this Agreement without prior notice. In no event shall University be obligated to provide alternate classes, activities, or facilities to the Student or to rebuild or replace any affected premises.

WAIVER OF LIABILITY, ASSUMPTION OF RISK, AND INDEMNITY AGREEMENT

23. Student agrees to sign the mandatory Waiver of Liability, Assumption of Risk, and Indemnity Agreement before departure.

24. Counterparts; Facsimile Signatures. This Agreement may be executed in one or more counterparts and delivered by electronic mail with original signatures to follow, each of which shall be deemed an original, but all of which together shall constitute but one and the same instrument.
By so signing, Student agrees that Student has read and understood this Agreement.

Student’s Signature: ___________________________________________ Date: ________________

______________________________________     _______________________________
Vivian - Lee Nyitray       Peggy L. Fiedler
Associate Vice Provost and Executive Director      Director
University of California Education Abroad Program   Natural Reserve System

The signature of the parent/guardian is only necessary if the student is a minor.

UNIVERSITY OF CALIFORNIA
NATURAL RESERVE SYSTEM AND EDUCATION ABROAD PROGRAM

I (a) am the parent or legal guardian of the above minor student, (b) have carefully read the foregoing Student Agreement (including such parts as may subject me to personal financial responsibility), (c) am and will be legally responsible for the obligations and acts of the minor student as described in this Student Agreement, and (d) agree for myself and for the student to be bound by its terms.

Parent/Guardian Signature of Minor Student:

________________________________________________________

[Print extra copy for your personal records]
Appendix G

Natural Reserve System
Request for Disability Accommodations Instructions

Students who are eligible to receive disability accommodations on their campus should obtain a letter listing their requested accommodations for the UC Natural Reserve System (NRS) field program, California Ecology and Conservation, to facilitate successful participation in the program. Please follow the steps listed below.

1) If you have a disability, we strongly encourage you to register with your campus disability office immediately. You must go in person to the disability office; you cannot register online.
   - Disclose Early. Some accommodations may require 3 to 6 months notice for planning purposes.
   - UC Campus Offices for Students with Disabilities: http://admission.universityofcalifornia.edu/campuses/specific-populations/students-with-disabilities/index.html

2) Once you are registered, Meet with your Disability Specialist.
   - Plan Ahead for your discussion with your specialist. Make sure you understand what the NRS program entails and research the accessibility of accommodations at reserves. A few useful resources are the course information packet (https://ucnrs.org/fsp/pdf/CEC-info-Packet.pdf) and the description of reserves (https://ucnrs.org/by-name/). In addition, research funding options to cover any potential costs for accommodations.
   - Share Information about your program (academic requirements, field work, accessibility in the field, etc.) with the disability office, and discuss whether the program is a good fit for you.
   - Be Flexible. Services and accessibility in the field may differ from those on campus and/or may not be available.
   - Budget Accordingly. NRS does not pay for the cost of accommodations.

3) Request an Accommodations Letter from your Disability Specialist. The letter must:
   - Be specific to your NRS program and term.
   - Be on letterhead and signed by the Disability Specialist.
   - Be sent from the Disability Specialist via email as a PDF document to Tim Miller, one of your instructors, at timmille@ucsc.edu
   - List the accommodation(s) you may need to facilitate a successful time in the field.
   - State whether your campus will provide funding for any potential costs for your accommodations.

4) Submit the Accommodations Letter at the email address above by the deadline stated in your Pre-Departure Checklist. Submit it as early as possible so that the NRS has time to confirm accommodations that may be available in the field.

If you are participating in more than one program, you must submit a letter for each program. Your requests need to be considered separately.
Appendix H

UCEAP and NRS Pre-Departure Requirements

Your first payment date is **January 1**. This is also the deadline to withdraw from the program without UCEAP financial penalty. Additional withdrawal fees may apply for some programs. **Consult the Money Matters tab for details.**

**Campus Health Insurance Requirement:** You are responsible for either 1) paying the health insurance fee at your UC campus, or 2) obtaining a health insurance waiver from your UC campus.

### Name | Questions about… | Email | Phone
--- | --- | --- | ---
Tim Miller | Program Logistics, Course Information, Health Clearance, Withdrawal Notification, FAQs | tijmille@ucsc.edu | 
Monica Macias | MyEAP Application, Student Agreement | mmacias@eap.ucop.edu | (805) 893-4138
Monica Rocha | MyEAP Study List | mrocha@eap.ucop.edu | (805) 893-2712
Ben Kinman | Finance: Payments and other money matters | bkinman@eap.ucop.edu | (805) 893-4748

**Instructions:**
Materials will be posted to this checklist as they become available. Review the Pre-Departure Checklist as soon as possible and plan ahead to meet deadlines. For your protection, please consider emailing scanned documents in an encrypted format.

### Pre-Departure Checklist

<table>
<thead>
<tr>
<th>Item</th>
<th>Due Date (Not a Postmark Date)</th>
<th>Read and Complete</th>
<th>Submit To</th>
</tr>
</thead>
</table>
| 1 | Review Now | Review each of the tabs on the Program page for additional deadlines and important information:  
- Overview  
- Money Matters  
- Policies | Varies by item |
| 2 | 11/30/18 | Complete your Application Data in MyEAP  
- Application instructions emailed to you from UCEAP | Application: **Online in MyEAP** |
| 3 | 11/30/18 | Student Agreement & Waiver of Liability  
- Agreement and Waiver | Sign, Scan, and Email to: mmacias@eap.ucop.edu  
Email all pages in 1 PDF document. |
| 4 | 12/17/18 | Recommended Electronic Signatures  
- eRefund Direct Deposit  
- Release of Financial Information  
- Consent to do Business Electronically | **Online in MyEAP** |
| 5 | 12/17/18 | Disability Accommodation Requests  
- Instructions | Email from Disability Specialist to: tijmille@ucsc.edu |
| 6 | 2/1/19 | Health Clearance & Limited Authorization  
- Forms | Scan and Email to: tijmille@ucsc.edu |
| 7 | Read Now | Arrival Information  
- Arrival Instructions | Print a copy to take with you when you travel |
Appendix I

UCEAP Academic Conduct Policy

UCEAP students are expected to follow University of California rules and regulations on academic conduct. As enrolled UC students abroad, UCEAP participants should understand and subscribe to the principles of academic integrity and must be willing to bear individual responsibility for their work while studying abroad.

- Any academic work (written or otherwise) submitted to fulfill an academic requirement must represent a student's original work.
- Any act of academic misconduct, such as cheating, fabrication, forgery, plagiarism, or facilitating academic dishonesty, will subject a student to disciplinary action.

1. Cheating
   Fraud, deceit, or dishonesty in an academic assignment, or using or attempting to use materials that are unauthorized.
   - Copying or attempting to copy from others during an exam or on an assignment.
   - Communicating answers with another person during an exam.
   - Preprogramming a calculator to contain answers or other unauthorized information for exams.
   - Using unauthorized materials, prepared answers, written notes, or concealed information during an exam.
   - Allowing others to do an assignment or portion of an assignment for you, including the use of a commercial term-paper service.
   - Submission of the same assignment for more than one course without prior approval of all the instructors involved.
   - Collaborating on an exam or assignment with any other person without prior approval from the instructor.
   - Taking an exam for another person or having someone take an exam for you.
   - Continuing to work on an exam after the instructor/proctor has announced that all students must stop working.

2. Plagiarism
   Plagiarism is intellectual theft. An author's work is his/her property and must be respected by documentation. Plagiarism refers to the use of another's ideas or words without proper attribution or credit.
   - Wholesale copying of passages from works of others (for example, books, articles, films, graphics, including websites or other electronic sources) into your homework, essay, term paper, dissertation or class project without acknowledgment.
   - Use of the views, opinions, or insights of another without acknowledgment.
   - Paraphrasing of another person's characteristic or original phraseology, metaphor, or other literary device without acknowledgment or proper citation.

3. False Information and Representation, Fabrication, or Alteration of Information
   - Furnishing false information in the context of an academic assignment.
   - Failing to identify yourself honestly in the context of an academic obligation.
   - Fabricating or altering information or data and presenting it as legitimate.
   - Providing false or misleading information to an instructor or any other University official.

4. Theft or Damage of Intellectual Property
   - Sabotaging or stealing another person's assignment, book, paper, notes, experiment, project, electronic hardware or software.
   - Improper access to, or electronically interfering with, the property of another person or the University via computer or other means.
   - Obtaining a copy of an exam or assignment prior to its approved release by the instructor.

5. Alteration of University Documents
   - Forgery of an instructor's signature on a letter of recommendation or any other document.
   - Submitting an altered transcript of grades to or from another institution or employer.
   - Putting your name on another person's exam or assignment.
   - Altering a previously graded exam or assignment for purposes of a grade appeal or of gaining points in a re-grading process.

