Guidelines and Recommendations

Off-Book Experiential Learning Course Set-Up, College of Liberal Arts and Sciences

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This memo details some key guidelines and recommendations for developing a domestic, experiential learning course in CLAS. The guidelines are based on my experiences in establishing a course (1 credit hour) on Native American Politics taught over Spring Break 2017 in Wyoming, Montana, and South Dakota. I, a graduate assistant, and eight undergraduate students flew to Denver, CO, rented a 15-passenger van, and visited the Wind River Reservation in Wyoming (home to the Eastern Shoshone and Northern Arapaho), the Crow Tribal Reservation near Little Bighorn Battlefield in Montana, and the Pine Ridge Tribal Reservation in South Dakota, home to the Oglala Lakota (Sioux). The course included visits to cultural and historical sites, including Fort Laramie, WY, Badlands National Park, SD, and Mount Rushmore, SD, as well as to tribal council offices and to the offices of the superintendents of the Bureau of Indian Affairs (Department of Interior) on Wind River and Pine Ridge. We were assisted by tribal guides on the Crow and Pine Ridge Reservations. We also engaged in a small service learning opportunity by providing elderly tribal members with fresh fruit, vegetables, and meat at the Kyle, SD Elderly Center on the Pine Ridge Reservation where we met with senior citizens for lunch.

The modalities described in this memo, which are as comprehensive as possible, are aimed at facilitating faculty development of domestic programs that involve travel, speakers’ fees, faculty and graduate student salaries, and budgeting. Unlike international programs that are administered by the University of Florida International Center (UFIC), there is no central “clearinghouse” for establishing domestic, off-site and ‘off book’ programs at UF.

In this endeavor, I gratefully acknowledge the remarkable assistance and support of many colleagues, including my department chair, Ido Oren, program assistant Garrett Mullee (Political Science), Associate Dean of CLAS Mary Watt, Associate Dean of CLAS Brian Harfe, Elizabeth Lynch and Gena Valadez of CLAS Shared Services, Todd Morrone of UF Environmental Health, Safety and Protection, and Brian Marchman, Charles Koenig, and Chris Newsome of Distance and Continuing Education (DCE).

Course Set-Up

A. Credit Hours/Course Designation. Obtain department chair approval for the course. If the course is less than 3 credit hours, insure that a course code with the proper number of credit hours is “on the books” as early as possible (e.g., special topics). The Registrar cannot alter the credit hours of any course unless it was originally set up as variable credit. Ideally, courses to be taught on a regular basis should go through the University Curriculum Committee and receive a specific course code designation; provide 4-6 months for that process. Make sure adequate time is provided in advance to insure the course is listed on the Registrar’s site for the term in which it is taught.

B. Student Registration. Insure that when the course is listed with the Registrar, the section is “DEPX,” which requires departmental administrative approval and manual registration. This is critical to insure that students cannot sign up for the course en masse without knowing the nature of the program, additional program fees, etc.
C. **Develop a Course Enrollment Form.** (See attached). A course enrollment form to obtain student information is critical to register and keep track of students.

D. **Off-Book Programs/Self-Funding Proposal.** While the Registrar assesses the standard per-credit-hour fee from students, any domestic program that involves travel must be self-funding (i.e., "off book"); students must pay for all travel-related expenses. The program must be self-sustaining. The faculty member is responsible for any expenses beyond the fees that are collected from students in the total travel budget.

a. Submit a Self-Funding Proposal through Distance and Continuing Education (DCE) [see attached]. The form requires departmental, CLAS, DCE, and Provost approval. Once approved, DCE will coordinate with the Bursar to collect the per-student fees and assign a chartfield number that is critical to the processing of travel authorizations for faculty/graduate assistants and receipts by CLAS Shared Services (or departmental staff). Coordinate with DCE for the student fee payment deadline and withdrawal deadline.