6. Distribution of Lecture Notes for Commercial Purposes
   - Selling, distributing, website posting, or publishing course lecture notes, handouts, readers, recordings, or other information provided by an instructor, or using them for any commercial purpose without the express permission of the instructor.
Appendix J

UCEAP Program Suspension Policy

1.0 INTRODUCTION

The University of California Education Abroad Program (UCEAP) is the only study abroad provider representing the University of California system. Through international academic experiences in 40 countries and with exchanges between 150 universities, UCEAP offers 380 program options for immersive language study, internships and research. The diverse array of academic offerings, combined with UCEAP’s high priority on health and safety, provide UC students with an excellent opportunity to explore new cultures, gain valuable research and professional experience, and transform their lives, UC and the world.

In executing its academic and administrative oversight responsibilities, UCEAP reserves the right to suspend operations if conditions so warrant.

This document describes the policies and the rationale underlying the suspension of UCEAP programs. Generally, suspensions may occur because of security, health, academic quality, or operational concerns.

2.0 SUSPENSIONS BASED ON SECURITY

2.1. BACKGROUND

The health and welfare of all students, staff, and faculty abroad under the auspices of UCEAP are of the highest priority for the University of California. Risk and institutional liability are also important factors in considering program suspensions.

The U.S. Department of State (DOS) periodically posts Travel Warnings for countries that it deems to be unsafe for Americans based on relevant information that State has collected. Travel Warnings are issued to describe long-term, protracted conditions that make a country dangerous or unstable. A Travel Warning is also issued when the U.S. Government’s ability to assist American citizens is constrained due to the closure of an embassy or consulate or because of a drawdown of its staff. Travel Warnings remain in place until the situation changes; some have been in effect for years.

Travel Warnings are distinct from two other travel information documents issued by DOS: Country Specific Information (CSI) and Travel Alerts (TA):

- **Country Specific Information** (CSI) is available for every country of the world. These pages include such information as location of the U.S. embassy or consulate in the subject country, unusual immigration practices, health conditions, minor political disturbances, unusual currency and entry regulations, crime and security information, and drug penalties. If an unstable condition or travel restriction exists in a country that is not severe enough to warrant a Travel Warning, a description of the condition(s) may be included under the Safety/Security section.

- **Travel Alerts** (TA) are issued to disseminate information about short-term conditions that may pose imminent risks to the security of U.S. citizens. Examples of reasons for issuing a Travel Alert might include an election season that is bound to have many strikes, demonstrations, or disturbances; a health alert like an outbreak of H1N1; or evidence of an elevated risk of terrorist attacks. When these short-term events are over, DOS will cancel the Travel Alert.

UCEAP monitors all DOS travel information documents and gives serious consideration to the information contained within them.
Under the UCEAP Student Travel Policy (for travel during a student’s UCEAP break), and by signature of agreement in the Student Agreement, students participating in UCEAP are strongly discouraged from traveling independently during their breaks to locations that a US DOS CSI, TA and TW, and/or Study Center/Partner recommendation to avoid such travel.

2.2 POLICY

The UCEAP bases security-related program suspensions on U.S. DOS Travel Warnings. Accordingly, the UCEAP will not initiate, operate, supervise, direct, or otherwise support a new program, or a new term of an existing program, in countries for which a U. S. DOS Travel Warning is in effect. In such instances, the UCEAP Associate Vice Provost and Executive Director will issue a formal statement of program suspension.

Should a Travel Warning be issued after the start date of a UCEAP term, UCEAP will evaluate the health, safety, and security conditions at the program location and region to determine if programming can continue. UCEAP will consult, if time permits, with the affected UC Study Center or partners abroad, U.S. DOS regional and security analysts, US Mission Regional Security Officer, other U.S. institutions of higher education with programs in the country, UCOP Office of the President Risk Services, UC security provider, UC insurance provider, and area expert. Once a determination has reached whether programming can continue, the UCEAP Associate Vice Provost and Executive Director will request the President an exception to the Program Suspension policy or will support the suspension of the program. The UCEAP Regional Director will consult with the Study Center or its partners to determine the appropriate time frame for suspending the program and/or the safe evacuation of students, faculty, and staff, from the host country. When possible, UCEAP will assist the students in completing their academic program while minimizing adverse financial consequences. UCEAP will work with the UC campuses to help students transition back to campus classes.

Should a Travel Warning be issued, for a specific region of a country, before the start date of a UCEAP term, UCEAP will consult with the affected UC Study Center partners abroad, U.S. DOS regional and security analysts, U.S. Mission Regional Security Officer, other institutions of higher education with programs in the country, UCOP Office of the President Risk Services, UC security provider, UC insurance provider, and area experts, to determine whether there is any threat to continue operations.

EXCEPTION TO POLICY

In compelling circumstances, depending on the local/regional situation, the language of the TW, and the specific UCEAP program location, the UCEAP International Health, Safety, and Emergency Response unit will consult with the UCEAP Regional Team and provide an assessment after consulting widely, contingency plans, and a recommendation to the Associate Vice Provost and Executive Director for an exception consideration, if such exception is deemed reasonable. After review, if the recommendation is to continue the program, an exception to policy will be requested to the University of California Office of the President. Such request must be backed by a security overview and/or assessment by qualified security professionals, and recommended program modifications to help mitigate risk (e.g., travel restrictions, required cell phones, additional waiver, etc.). A final decision regarding an appeal for an exception will be issued by the President, or his/her designee.

In the event that the U.S. DOS removes its Travel Warning for a country in which UCEAP has ceased operating an existing program(s), UCEAP will start the process to assess the situation to consider the resumption of the program(s) within a reasonable and appropriate time frame, unless other factors provide an independent reason for continuing the suspension of the program(s). However, depending on the specific security situation, UCEAP must first request iJET International to carry out a thorough risk assessment before the resumption of operations happens.

EXCEPTION CRITERIA

Exceptions will be evaluated within the context of potential risk to the students and the program. Exception requests that create significant risks without compensating controls will not be approved.
3.0 SUSPENSIONS BASED ON HEALTH CONCERNS

3.1 BACKGROUND

The health and welfare of all students, staff, and faculty abroad under the auspices of UCEAP are of highest priority. Risk and institutional liability are also important factors in considering program suspensions. A variety of U.S. and international bodies issue scalable definitions for travel notices about disease occurrences abroad. UCEAP relies on notices from CDC (independently or in conjunction with WHO and the U.S. DOS) when determining to suspend a program because of health concerns.

TRAVEL NOTICE DEFINITIONS

CDC issues different types of notices for international travelers. The definitions are below. They describe both levels of risk for the traveler and recommend preventive measures to take at each level of risk.

UCEAP monitors all CDC and WHO notices, gives serious consideration to the information contained within them, and constantly reassesses any critical situation.

3.2 POLICY

UCEAP follows an unequivocal policy that bases health-related program suspensions solely on Travel Health Warnings issued by U.S. Centers for Disease Control and Prevention (CDC). In such instances, the UCEAP Associate Vice Provost and Executive Director will issue a formal statement of program suspension.

Accordingly, UCEAP will not initiate, operate, supervise, direct, or otherwise support a new program, or a new term of an existing program, in any country for which the CDC, independently or in partnership with the World Health Organization (WHO), issues a Travel Health Warning. The use of a Travel Health Warning will be the only factor to be considered when suspending programs because of health reasons. In such instances, the UCEAP Associate Vice Provost and Executive Director will issue a formal statement of program suspension.

Should a Travel Health Warning be issued after the start date of a UCEAP term, UCEAP will consult, if time permits, with the affected UCEAP Study Center/UCEAP Representative, CDC and WHO health experts, other organizations that offer programs in the country/region, University of California Office of the President Risk Services, UC insurance, UC campus health experts, and area health experts to determine the appropriate time frame for suspending the program and/or the departure of the students, faculty, and staff, from the host country. When possible, UCEAP will assist students in completing their academic program while minimizing adverse financial consequences. UCEAP will work with the UC campuses to help students transition back to campus classes.

In the event that the Travel Health Warning is removed for a country in which UCEAP has ceased operating an existing program(s), UCEAP will resume such program(s) within a reasonable and appropriate time frame, unless factors other than health provide an independent reason for continuing the suspension of the program(s).
4.0 SUSPENSIONS BASED ON ACADEMIC QUALITY

4.1 BACKGROUND

The Academic Senate, through (UCIE), exercises academic oversight over UCEAP. Among other responsibilities, UCIE formally reviews existing programs and approves new programs. Having active involvement by UC faculty in the development of new programs ensures that in their totality they are of comparable quality to University of California and that the proposed curricula can be integrated into UC academic majors and programs.

In addition to direct faculty oversight, UCEAP maintains a standard set of informational documents that, taken together, provide assessments of the academic strengths and weaknesses of various programs. These documents include: Profiles of the educational systems in host countries, UCEAP partner institutions, and the UCEAP programs; Annual Reports from each UC Study Center Director or local Liaison Officer and/or visiting UC faculty or UCEAP staff; and Annual Status and Strategy Reports providing a review and assessment of the strengths and weaknesses of each program.