b. Develop a line-item budget for DCE. (See attached example). Use Excel or another spreadsheet program to document hotel fees, rental car fees, and any other anticipated expenses as closely as possible. Additional fees cannot be collected after students pay the Bursar. Contact hotels well in advance and negotiate room rates and possible discounts (I paired students 2 per room by gender; in some cases, I was able to have 3 students per room in larger and unique facilities).

c. Obtain a hard copy of UF’s sales tax exemption certification. For states with reciprocity, this can save significant amounts of money on hotel fees. While a UF P-Card has the tax exemption number on it, make sure to point it out to vendors (hotels, car rental, etc.) to insure that taxes are not collected where appropriate. The certificate is available at http://www.purchasing.ufl.edu/forms/Consumer's%20Certificate%20of%20Exemption.pdf

**Rental Vehicles**

A. **Obtain a UF Purchasing Card.** Before reserving and renting any rental vehicle in which students will be transported, insure that a UF Purchasing Card is used to reserve the vehicle and when the contract is signed at the rental vehicle facility and the vehicle is picked up. This is critical in order for University liability protections to attach to the rental under the Enterprise state contract. Under no circumstances should either a personal credit card or personal automobile insurance coverage be used for the rental vehicle used for student transport.

B. **15-Passenger Vans.** If renting this class of vehicle, while a CDL is not required, UF mandates that drivers of the van complete training. The cost is $15. Details are at http://www.ehs.ufl.edu/programs/hazard_ergo/vampol/
Salary

A. **Budget Considerations.** Salary for faculty and graduate assistants is subject to fringe benefits. Check with DCE on the percentages when considering budgeting for salary and adjust accordingly, as appropriate.

B. **Overload.** (See attached). If the course is considered an overload for the faculty and/or graduate assistant, obtain form HR 600 from Shared Services/departmental staff. HR 600 requires departmental approval.

C. **Payment.** (See attached). Upon completion of the trip, contact Shared Services/departmental staff to request that a Self-Funded Program Payment Request (SFP) be processed. The SFP requires departmental approval and will be sent to DCE for processing.

Travel Guides/Speakers/Honoraria

A. **UF Vendor Requirement.** (See attached). Payments to any travel guides, speakers, etc., must be processed as University vendors through Shared Services/departmental staff. Insure that ample time is provided to have the vendor fill out the form in advance for the check to be processed prior to the trip.

Cash Purchases

A. **Group Meals/Food.** Meals and food are not eligible for P-Card purchases.

B. **Cash Advance.** Contact Shared Services/departmental staff to obtain a cash advance in anticipation of any food/meal purchases during the trip. Any unused funds from the cash advance must be reconciled and returned promptly.

Travel Authorization

A. **Obtain a Travel Authorization.** At least a week prior to the trip, insure that you obtain a travel authorization, noting the appropriate chartfield for the program, from CLAS Shared Services/departmental staff. Separate travel authorizations are required for the faculty member and the graduate assistant (if applicable).

Student Liability Waiver

A. **Insure Students Complete Waiver Form.** (See attached). The Student Liability Waiver for domestic programs was developed using the UFIC waiver as a template. The form must be completed by all students, and the originals stored in a safe place.

B. **Student Acknowledgment.** It was my preference to have students complete an additional form (see attached) in which they acknowledged the UF Student Code of Conduct and Student Honor Code, in addition to particulars to the trip in terms of cultural sensitivity.
and decorum related to interactions with Native Americans, sexual harassment policy, and the prohibition of alcohol on Native reservations. Of particular note was our arrival in Colorado (Denver), where recreational marijuana was recently legalized at the state level. I made it clear to students that marijuana use violated UF policy. Moreover, I elucidated that the transportation of marijuana to adjacent states where it is illegal constitutes both state and federal crimes and could jeopardize the trip.

Travel Insurance

A. Group Insurance. (see attached). I recommend purchasing group travel insurance for faculty, graduate assistants, and students and building the cost into the budget. See attached policy, which was $41 per person and covered flight delays, delayed baggage, lost baggage, and return to Florida due to medically-documented illness as well as additional medical insurance.