4.2 POLICY

UCEAP will not initiate, operate, pay for, supervise, direct, or otherwise support a new program, or a new term of an existing program, in any host institution, if that program does not meet UC standards of quality. To ensure program quality, ongoing assessments are done by the Associate Vice Provost and Executive Director, and the Assistant Dean, and include consideration of such factors as: the academic rigor of learning opportunities, course availability, professional qualifications of faculty, accreditation, UC faculty program reviews, student evaluations, Study Center Director or Regional Director input, reports from UCEAP International Faculty Exchange visitors, and access to appropriate research and library resources, among other things.

Program suspension provides an opportunity to develop a plan for restoring program viability. UCEAP will attempt to remediate problems of academic quality for programs that have been identified as problematic. If such remediation is unsuccessful, UCEAP will suspend the program after consulting with the University Committee on International Education (UCIE). The UCEAP Associate Vice Provost and Executive Director has the formal authority to suspend programs for academic quality reasons.

5.0 SUSPENSIONS BASED ON OPERATIONAL FACTORS & CONDITIONS

5.1 BACKGROUND

Programs being considered for suspension because of operational factors and conditions are identified through a variety of mechanisms: the Annual Status and Strategy Reports, Annual Reports, student evaluations, recommendations from Study Center Directors or Regional Directors, enrollment reports, and others. UCEAP will attempt to remediate the program in those instances that it determines it is appropriate and feasible. UCEAP will alert the relevant UCEAP community in those instances that remediation is authorized. UCEAP will then review the condition(s) or factor(s) that triggered the remediation plan after an appropriate interval of time to determine if they have been satisfactorily addressed. If remediation is unsuccessful, UCEAP will suspend the program after consulting with the UCIE.

5.2 POLICY

UCEAP may suspend a program based on operational factors and conditions. These include (but are not limited to): the level of enrollment in the program, the financial impact of operating the program and its participants, ability to meet administrative and logistical requirements associated with operating the program, local conditions affecting the safety, health and welfare of the students and the UCEAP Study Center, or other factors related to being able to fulfill the provisions and obligations of the contractual Agreement between UC and the host university or program provider. UCEAP will suspend a program if conditions so warrant after consulting with UCIE and CCD. The UCEAP Associate Vice Provost and Executive Director has the formal authority to suspend programs based on operational considerations.
Appendix K

Sexual Violence and Sexual Harassment

ALL STUDENTS ARE REQUIRED TO READ THIS POLICY

University of California Policy Summary

“The University of California is committed to creating and maintaining a community dedicated to the advancement, application and transmission of knowledge and creative endeavors through academic excellence, where all individuals who participate in University programs and activities can work and learn together in an atmosphere free of harassment, exploitation, or intimidation. Every member of the community should be aware that the University prohibits sexual violence and sexual harassment, retaliation, and other prohibited behavior (“Prohibited Conduct”) that violates law and/or University policy. The University will respond promptly and effectively to reports of Prohibited Conduct and will take appropriate action to prevent, to correct, and when necessary, to discipline behavior that violates this policy on Sexual Violence and Sexual Harassment (hereafter referred to as Policy).

This Policy addresses the University of California’s responsibilities and procedures related to Prohibited Conduct in order to ensure an equitable and inclusive education and employment environment free of sexual violence and sexual harassment. The Policy defines conduct prohibited by the University of California and explains the administrative procedures the University uses to resolve reports of Prohibited Conduct.”

— POLICY SUMMARY, UNIVERSITY OF CALIFORNIA, OFFICE OF THE PRESIDENT, JANUARY 1, 2016

Overview

The following University of California Education Abroad Program (UCEAP) policy on sexual violence and sexual harassment includes the University of California Policy on Sexual Violence and Sexual Harassment.

The policy and procedures apply to students, and academic and non-academic appointees serving on behalf of UCEAP.

The UCEAP Sexual Violence and Sexual Harassment Policy is based on the UC Office of the President systemwide Policy on Sexual Violence and Sexual Harassment.

In addition to becoming familiar with cultural differences and the UCEAP policy outlined in this document, Study Center staff and faculty, and local partners need to be familiar with whatever local sexual harassment policies may be in place at the host university and at local governmental levels.

Policy on Sexual Violence and Sexual Harassment

GENERAL

The University of California Education Abroad Program is committed to creating and maintaining a community free of sexual violence and sexual harassment.

Any member of the University community may report conduct that may constitute sexual violence, sexual harassment, retaliation, and other prohibited behavior (“Prohibited Conduct”). The University will respond promptly and equitably to such reports, and will take appropriate action to stop, prevent, and remedy the Prohibited Conduct, and when necessary, to discipline the Respondent.

In addition to sexual harassment, discrimination based on sex, gender, gender identity, gender expression, sex- or gender-stereotyping, and sexual orientation violates law and other University policies. Such discrimination may also contribute to the creation of a hostile work or academic environment based on sex and thus constitute or contribute to sexual harassment. Harassment that may not be sexual, but still contributes to a hostile work or academic environment, may also violate the University’s other non-discrimination policies.
Violations of the UCEAP policy by UCEAP students/faculty/staff will result in disciplinary or corrective action, ranging from a warning to dismissal, depending on the nature of the violation. All complaints which involve sexual violence or sexual harassment should be directed to the UCEAP Title IX Liaison or other UC responsible employees. Individuals who think they might at some point consider pursuing criminal prosecution are advised to report any physical or sexual assault immediately to the local host institution and the UCEAP Study Center.

The University of California Policy covers all members of the University community, including faculty and other academic personnel, staff employees, students, and non-student or non-employee participants in University programs. Therefore, all persons who participate in UCEAP programs and activities are covered by this policy and are strongly urged to use the options and resources listed below to seek help and resolve complaints. Every effort will be made to maintain the privacy of all parties involved in the process to the extent permitted by law.

This policy statement and procedures do not apply to students, faculty, and staff of host institutions abroad. The host university abroad will be following its local policies regarding complaints within their campus community.

Definitions

Complainant: Any person who files a report of sexual violence or sexual harassment or other prohibited behavior or retaliation or any person who has been the alleged subject of such Prohibited Conduct or retaliation.

Consent: is affirmative, conscious, voluntary, and revocable. Consent to sexual activity requires of both persons an affirmative, conscious, and voluntary agreement to engage in sexual activity. It is the responsibility of each person to ensure they have the affirmative consent of the other to engage in the sexual activity. Lack of protest, lack of resistance, or silence, do not alone constitute consent. Affirmative consent must be ongoing and can be revoked at any time during sexual activity. The existence of a dating relationship or past sexual relations between the persons involved should never by itself be assumed to be an indicator of consent (nor will subsequent sexual relations or dating relationship alone suffice as evidence of consent to prior conduct).

Consent cannot be given when a person is incapacitated. A person cannot consent when unconscious or experiencing intervals of consciousness. A person cannot consent under the threat of violence, bodily injury or other forms of coercion. A person cannot consent if his/her understanding of the act is affected by a physical or mental impairment.

Consensual Relationships: While romantic and sexual relationships between members of the University community may begin as consensual, instances of Prohibited Conduct may occur within such relationships. Accordingly, a report of Prohibited Conduct that occurs within the context of a consensual relationship will be treated as any other report.

Respondent: A person alleged to have engaged in Prohibited Conduct and about whom a report of sexual violence, sexual harassment, other prohibited behavior, or retaliation is made.

Responsible Employee: Any University employee who is not a Confidential Resource (UC campus CARE Advocates, licensed counselors, Ombuds, or any person with a professional license requiring confidentiality) and who receives, in the course of employment, information that a student (undergraduate, graduate, or professional) has been a target of Prohibited Conduct shall promptly notify the UCEAP Title IX Liaison or designee.

UCEAP employees and officials acting on behalf of UCEAP (e.g., UCEAP Regional Directors, supervisors, Study Center Directors, Resident Directors, UCEAP representative abroad and other UCEAP representatives (administrative managers, program officers, etc.), have an obligation to respond to reports of Prohibited Conduct, even if the individual making the report requests that no action be taken.

Prohibited Conduct

The UCEAP Sexual Violence and Sexual Harassment Policy (SVSH Policy) prohibits, sexual violence, sexual harassment, retaliation, and other prohibited behavior as defined in this section.

SEXUAL VIOLENCE

Sexual violence is a term which, at the University of California, encompasses these four issues: sexual assault, domestic violence, dating violence and stalking. Like discrimination and harassment, they are all prohibited under the law and under University policy.

Sexual Harassment is unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature, when 1) a person’s submission to such conduct implicitly or explicitly made the basis for employment decisions, academic evaluation, grades or advancement, or other decisions affecting participation in a University program; or 2) such conduct is sufficiently
severe or pervasive that it unreasonably denies, adversely limits, or interferes with a person’s participation in or benefit from the education, employment, or other programs and services of the University, and creates an environment that a reasonable person would find to be intimidating or offensive.