Receipts/Reconciliation

A. Keep All Receipts. Keep all receipts from P-Card and cash purchases during the trip.

B. Facilitating Reconciliation. Upon return, it is helpful to itemize the receipts alongside a copy of the budget spreadsheet when providing them to Shared Services/departmental staff as soon as possible.

Miscellaneous

A. Course Marketing. I developed a tri-fold brochure (see attached) that was made available in our departmental office, on my office door, and electronically on my departmental website. I also visited large lecture courses taught by other faculty to pitch the course. Our undergraduate coordinator sent several emails to the undergraduate list-serv to advertise the course. Finally, if the course appeal is multi-disciplinary, consider contacting the chairs of other departments to distribute course information to those listservs. I had two of eight students who were from majors other than Political Science enroll in the course.

B. Pre-Departure Meeting. Have a meeting with all students prior to departure to go over the itinerary and any other details. Some students are seasoned travelers, while others have anxiety about traveling. Obtain the students' cell phone numbers for emergency contact once they arrive on site. If you are not picking up the students at the location airport, provide details on how they are to arrive at the hotel or other site.

C. Hiring a Graduate Assistant. The hiring of a graduate assistant can facilitate trip planning and coordination to a great degree. During the Spring Break trip, my graduate assistant was instrumental in texting/emailing/calling students about logistics and ensuring that they were ready to leave on time from the hotels for our site visits. Moreover, it can be especially helpful to consider an opposite gender graduate assistant to ensure balance for student concerns that may develop.
I encourage any faculty member considering the development of a domestic experiential learning program to contact me if I may be of further assistance. My email is reconley@ufl.edu, office phone is (352) 273-2385, and cell phone is (352) 317-1860. I look forward to providing whatever additional insight I can.

Key Contacts:

Brian Marchman, DCE: marchman@ufl.edu
Mary Watt, Associate Dean, CLAS: marywatt@ufl.edu
Elizabeth Lynch, CLAS Shared Services: ealynch@ufl.edu

Associate Provost-Teaching and Technology: http://tnt.ua.ufl.edu
Distance and Continuing Education: http://dce.ufl.edu/
ENROLLMENT APPLICATION

NAME ____________________________________________
(please print legibly)

UF ID ____________________________________________

EMAIL: ____________________________________________@ufl.edu
(please print legibly)

LOCAL/CELL PHONE # (_______)

MAJOR __________________________________________

YEAR IN STUDY AT UF (freshman, sophomore, junior, senior) _____________________________

CURRENT GRADE POINT AVERAGE __________________________ /4.0

Briefly explain reasons for your interest in the Spring Break program:
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Return form to Professor Richard Conley, Department of Political Science, 309 Anderson Hall  rconley@ufl.edu
Proposal for
Self-Funded Program
Status

(title of the program)
Application for Approval of Self-Funded Status for the
(title of the program)

College:

Department:

Title of Degree Program:
  Major:
  Concentration:
  Specialization:

Degree or Certificate:

Undergraduate or Graduate:
  If graduate, has the program been approved by the Graduate School? Yes or No.

Total credit hours:

Length of Program:

Cost per credit hour (tuition only, not including fees):

Cost per year:

CIP Code:

Online Program? Yes or No?
  Percent Online:
  (If less than 100% online, list of the activities that prevent the program from being offered exclusively online):

SACS Accreditation Required:
  If yes, expected date of approval:

Requires Physical Presence? Yes or No. If Yes, where will the program be located?

Requires Internship? Yes or No.

Proposed Launch Term:
Background:

Part A: The Market

1. What is the nature and size of the market?

2. Who are the students?

3. What are the marketing plans?

4. Why is the demand not met already?

5. What is the competition and who is in the peer competitive group?

6. What will be the program's competitive advantages?

7. Will the program infringe on any others served by the College/University?

8. Will the program have any impact on current or future SCH production?

9. What is the total expected cost to the student (tuition and fees) and how does it compare with the peer group competition?