Sexual harassment may include incidents between any members of the University of California community, including faculty and other academic appointees, staff, coaches, residents, interns, and non-student or non-employee participants in University programs, (e.g., local partners, vendors, contractors, visitors, and patients). Sexual harassment may occur in hierarchical relationships or between peers, or between individuals of any gender or gender identity.

Consideration is given to the totality of the circumstances in which the conduct occurred.

Consistent with the University of California Policies Applying to Campus Activities, Organizations, and Students, Policy 100.00 on Student Conduct and Discipline, Section 102.09, harassment is defined as that is so severe and/or pervasive, and objectively offensive, and that so substantially impairs a person’s access to University programs or activities that the person is effectively denied equal access to the University’s resources and opportunities. Harassment includes, but is not limited to, conduct that is motivated on the basis of a person’s race, color, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender identity, pregnancy, marital status, ancestry, service in the uniformed services, physical or mental disability, medical condition, or perceived membership in any of these classifications.

A definition of sexual harassment abroad must take into account the norms of the given culture. Cultural norms abroad are often different from those in the U.S.; therefore, harassment issues may be particularly difficult to identify abroad. However, being culturally sensitive does not include relaxing personal boundaries. The individual should trust his/her judgment and intuition. If a situation makes him/her uncomfortable, it needs to be addressed. The individual should never ignore sexual harassment, as ignoring it may escalate the situation.

**Domestic Violence** is conduct by a current or former spouse or intimate partner of the Complainant; or a person with whom the Complainant shares a child in common, that intentionally, or recklessly, causes bodily injury to the Complainant or another, or places the Complainant or another in reasonable fear of serious bodily injury.

**Dating Violence** is conduct by a person who is or has been in a romantic or intimate relationship with the Complainant that intentionally, or recklessly, causes bodily injury to the Complainant or places the Complainant in reasonable fear of serious bodily injury.

**Stalking** is repeated conduct directed at a Complainant (e.g., following, monitoring, observing, surveilling, threatening, communicating or interfering with property), of a sexual or romantic nature or motivation, that would cause a reasonable person to fear for their safety, or the safety of others, or to suffer substantial emotional distress. Stalking of a non-sexual nature is addressed by other University policies including but not limited to the Policy on Student Conduct and Discipline Section 102.10.

**Retaliation** includes threats, intimidation, reprisals, and/or adverse employment or educational actions against a person based on their report of Prohibited Conduct or participation in the investigation, report, remedial, or disciplinary processes provided for in this Policy.

**Invasions of Sexual Privacy** without a person’s consent, watching or enabling others to watch that person’s nudity or sexual act in a place where that person has a reasonable expectation of privacy. Without a person’s consent, making photographs (including videos) or audio recordings, or posting, transmitting or distributing such recorded material depicting that person’s nudity or sexual acts in a place where the person has a reasonable expectation of privacy. Using depictions of nudity or sexual activity to extort something of value from a person is also an invasion of sexual privacy.

**Sexual intercourse with a person under the age of 18.**

**Exposing one’s genitals in a public place for the purpose of sexual gratification.**

**Failing to comply with the terms of a no-contact order, a suspension of any length, or any order of exclusion issued under this Policy.**

**Reporting**

Below is an overview of procedures that UCEAP uses to respond to reports of Prohibited Conduct. While the complainant’s campus Title IX Officer will have general responsibility for oversight of the reporting process and investigation of a report, UCEAP and the local UCEAP staff, faculty, or partners will facilitate the process, work on accommodations, ensure compliance with temporary measures as stipulated by the UC campus, and consulted as necessary.
Contacts at the Systemwide Office of the UC Education Abroad Program

Members of the University community can consult for advice and information regarding making a report of sexual harassment or sexual violence.

1. Staff/faculty complaints
   Human Resources Director, Bryna Bock
   Office: 1+ (805) 893-3677
   Mobile: 1+ (805) 450-5031

2. UCEAP student complaints or reports
   Director, International Health, Safety, and Emergency Response and Title IX Liaison, Ines DeRomana
   Office: 1+ (805) 893-7936
   Mobile: 1+ (805) 451-1704

Contacts for Students on UC Campuses

Students who have experienced sexual violence abroad can also speak confidentially to their campus CARE advocate to understand their rights and reporting options, including the option not to report. Students will also receive written explanations of these rights and reporting options. In addition, CARE advocates will inform students about counseling and other support resources that are available.

Students accused of sexual violence or sexual harassment can contact their local Respondent Services Coordinator to help them understand their rights, the university’s investigation and adjudication process, and available resources. If you are accused, it can be frightening. You may feel confused, angry, and defensive. It is important to remain calm and cooperative. If you are accused, take the complaint seriously.

Reporting Sexual Violence and Sexual Harassment to the UCEAP Title IX Liaison

Any member of the UCEAP community may report prohibited conduct under this policy. In addition, supervisors, managers, and other designated employees are responsible for taking whatever action is necessary to prevent sexual harassment, to correct it when it occurs, and to report it promptly to the UCEAP Title IX Liaison, the UC home campus Title IX Office, or any other responsible employee.

Requests for confidentiality of prohibited conduct reports will be considered in determining an appropriate response; however, such requests will be considered in the dual contexts of the University’s obligation to ensure a working and learning environment free from sexual harassment and sexual violence and the due process rights of the Respondent to be informed of the allegations and their source.

Any manager, supervisor, or designated employee responsible for reporting or responding to sexual harassment or sexual violence who knew about the incident and took no action to stop it or failed to report the prohibited act may be subject to disciplinary action.

Any individual, who is the target of Prohibited Conduct, may request an administrative investigation. UCEAP Liaisons (ideromana@eap.ucop.edu for students, bbock@eap.ucop.edu for staff/faculty) will engage the specific UC campus Title IX Officer and the campus designated investigator.

A Title IX investigation is not a criminal procedure. The UC Campus Title IX Officer cannot initiate an investigation without the written consent of the Complainant. All conversations with students, faculty, and staff will be treated with the highest level of confidentiality, and will always respect a Complainant’s request for anonymity.

The University has a duty under Title IX to resolve complaints promptly and equitably and to provide a safe and nondiscriminatory environment for all students, free from sexual harassment and sexual violence.

Response to Sexual Harassment Reports

UCEAP must provide a prompt and effective response to reports of sexual harassment in accordance with the University of California Procedures for Responding to Reports of Sexual Harassment. A prompt and effective response includes, but is not limited to, early resolution, formal investigation, and/or targeted training or educational programs.

This policy needs to be made available to students and staff so they are fully aware of their rights and their options. Students need to be informed that all alleged incidents of sexual harassment should be reported to the Study Center Director or UCEAP representative abroad who will confer with the Regional Director, UCEAP Systemwide Office. The Regional Director will consult with the UCEAP Human Resources Director for staff and/or the International Health, Safety & Emergency Response Director (also the UCEAP Title IX Liaison) for students on the program.

The Study Center Director, UCEAP representative abroad, and Regional Director should keep a written record of any allegation of sexual harassment they receive and of steps taken to respond.
In the event that a student or staff person does not feel comfortable notifying the Study Center Director or UCEAP representative abroad, he or she may report the incident directly to the Regional Director or the UCEAP contacts listed above.

Any member of the University community who is found to have engaged in sexual harassment is subject to disciplinary action up to and including dismissal in accordance with applicable disciplinary procedures.

Generally, disciplinary action will be recommended when the harassing conduct is sufficiently severe, persistent, or pervasive that it alters the conditions of employment or limits the opportunity to participate in or benefit from educational programs.

Any manager, supervisor, or designated employee responsible for reporting or responding to sexual harassment, who knew about the harassment and took no action to stop it or failed to report the prohibited harassment, also may be subject to disciplinary action.

What about Sexual Harassment?
The following lists some behaviors, which could be construed as sexual harassment:

- Sexual advances or requests for sexual favors
- Unwanted sexual contact
- Physical, verbal, or nonverbal behavior that is sexual in nature or is hostile, demeaning, or intimidating
- Terms of endearment
- Sabotaging a person’s work or academic standing
- Withholding information
- Exclusion from informal meetings/social events
- Sexual jokes, comments, or innuendoes
- Cartoons or visuals that ridicule or denigrate a person’s gender
- Employment or academic decisions that are based solely or partially on a person’s sex.

The investigatory procedure for sexual harassment is the same procedure discussed in the above section on sexual assault. If you have questions or just want to inquire about sexual harassment or sex discrimination; if you want to make a report or file a complaint; or if you want information, advice, referrals, contact the UCEAP Title IX Liaisons (ideromana@eap.ucop.edu for students; bbblock@eap.ucop.edu for staff/faculty).

Required Notifications for Reports of Sexual Violence
UCEAP and/or the student’s UC campus Title IX Officers will provide a written explanation of available rights and options, including procedures to follow, upon receipt of a report that the student or employee has been a victim of Prohibited Conduct.