10. What is the basis for the cost? Cost recovery or Market Rate? Explain
**Part B: The Academics**

1. How does this program support/enhance the mission of the College; the strategic plan of the University?

2. Who will be the faculty? Will their participation be in-load or out-of-load?

3. What is the faculty compensation plan? Explain the compensation model for instruction.

4. Are the courses in the program already in the curriculum? If not what are the development plans?

5. Has the proposed program been approved by the Graduate Council or University Curriculum Committee?

6. SACS implications?
   - □ No remote, off-campus physical instruction
   - □ Less than 25% remote, off-campus physical instruction
   - □ Between 25-49% remote, off-campus physical instruction
   - □ 50% or more remote, off-campus physical instruction

7. What is the nature of the platform that will be used to deliver the program?

8. What are the student learning outcomes associated with the program?

9. How will testing or student assessment be accomplished?

10. What is the program's plan to authenticate students and ensure academic integrity through proctoring?

11. At what location(s) will the courses be offered? (Main UF Campus, Off Campus, Online Off Campus, others)

12. Who will be the director, departmental contact/coordinator responsible for actually doing the work of setting up the course sections, and contact for daily interface with students? (include name, phone, and email)
Part C: Students

1. Student fees: *There are fees state mandated and one local fee that ALL students must pay per credit hour.*
   - Capital Improvement Trust Fund Fee
   - Student Financial Aid Fee
   - Technology Fee

2. Student services and entitlements:
The student services that the distance student is entitled to are comparable to those of the resident student and should include:
   - Eligibility for financial aid and financial aid advising
   - Student complaints and concerns
   - Student counseling and advising
   - Student organizations
   - Technology assistance

3. Every degree program must have specific and readily available information about the fee obligations and service entitlements.
The entitlement information and how to exercise the entitlements will be included with the syllabi made available to each student.

Part D: Financials

(Please see attached budget)

1. What is the proposed tuition per credit hour?

2. Will the program request start-up funds?

3. What is the break even number of students?

4. Will the tuition be collected on calendar?

5. Budget Narrative
Approval Signatures:

Department Chair

Signature
Printed Name
Date

Dean of College

Signature
Printed Name
Date

Associate Provost

Signature
Printed Name
Date

Provost and Senior Vice-President

Signature
Printed Name
Date

To be completed by the Office of the Associate Provost

Special Program Code: ________________

ChartField: DeptID______________Fund________Program______FlexID________
<table>
<thead>
<tr>
<th>Hotel Itinerary</th>
<th>Item</th>
<th>Room/night</th>
<th>Cost per student</th>
<th>Faculty</th>
<th>T/A Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saturday, 4 March</td>
<td>Denver Int'l Airport</td>
<td>150</td>
<td>75</td>
<td>150</td>
<td>150</td>
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<tr>
<td>Sunday, 5 March</td>
<td>Riverton, WY</td>
<td>85</td>
<td>43</td>
<td>85</td>
<td>85</td>
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<tr>
<td>Monday, 6 March</td>
<td>Dubois, WY</td>
<td>85</td>
<td>43</td>
<td>85</td>
<td>85</td>
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<tr>
<td>Tuesday, 7 March</td>
<td>Buffalo, WY</td>
<td>70</td>
<td>35</td>
<td>70</td>
<td>70</td>
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<tr>
<td>Wednesday, 8 March</td>
<td>Sheridan, WY</td>
<td>85</td>
<td>43</td>
<td>85</td>
<td>85</td>
</tr>
<tr>
<td>Thursday, 9 March</td>
<td>Wall, SD</td>
<td>95</td>
<td>48</td>
<td>95</td>
<td>95</td>
</tr>
<tr>
<td>Friday, 10 March</td>
<td>Kyle, SD</td>
<td>95</td>
<td>48</td>
<td>95</td>
<td>95</td>
</tr>
<tr>
<td>Saturday, 11 March</td>
<td>Denver Int'l Airport</td>
<td>150</td>
<td>75</td>
<td>150</td>
<td>150</td>
</tr>
</tbody>
</table>