The written information can include:

a. to whom the alleged offense should be reported;

b. options for reporting to local law enforcement and/or local host institution authorities, the right to be assisted by UCEAP authorities in notifying law enforcement authorities if the complainant so chooses and the possibility to decline to notify such authorities;

c. the rights of complainants, if available through local laws, regarding local lawful orders;

d. the importance of preserving evidence, as necessary, to prove Prohibited Conduct, or to obtain a protection order, if available through local laws;

e. the direct contact to the student’s UC campus confidential CARE advocate;

f. existing local university/partner and local community services available for the Complainant, including counseling, health, mental health, arranging with UCEAP assistance providers for referrals and counseling; victim advocacy, legal assistance, etc.;

g. options for, and available assistance to, change academic, housing, transportation, and working situations, if requested by the complainant and if reasonably available, regardless of whether the Complainant chooses to report the crime to the host institution or local law enforcement;

h. any applicable procedures for institutional disciplinary action against the Respondent.
Options for Resolution

Individuals reporting sexual harassment and sexual violence shall be informed about the range of possible outcomes of the report, including interim protections, disciplinary actions, and about options for resolving potential violations of the UC Policy on Sexual Violence and Sexual Harassment, that might be taken against the Respondent as a result of the report, including information about the procedures leading to such outcomes.

These options include:

1. Early Resolution (may include an inquiry into the facts, but typically does not include a formal investigation)

2. Formal Investigation

3. Filing Complaints or Grievances (can be filed either instead of or in addition to making a report to the Title IX Officer or other official designated to review and investigate sexual harassment and sexual violence complaints)

UCEAP shall respond to the greatest extent possible to reports of sexual harassment brought anonymously or brought by third parties not directly involved in the harassment. However, the response to such reports may be limited if information contained in the report cannot be verified by independent facts.

Requests regarding the confidentiality of reports of sexual violence or sexual harassment will be considered in determining an appropriate response; however, such requests will be considered in the dual contexts of the University’s obligation to ensure a working and learning environment free from sexual harassment and sexual violence and the due process rights of the Respondent to be informed of the allegations and their source.

Early Resolution may be appropriate for responding to anonymous reports and/or third-party reports. All efforts should be documented.

Some reports of sexual harassment or sexual violence may require a Formal Investigation at the discretion of the Title IX Officer or other appropriate official designated to review and investigate sexual harassment complaints. The University will not compel a complainant to engage in mediation. Mediation, even if voluntary, may not be used in cases involving sexual violence.

Formal Investigation

In cases where Early Resolution is inappropriate or in cases where Early Resolution is unsuccessful, the location may conduct a Formal Investigation. In such cases, the individual making the report may be encouraged to file a written request for Formal Investigation. The wishes of the individual making the request shall be considered, but are not determinative, in the decision to initiate a Formal Investigation of a report of sexual harassment or sexual violence.

In cases where there is no written request, the UC campus Title IX Officer or other appropriate official designated to review and investigate sexual harassment complaints, potentially in consultation with the administration, may initiate a Formal Investigation after making a preliminary inquiry into the facts.

In cases where a Complainant states he or she does not want to pursue a Formal Investigation, the Title IX Officer should inform the Complainant that the ability to investigate may be limited. When determining whether to go forward with a Formal Investigation, the following will be considered: 1) the seriousness of the allegation, 2) in the case of a Complainant, the age of the student, 3) whether there have been other complaints or reports against the Respondent and 4) the rights of the Respondent to receive information about the Complainant and the allegations. If formal proceedings with sanctions may result from the investigation.

Even if a Complainant does not want to pursue an investigation, under some circumstances, the Title IX Officer may have an obligation to investigate a complaint, such as when there is a risk to the campus community if the Respondent remains on campus. The Complainant should be made aware of this independent obligation to investigate the complaint.

Disclosure of facts to parties and witnesses shall be limited to what is reasonably necessary to conduct a fair and thorough investigation. Participants in an investigation shall be advised that maintaining confidentiality is essential to protect the integrity of the investigation.
Filing Complaints or Grievances

An individual who has made a report of Prohibited Conduct also may file a complaint or grievance alleging that the actions taken in response to the report of sexual harassment or sexual violence did not follow Policy. A complaint or grievance may be filed following a report of Prohibited Conduct to the Title IX Officer or other appropriate official designated to review and investigate under this Policy.

Such a complaint or grievance may not be filed to address a disciplinary sanction imposed upon the Respondent. Any complaint or grievance regarding the resolution of a report of sexual harassment or sexual violence must be filed in a timely manner. The time period for filing begins on the date the individual was notified of the outcome of the sexual harassment or sexual violence investigation or other resolution process pursuant to this Policy, and/or of the actions taken by the administration in response to the Prohibited Conduct, whichever is later.

Privacy

UCEAP will protect the privacy of individuals involved in a report of sexual harassment or sexual violence to the extent required by law and University of California policy. A report may result in the gathering of extremely sensitive information about individuals in the University community. While such information is considered confidential, University policy regarding access to public records and disclosure of personal information may require disclosure of certain information concerning a report of Prohibited Conduct. In such cases, every effort shall be made to redact the records in order to protect the privacy of individuals.

The Complainant who makes a report of Prohibited Conduct may be advised of sanctions imposed against the Respondent when the Respondent needs to be aware of the sanction for it to be fully effective (such as restrictions on communication or contact with the individual who made the report). If the matter results in a disciplinary proceeding, at the conclusion of that proceeding, the Complainant and Respondent will be simultaneously informed in writing of the outcome of the disciplinary proceeding including the final determination of the alleged offense, any sanction that is imposed and the rationale for the results; any available appeal rights and procedures, and, any subsequent changes to the results and when results become final.

Confidentiality of Reports of Sexual Violence and Sexual Harassment

UCEAP has identified two individuals within the UCEAP systemwide office (Human Resource Director for staff/faculty and International Health, Safety & Emergency Response Director (for students) with whom members of the UCEAP community can consult for advice and information regarding making a report of Prohibited Conduct. These resources provide individuals who may be interested in bringing a report of Prohibited Conduct with a safe venue to discuss their concerns and learn about the procedures and potential outcomes involved.

A Complainant’s requests regarding the confidentiality of reports of Prohibited Conduct will be considered in determining an appropriate response; however, such requests will be assessed in the dual contexts of UCEAP’s legal obligation to ensure a working and learning environment free from sexual harassment and sexual violence and the due process rights of the Respondent to be informed of the allegations and their source.

Some level of disclosure may be necessary to ensure a complete and fair investigation, although the University will comply with requests for confidentiality to the extent possible.

The UCEAP Study Center Director, UCEAP representative abroad, and UCEAP staff will facilitate information for educating students and other UCEAP-affiliated entities about appropriate conduct, including:

- Providing students with information about cultural practices and norms, which may impact them abroad
- Establishing and maintaining effective communication channels with UCEAP students
- Providing a safe, non-threatening, and helpful environment where students can come forward to discuss issues
- Educating students about local laws and mandated reporters (e.g., medical professionals, etc.)
- Providing contact information for the UCEAP Title IX Liaison with whom the student can consult for advice
- Providing information regarding making a report of Prohibited Conduct
- Informing the Complainant making a report about options for resolving violations, which include: Early Resolution, Formal Investigation, and Filing Complaints or Grievances
Appendix L

UCEAP Student Conduct and Discipline Policy

(HEREINAFTER THE “CODE”)

Introduction

A student participating in UCEAP assumes a dual status as a UC student and as a student of the partner institution. Students are members of both the local society and the academic community with attendant rights and responsibilities. It is a community with high standards and high expectations for those who choose to become a part of it, including established codes of conduct. Students are expected to make themselves aware of and comply with the local law, and with University of California, host institution and UCEAP policies and regulations. Students are expected to conduct themselves in a responsible and mature manner at all times. This includes being sensitive to members of the UCEAP group and to the local community as a whole, and respect the culture and customs of the host country.

While many of UCEAP’s policies and regulations parallel the University Of California Policies Applying to Campus Activities, Organizations, and Students (UC Policies), UCEAP standards may be set higher and may be stricter because of the broader consequences of student conduct when a student is participating in UCEAP (e.g., student conduct may affect UCEAP’s relations with the host institution and the local community or arouse anti-American sentiments).

UCEAP’s procedures are time sensitive and more compressed than campus procedures due to the relatively short duration of the program.

Definitions

Student: An individual for whom the University of California maintains a student record, and who: a. Is enrolled in or registered with an academic program of the University; and b. Is on an approved educational leave or other approved leave status, or is on filing-fee status.

The UCEAP standards of conduct also apply to:

1. applicants who become students, for offenses committed as part of the application process;
2. applicants who become students, for offenses committed on campus and/or while participating in University-related events or activities that take place following a student’s submittal of the application through his or her official enrollment; and
3. former students for offenses committed while a student.

Notice: Whenever the UCEAP Student Conduct and Discipline Policy requires giving written notice to the student, it will be conclusively presumed to have been furnished if the notice is sent to the student by email to the email address most recently filed through MyEAP.