**HOTEL COSTS**
Total (@ 8 students + faculty + T/A) $4,064

**SALARY COSTS**
Faculty Salary $1,186
T/A Salary $480
Total $1,666

**RENTAL BUS/FUEL COSTS**
- regular rental car (3 days) $130
- 15 Passenger van/Denver Int'l @ 8 days $500
- Fuel: approximately 125 gallons $350
- 1,600 miles @ 20 mpg and $2.80/gallon $980
Total $980

**AIRFARE**
- Faculty airfare $215
- T/A Airfare $327
Total $542
**ENTRY FEES/TOURS**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fort Laramie entry</td>
<td>$0</td>
</tr>
<tr>
<td>Frances Eagleman (Little Bighorn)</td>
<td>$300</td>
</tr>
<tr>
<td>Marvin Dawes</td>
<td>$400</td>
</tr>
<tr>
<td>Mount Rushmore Nat'l Monument Parking (SD)</td>
<td>$50</td>
</tr>
<tr>
<td>Badlands Nat'l Park (SD)</td>
<td>$50</td>
</tr>
<tr>
<td>Arlen Rollwindhorse (Pine Ridge)</td>
<td>$400</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$1,200</td>
</tr>
</tbody>
</table>

**TRAVEL INSURANCE**

<table>
<thead>
<tr>
<th>Category</th>
<th>Cost</th>
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</thead>
<tbody>
<tr>
<td>Per student @ cost</td>
<td>$41</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$410</td>
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</tbody>
</table>

**INCIDENTALS/GROUP MEAL**

<table>
<thead>
<tr>
<th>Service</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Speaking honoraria (Monte Baker/Tom Lucas)</td>
<td>$300</td>
</tr>
<tr>
<td>Group meal/Crow Agency, MT</td>
<td>$250</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$550</td>
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</table>

**TOTAL BUDGET**

<table>
<thead>
<tr>
<th>Category</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Fees</td>
<td>$10,600</td>
</tr>
<tr>
<td><strong>Remainder (group meals/incidentals/service work)</strong></td>
<td>$1,188</td>
</tr>
</tbody>
</table>
Request for Approval of Additional University Compensation

<table>
<thead>
<tr>
<th>Contact Person:</th>
<th>PO Box:</th>
<th>Phone:</th>
<th>Fax:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Name:</td>
<td>UFID Number:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

REQUEST (check one)

- Employment of UF employee at greater than 1.00 FTE
- Employment of UF employee simultaneously from OPS and salaries

<table>
<thead>
<tr>
<th>PRIMARY EMPLOYMENT</th>
<th>SECONDARY EMPLOYMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department/Unit:</td>
<td></td>
</tr>
<tr>
<td>Department ID:</td>
<td></td>
</tr>
<tr>
<td>Class Title:</td>
<td></td>
</tr>
<tr>
<td>Position Number:</td>
<td></td>
</tr>
<tr>
<td>Rate of Pay (Hourly or Biweekly):</td>
<td>Daily: a.m. p.m. Weekly: a.m. p.m.</td>
</tr>
<tr>
<td>Work Schedule:</td>
<td>Daily: a.m. p.m. Weekly: a.m. p.m.</td>
</tr>
<tr>
<td>Full Time Equivalency (FTE):</td>
<td></td>
</tr>
<tr>
<td>Period of Employment:</td>
<td></td>
</tr>
<tr>
<td>Appropriation Paid From:</td>
<td>Salaries</td>
</tr>
</tbody>
</table>

THE SECONDARY EMPLOYER MUST COMPLETE THIS SECTION
(The secondary employer is responsible for insuring that the form is completed and approved)