Days: The term “days” is defined as the normal business day and does not include Saturdays, Sundays, legal holidays or University designated administrative holidays.

UCEAP Student Conduct Policies

UCEAP students may be disciplined for violation, or attempted violation (including aiding, abetting, or participating in a violation) of the policies of a partner institution, University of California, or UCEAP, or local laws as indicated below. UCEAP has jurisdiction over student conduct that occurs while on UCEAP, especially if the alleged misconduct indicates that the student poses a threat to the safety or security of the student or any member(s) of the UCEAP and/or local community.

Partner Institution Policies

It is the student’s responsibility to comply with all local laws and UC partner institution policies. UCEAP may take disciplinary action whether or not action is taken or requested by the partner institution.
University of California Policies
See the complete University of California (UC) Policies referenced above. All UCEAP students are responsible for reviewing this document, in particular section 100.00 “Policy On Student Conduct And Discipline”. Policies address the rights and responsibilities of members of the University community and are designed to protect and promote the rights of members of the University, prevent interference with University functions or activities, and assure compliance with all pertinent laws and other applicable University policies. Most cases of misconduct for which UCEAP students are subject to discipline, including dismissal from UCEAP, fall into the types enumerated in Section 102.00–102.23. Each UC campus has its own specific rules and regulations for student conduct, which also govern students while enrolled in UCEAP.

UCEAP Policies
The UCEAP Representative, in close consultation with the Regional Director at UCEAP, is responsible for the enforcement of all policies pertaining to student conduct and discipline at the program site. Centralization of authority, responsibility and record-keeping is essential for fair and impartial administration of the Code.

UCEAP Student Agreement
By signing the agreement with the UC Regents, UCEAP students acknowledge their understanding that their conduct while abroad has international implications for UC. (See the Student Agreement for the full text.)

In Provision 11, the UCEAP Student Agreement states:

“It is understood between the parties to the Agreement that the international implications of this Agreement are such that the good conduct of Student during the course of the Program is of critical importance. Student, therefore, agrees to read, understand, and abide by the UCEAP Student Conduct and Discipline Policy and the UCEAP Academic Conduct Policy as outlined in the UCEAP Guide To Study Abroad. Student agrees to regularly attend all classes for which Student is registered and to conform to all applicable rules, regulations, and policies of the partner institution and the University of California.

Student understands that misconduct abroad can lead to dismissal from the Program, loss of academic credit, and may additionally result in a decision by Student’s UC campus to impose further sanctions, such as suspension or dismissal from the University of California. Misconduct abroad refers to Student’s actions that violate student conduct policies or that, in the judgment of the UCEAP representative and/or other officials of the Program jeopardize Student’s own welfare or that of fellow students and/or the Program.”

Students should be aware that certain kinds of conduct abroad may have serious consequences for themselves, for their fellow students, for their host institution, and for UCEAP or UC as a whole. This is particularly significant in countries where an international incident might arouse anti-American sentiments that could jeopardize UC students or UCEAP itself.

UCEAP Travel Policy
UCEAP has instituted a Student Travel Policy strongly discouraging students from visiting places during their breaks for which the U.S. Department of State and/or UCEAP has issued a Travel Warning.

UCEAP Substance Abuse Policy
Student use or possession of controlled substances abroad may be punishable by severe penalties (including arrest). According to the U.S. Department of State, several hundred U.S. citizens are arrested abroad on drug charges every year. In addition, personal involvement or association with others involved with drugs of any kind may be considered misconduct abroad and a violation of the Student Agreement. See the UCEAP Substance Abuse Policy.

Student Discipline Procedures
Procedural due process is basic to the proper enforcement of UCEAP policies and regulations. The procedures outlined in this section represent the steps employed to reach a resolution in cases of an alleged misconduct.
The UCEAP representative is responsible for carrying out the investigation of all alleged violations of UCEAP, UC, or host institution regulations or policies. Normally this investigation will consist of interviews with the reporting party, witnesses, and the person alleged to have violated a regulation or standard of conduct. When the person alleged to have violated a regulation or standard of conduct is interviewed, he/she will be informed of the nature of the alleged misconduct, the regulations or policy allegedly violated, and the procedures to be followed.

The UCEAP representative may provide brief written notice (e.g., email) to a student (whether or not disciplinary action is taken), that his or her alleged behavior may have violated University, UCEAP policy or host institution, and that, if repeated, such behavior will be subject to the disciplinary process. The student can provide a brief written response to the notice which will be retained with a copy of the notice by the UCEAP representative. Evidence of the prior alleged behavior as detailed in the written notice, along with the student’s written response, may be introduced in a subsequent disciplinary action.

If the UCEAP representative believes that disciplinary action is appropriate, he/she is empowered to take disciplinary action in consultation with the Regional Director at UCEAP and local university officials, if applicable.

**Conduct Sanctions**

When a student is found in violation of UC, local institution, and/or UCEAP policies or regulations, any of the following sanctions or combination thereof may be imposed. Any sanction imposed should be appropriate to the violation, taking into consideration the context and seriousness.

a. **Reprimand/warning/censure**
   Written reprimand that the student has violated policies and/or regulations and that continued or repeated violations may be cause for further disciplinary action.

b. **Disciplinary probation**
   Written notice of a status imposed for a specified period of time during which a student must demonstrate conduct that conforms to UCEAP and/or host institution standards of conduct. Misconduct during the probationary period or violation of any conditions of the probation may result in further disciplinary action, normally in the form of dismissal. Depending on the student’s misconduct, and at the discretion of the UCEAP representative and/or Regional Director, the following are examples of probation conditions: formal apology, written apology, written analysis of misconduct with reference to local social norms, community service, alcohol/drug assessment with treatment as deemed necessary, professional counseling, payment of fines/restitution of property, etc.

c. **Dismissal**
   Written notice of termination of UCEAP student status. The UCEAP representative and/or the UCEAP Regional Director will inform the student in writing of the action to be taken and of the appeal process available to the student, with copies to the UCEAP representative, the host institution, and the relevant Academic Specialist, who will inform the appropriate campus offices with copy to the campus UCEAP representative.

Behaviors that may lead to dismissal from UCEAP include actions that, in the judgment of UCEAP officials, jeopardize a student’s welfare, that of fellow students, or the Program.

Such actions include, but are not limited to, the following:

1. Threats or the use of physical and/or verbal violence/abuse;
2. Violation of the laws of the country or host institution;
3. Open abuse of the customs and mores of the community;
4. Damage to or destruction of property of others;
5. Alcohol or substance abuse (including coming to class under the influence of alcohol or controlled substances);
6. Harassment of any kind; physically or verbally abusing, disrespecting, or threatening any Program member and/or host institution official;
7. Stalking behavior in which Student repeatedly engages in a course of conduct directed at another person;
8. Eviction from one’s lodging;
9. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other University activities;
10. Inappropriate, disrespectful, rude, aggressive communication or actions toward others, and uncivil behavior/communication (e.g. talking back, willfully ignoring Program and/or host institution communications, physical/psychological intimidation, culturally insensitive behavior, name calling, willful or malicious maligning of any member of the UCEAP community, use of obscene or profane language, etc.) with others, particularly any official associated with the Program;
11. Disorderly or lewd conduct (e.g. of disorderly conduct: rowdy and drunken behavior, fighting, vandalism, assaults, destruction of property, and loud parties, menacing, harassment, or intimidation);
12. Participation in a disturbance of the peace (e.g. disturbing others with loud, unnecessary, and unreasonable noise/partying; operating any sound amplifying system, particularly at night, fighting/instigating a fight in a public place, offensive language, fighting);
13. Failure to comply with directions of a Program official or other official(s) acting on behalf of Program;
14. Bias-motivated behavior, intentionally or unintentionally (e.g. disability, sexual orientation, race, religion, ethnicity, size, age, etc.);
15. Unauthorized absence from classes and/or from the Study Center;
16. Exceeding the number of unexcused absences from class allowed for the Program;
17. Failure to register in and/or maintain a full-time course and/or unit load at the host institution as specified by UCEAP requirements throughout the duration of the Program;
18. Failure to submit a completed Registration Study List via MyEAP by the deadline set by the Study Center Director, Liaison Officer, or other Program official;
19. Academic misconduct (cheating, fabrication, forgery, plagiarism, or facilitating academic dishonesty);
20. Unwillingness to cooperate with Program officials and/or officials acting on behalf of Program.

Appeal of Dismissal

If a student decides to exercise his or her right to appeal a Study Center or UCEAP dismissal decision, he or she must do so in writing. The appeal must be initiated within 72 hours -3 days- (in real local time) of the date of notice from UCEAP of his/her misconduct. The imposition of a dismissal sanction will be deferred during such appeal. An appeal must be in writing to the UCEAP Associate Vice Provost and Executive Director. This letter may include any relevant documents and testimonials that the student wishes to enter into the record. If the student does not submit an appeal within the time stipulated above, the student’s right to appeal is waived.

Access to housing and the program will not be restricted unless the nature of the act that caused the discipline is appropriately related to the restriction. Exclusion of housing and the program will occur when there is reasonable cause for UCEAP to believe that the student’s presence will lead to physical abuse, threats of violence, or conduct that threatens the health or safety of any person associated with UCEAP or other disruptive activity incompatible with the orderly operation of the program. The UCEAP Associate Vice Provost and Executive Director will adjudicate and will either concur with, or overturn the decision of the UCEAP representative and/or Regional Director, ordinarily, within a period of two business days after receipt of the appeal. He or she will inform the student in writing of the decision. This decision will also be communicated to the UCEAP representative, the host institution, and the relevant Academic Specialist, who will inform the appropriate campus offices with copy to the campus UCEAP representative.

Academic Misconduct Procedures

• All members of the UCEAP academic community are responsible for UCEAP’s academic integrity. In their academic work, students are expected to (1) maintain personal academic integrity; (2) treat all exams and quizzes as work to be conducted solely on their own, unless otherwise instructed; (3) take responsibility for knowing the limits of permissible or expected cooperation on any assignment.
• See the UCEAP Academic Conduct Policy and UC Policies Applying to Campus Activities, Organizations, and Students; academic misconduct violates University Regulation 102.01. Academic dishonesty matters will be processed as specified in the UCEAP Academic Conduct Policy.
• The UCEAP representative is responsible for investigating all alleged violations of UC and host institution policies regarding academic misconduct and for consulting with the relevant Academic Specialist at UCEAP about the steps in the process. The UCEAP representative will immediately inform the Academic Specialist at UCEAP of any incident of alleged violation of UC policies regarding academic misconduct. The Academic Specialist will consult with the Regional Director.

• The UCEAP representative will inform the student in writing of the nature of the alleged misconduct, the student’s right to respond, and the procedures to be followed.

• The UCEAP representative will collect all information and documentation regarding the alleged violation (for example, correspondence with the host institution instructor, reports from witnesses, notes of discussions among the parties involved, and copies of the source material and the student’s work involved in a case of alleged plagiarism).

• UCEAP respects the host institution’s procedures regarding academic misconduct, which will be handled separately from UC procedures. If necessary, the UCEAP representative will inform the host institution that UC disciplinary action must follow individual UC campus procedures, which may or may not accord with the host institution’s action or request. The host institution may request that it be informed of the final action by the UC campus. If the host institution’s action is to dismiss the student from the host institution, the student ordinarily will be dismissed from UCEAP.

• The UCEAP representative or the Associate Vice Provost and Executive Director, as instructor of record and acting independently from the host institution, will follow UCEAP and UC campus procedures regarding the student’s UC record.

• If the UCEAP official resolves the case with dismissal of the charges or with disciplinary action within his authority as instructor of record, and the student accepts the penalty, the UCEAP official may conclude that no further action should be taken. (A Liaison Officer’s disciplinary action shall be confirmed by the UCEAP Associate Vice Provost and Executive Director, as the official instructor of record.) The UCEAP representative should obtain the student’s written agreement to the disciplinary action.

• If the UCEAP representative or the Associate Vice Provost and Executive Director believes that the student should be immediately dismissed from UCEAP, or if the host institution dismisses the student, the UCEAP representative will consult with the Regional Director. Upon agreement with the Regional Director, the UCEAP representative or the Regional Director will issue an administrative dismissal in writing to the student. The written notice will include the nature of the academic misconduct, the UCEAP policies and/or regulations allegedly violated, the fact that the student will receive no credit for coursework during the term in progress, and the appeal process available to the student.

• If a student decides to appeal the dismissal, he/she must initiate the appeal within 72 hours -3 days- (in real local time) of the date of notice from UCEAP of his/her misconduct; the appeal must be in writing addressed to UCEAP Associate VP and Executive Director and may include any relevant documents that the student wishes to enter into the record. The UCEAP Associate VP and Executive Director will adjudicate and shall either concur with or overturn the decision of the UCEAP representative or Regional Director, ordinarily within a period of 48 hours -2 days- after receipt of the appeal. The Director will inform the student in writing of the decision, with copies to the UCEAP representative, the host institution, and the relevant Academic Specialist, who will inform the appropriate campus offices with copy to the campus UCEAP representative.

After the Appeal has been Adjudicated

If the UCEAP representative or the Associate VP and Executive Director believes that the case should also be referred to the student’s UC campus for consideration of disciplinary action, or if the student does not accept the penalty assigned by the UCEAP official, all pertinent documentation will be sent to the relevant Academic Specialist at UCEAP, who will be responsible for forwarding it to the appropriate UC campus official. In this case, in order for individual campus procedures and final decisions to be honored, the UCEAP representative will report an NR (no report) as the grade for the course or courses in question.

Consequences of Dismissal

If the decision is to dismiss the student from UCEAP, the student’s participation in the program shall be terminated. A student who is dismissed from UCEAP for violation of the Code will not receive credit for coursework in progress; the UCEAP official will submit grades as W.

In cases of dismissal for violation of the Academic Conduct Policy, the UCEAP official will submit grades as I; the final grades will depend on resolution of the case at the student’s UC campus.
Termination of student’s participation in UCEAP shall not diminish or otherwise affect student’s obligation to make all payments to UCEAP. The student will not be entitled to a refund of fees, may be required to reimburse UC for financial aid received, and is responsible for all unrecoverable costs incurred by the host institution or UCEAP as well as personal financial obligations, including, but not limited to, utility bills and rent.

A student’s UCEAP insurance coverage will end 31 days after the effective dismissal date.

A student’s registration at the UC campus may be blocked until all such financial obligations have been met. A student’s UC campus may, in addition, impose further sanctions, such as suspension or dismissal from UC.

Privacy

Student discipline records are confidential. The disclosure of information from such records is subject to the following:

- UC Policies Applying to Campus Activities, Organizations, and Students
- California Information Practices Act
- Family Education Rights and Privacy Act
Appendix M

UCEAP Student Privacy Policy

I. SCOPE

This policy governs the disclosure of information from all student education records.

II. DEFINITIONS

“Student” is an individual for whom the University of California maintains student records and who:

a. Is enrolled in or registered with an academic program at a UC campus; and

b. Is on an approved educational leave or other approved leave status, or is on filing-fee status.

“Enrolled in or registered with” as specified in these policies is equivalent to the term “attendance” as used in the Family Educational Rights and Privacy Act. The University uses enrollment and registration rather than attendance as a measure of student status.

“Student education records” as used in this policy is synonymous with the term “education records” in the Federal Family Educational Rights and Privacy Act. Student education records are those records that contain information directly related to a student and that are maintained by UCEAP. These records include, but are not limited to, academic evaluations, student housing application, transcripts, disciplinary records, etc. For records not governed by this policy, refer to the University of California System Policies Applying to Campus Activities, Organizations and Students, section 130.234.

“Legitimate Educational Interest” (aka “need to know” means: (1) the information or record is relevant and necessary to the accomplishment of some task or determination; and (2) the task or determination is an employment responsibility for the inquirer or is a properly assigned subject matter for the inquirer. A University official is determined to have legitimate educational interest in a particular record if the information requested is relevant and necessary for that official to:

a. perform a task or determination that is an employment responsibility or is a properly assigned subject matter for the inquirer;

b. perform a task that is related specifically to the official’s participation in the student’s education;

c. perform a task that is related specifically to the discipline of the student;

d. perform a task that is related specifically to the discipline of the student; or

e. provide a service or benefit relating to the student or student’s family, such as health care, counseling, job placement or financial aid.

II. POLICY SUMMARY

Under the Family Educational Right to Privacy Act (FERPA), provisions of state law relating to public records disclosure and UC policy, registered students have the right to keep their records private. FERPA protects the privacy of student records, generally prohibiting disclosure of personal information, and giving the students a right to access their own record (with some exceptions). UC students are considered adults, regardless of their age, and regarded as capable of managing their own records and determining who can access information about them.

Parents/Spouses are not able to view private information without written authorization from the student. Private information includes, but is not limited to transcripts, exam scores, physical and mental health records, disciplinary actions, financial aid, and advising records. This applies even to the parent of a minor, or the parent of a student who claims the student on their income tax as a dependent. Even though FERPA itself does permit sharing with parents information about a financially dependent student, the University Of California has elected as a matter of policy not take advantage of this FERPA exception. UCEAP encourages students to give consent for University Of California officials to release information to parents and the University may release information to parents in the event of a health or safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individual. The threat of harm must be “articulable and significant,” and the University must create a record of the basis for the disclosure.
Directory (public) information may be obtained without prior authorization unless student has restricted access to directory information through MyEAP. The following information is considered public information at UCEAP:

1. Full name of the UCEAP student  
2. E-mail address  
3. UC campus  
4. Class level  
5. UCEAP program in which student is enrolled  
6. Study Center’s e-mail address on file with UCEAP  
7. Study Center street address  
8. Study Center business phone number

Everything else about a student as a UCEAP participant that is not included in the list of “directory information” is considered confidential.

This policy is applicable to University Of California Education Abroad Program (UCEAP) only and may not apply to the rest of the University of California.

A. DISCLOSURE OF STUDENT EDUCATION RECORDS—GENERAL

1. The disclosure of student records is to conform to UC Policies Applying to Campus Activities, Organizations, and Students, Section 130, Policies Applying to the Disclosure of Information from Student Records and to the Federal Family Educational Rights and Privacy Act of 1977 (FERPA).

2. When law and policy are silent on student records, use and access are to be guided by two principles:
   a. Privacy of an individual is of great weight, and
   b. The information in a student’s files should be disclosed to the student, to the extent that is allowed by law, on request within a reasonable timeframe.

3. The release of any non-directory information about a student to any person outside the University community, or to any university personnel without an official “need to know” (“legitimate educational interest”) violates federal and state laws, as well as University rules.

B. DISCLOSURE OF STUDENT EDUCATION RECORDS—TO THIRD PARTIES

1. Directory information may be released without the student's prior consent to a third party, that is anyone other than the record custodian and the student about whom the information pertains, unless a student has opted to restrict such access through MyEAP. If a student's record displays the “do not release” icon, directory information is to be treated as confidential.

   If parent/guardian needs to communicate with UCEAP on a student’s behalf, he/she must provide written consent to discuss his/her records.

2. Confidential information may not be disclosed to third parties (including parents and spouses) unless:
   a. The student provides written authorization via the Release of Student Information to a Third Party authorization form;
   b. A legitimate educational interest will be served.
   c. There is an emergency and the information is necessary to protect the health or safety of the student or other persons.
   d. The student has requested his/her own record (with exceptions).
   e. The student is deceased.
   f. Other reasons as allowed by law.

   If parent/guardian needs to communicate with UCEAP on a student’s behalf, he/she must provide written consent to discuss his/her records.

C. DISCLOSURE OF STUDENT EDUCATION RECORDS—TO STUDENT

1. Students are not permitted access to:
   a. Financial statements of parents/guardians, unless the parent/guardian has given written authorization.
   b. Confidential statements and letters of recommendation to which the student has waived access rights, such as letters of recommendation for a grant.
c. Records containing information about another student, such as a course roster.

d. Personal records relating to individual students (separate from their academic records) that are kept in the sole possession of
the maker of the record and not accessible or revealed to any other individual.

III. RESPONSIBILITIES

A. NOTIFICATION
UCEAP is responsible for annually notifying students of their privacy rights under University policy and state and federal laws. See
annual notification below.

B. PROTECTING STUDENTS’ PRIVACY
Everyone with access to information about a present or former student is responsible for complying with the law and University policies
on the use, maintenance, and disclosure of student information.

When information from a student education record is released, consistent with law and policy, to a third party, the individual releasing
the information is responsible for informing the recipient that the disclosure of information is subject to the condition that the
information not be released to any other party without the prior written consent of the student, unless otherwise permitted by law and
policy.

The recipient of the student record may not re-disclose the information without the written consent of the student or use the
information for any purpose other than that for which it was originally obtained.

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Student Privacy – UCEAP FERPA ANNUAL NOTIFICATION

DISCLOSURE OF INFORMATION FROM STUDENT RECORDS
Under the Federal Family Educational Rights and Privacy Act of 1974 and provisions of state law relating to public records
disclosure, the University of California Policies Applying to the Disclosure of Information from Student Records and UCEAP’s
implementation of that policy assure UCEAP students the following rights:

1. To inspect and review most of your student records.
2. To have withheld from public disclosure, without your prior consent, personally identifiable information from your
   student records.
3. To inspect records maintained by UCEAP offices concerning disclosure of confidential information from your student
   records.
4. To seek corrections of your records through a request to amend the records, or a request for a hearing to challenge the
   content of your records, or to include a written statement therein.
5. To file complaints with the U.S. Department of Education regarding violations of the rights accorded by Federal law or
   University policy.

UCEAP policy defines “public records” (which may be released without your prior consent), describes the record access rights
of applicants who have not been admitted to UCEAP, and describes the conditions under which you may waive the right of
access to your records.
Appendix N

UCEAP Substance Abuse Policy

The excessive use of alcohol by students abroad is one of the primary causes of accidents and incidents resulting in injuries. UCEAP does not condone any behavior that results from the use and/or abuse of alcohol; such behavior may lead to dismissal. Alcohol and other drug abuse and the resulting consequences can have a significantly negative impact on UCEAP participants.

It is the student's responsibility to know what the alcohol laws and the legal drinking and purchasing age are in the host country. Students should be careful to limit their alcohol intake and pay particular attention to host country laws and the regulations described below. All UCEAP students are expected to obey all the laws of the countries they visit. Those who break these laws sometimes face severe penalties, including prison sentences. UCEAP and the U.S. Embassy will not be able to help.

Preamble

As participants in an official academic program of the University of California, students enrolled in, and employees of, the UC Education Abroad Program are subject to all the rules and regulations of the University. The substance abuse policies at the University of California apply equally to students abroad, who are receiving credit from the University through UCEAP, and its employees.

UNIVERSITY OF CALIFORNIA POLICY ON SUBSTANCE ABUSE

The University of California recognizes dependency on alcohol and other drugs as a treatable condition, and offers programs and services for University employees and students with substance dependency problems. Employees and students are encouraged to seek assistance from local resources and/or counseling or psychological services available on site. Information about an employee or student during participation in such programs or services will be treated as confidential, in accordance with Federal and State laws.

To promote an environment of academic excellence and to comply with the requirements of the Drug-Free Schools and Communities Act and the Drug Free Workplace Act, academic and staff employees and students:

• Shall not use illegal substances and shall not abuse legal substances in a manner that impairs scholarly activities, job performance, or student life.
• Shall not use illegal or legal substances in a manner that violates applicable criminal or civil laws in the workplace, on university premises, at university activities, or while conducting university business.
• Are prohibited from the unlawful manufacture, distribution, dispensation, possession or use of alcohol and/or a controlled substance in the workplace, on university premises, at university activities, or while conducting university business.

Students found guilty of violating the UCEAP Substance Abuse Policy, the University of California System Campus Regulations Applying to Campus Activities, Organizations, and Students 102.17-18 are subject to disciplinary sanctions, which may include loss of privileges and exclusion from activities, probation, warning, suspension, or dismissal. In addition to or in lieu of a corrective action, a student may also be required to participate in an approved counseling or treatment program. This treatment program is not covered by UCEAP insurance so students will pay for any costs associated with such treatment. The UCEAP insurance policy covers only three (3) days hospitalization (acute detoxification).

USE OF CONTROLLED SUBSTANCES ABROAD

According to the U.S. Department of State, each year, 2,500 Americans are arrested abroad. One third of the arrests are on drug-related charges. Many of those arrested assumed that they could not be arrested as U.S. citizens. From Asia to Africa and Europe to South America, U.S. citizens are finding out the hard way that drug possession or trafficking will result in incarceration in foreign countries; legal sanctions pertaining to the use and possession of even the smallest amounts of illegal substances tend to be extremely severe; and the U.S. authorities have virtually no control over a U.S. citizen found to be in violation of local law. In many developing countries, no distinction is made between personal use or possession and distribution or sale; penalties can be life imprisonment or execution. Even associating with drug users can be very dangerous. If you purchase prescription medications in quantities larger than that considered necessary for personal use, you could be arrested on suspicion of drug trafficking. Once you're arrested, the U.S. consular officer cannot get you out.
Health Risks

Substance abuse may result in a wide spectrum of extremely serious health and behavioral problems. Substance abuse results in both short- and long-term effects upon the body and mind. There are specific health risks related to alcohol and drug use, and there are general health risks related to impairment and addiction. Alcohol and drugs are toxic to the body's systems. In addition to the problem of toxicity, contaminant poisonings often occur with illegal drug use. HIV infection associated with intravenous drug use is a prevalent hazard.

Acute health problems may include heart attack, stroke, and sudden death, which, in the case of some drugs such as cocaine, can occur after first-time use. Long-lasting health effects of drugs and alcohol may include disruption of normal heart rhythm, high blood pressure, leaks of blood vessels in the brain, bleeding and destruction of brain cells and permanent memory loss, infertility, impotency, immune system impairment, kidney failure, cirrhosis of the liver, and pulmonary damage. Drug use during pregnancy may result in fetal damage and birth defects causing hyperactivity, neurological abnormalities, and developmental difficulties.

Where to Get Help

Students are encouraged to seek assistance for substance abuse and dependency problems. To find out what services are available to you abroad, consult with your Study Center Director/Liaison Officer and staff. Your inquiries will be kept confidential.
Content
Erin Marnocha, Michael Kisgen, Kenwyn Suttle

Design
Kathleen M. Wong

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