DUTIES TO BE PERFORMED IN SECONDARY EMPLOYMENT and EXPLANATION/JUSTIFICATION
(Attach additional sheets if necessary)

SECONDARY EMPLOYER NAME (Please Print) ______________ SIGNATURE ______________ DATE ______________ PHONE ______________

THE PRIMARY EMPLOYER MUST COMPLETE THIS SECTION
(If for any reason this statement is not applicable, a separate statement of explanation from the primary employer must be attached): This employee has my approval to perform the additional duties indicated above for the secondary employer. These additional duties will not be performed during the employee’s regular working hours with this university and will not involve a conflict of interest with the employee’s regularly assigned duties.

PRIMARY EMPLOYER SUPERVISOR (Typed) ______________ SIGNATURE ______________ DATE ______________

PRIMARY EMPLOYER CHAIR or DIRECTOR (Typed) ______________ SIGNATURE ______________ DATE ______________

EMPLOYEE SIGNATURE ______________ DATE ______________

AUTHORIZATION OF HUMAN RESOURCE SERVICES (Required for USPS and TEAMS).

- □ APPROVED
- □ APPROVED AS MODIFIED
- □ DISAPPROVED
- □ FLSA OVERTIME REQUIRED

REMARKS:

HUMAN RESOURCE SERVICES SIGNATURE ______________ DATE ______________
University of Florida – Vendor Tax Information Form

Use this form ONLY if you are a U.S. person or entity (including U.S. resident alien).

Collection and Use of Social Security Number - The request for your SSN or other Taxpayer Identification Number by University Disbursement Services is mandated by 28 U.S.C. 6041 and related IRS regulations. If you have questions about the collection and use of Social Security numbers at UF, please visit: http://privacy.ufl.edu/SSNPrivacy.html

Part 1 – General Information:

Name ____________________________ Taxpayer ID Number (SSN or EIN) ____________________________

Business Name (DBA) ____________________________. Address ____________________________

City ____________________________ State ______ Zip __________

Expenditure Type:

☐ Guest Speaker ☐ Research Participant ☐ Exam Proctor ☐ Other: ____________________________

For these expenditure types, skip Part 5 of this form.

Part 2 - Tax Status:

☐ Individual – If the vendor is a current UF employee, provide UFID, current job title and a brief description of the current UF job duties:

UFID: ____________________________ Title: ____________________________

Duties (describe or attach a copy of the current job description):

☐ Sole Proprietor (or an LLC with one owner) – The Taxpayer ID Number listed above must match the name given on the “Name” line to avoid backup withholding.

☐ Partnership (or an LLC with multiple owners)

☐ Corporation or tax exempt entity

Part 3 – Exemption: (If you are exempt from Form 1099 reporting, check your qualifying exemption reason below.)

☐ Corporation Exempt under 501(c)(3) or IRA

☐ The United States or any of its agencies or instrumentalities

☐ A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or agencies

☐ A foreign government or any of its political subdivisions or an international organization in which the United States participates under a treaty or Act of Congress

☐ Corporate Exemption Note that there is no corporate exemption for medical and healthcare payments or payments for legal services

Part 4 – Minority Status:

☐ Non-minority ☐ Non-certified minority ☐ Certified minority Certified by: ____________________________

☐ African-American ☐ Hispanic ☐ Asian/Hawaiian ☐ Native-American

☐ Woman-owned ☐ Non-certified ☐ Certified ____________________________

Part 5 – Employee/Independent Contractor Determination for services provided: (Attach any supporting documentation to this form)

1. Briefly describe the work/service to be provided: ____________________________________________

2. Are you a former UF employee? ☐ No ☐ Yes If yes, will the proposed work/service be the same or similar to the work you performed while a UF employee? ☐ No ☐ Yes

3. Does the work/service involve teaching? ☐ No ☐ Yes (If yes, the course is ☐ for credit ☐ not for credit.)

4. When will the work/service be performed (start/end dates, frequency, duration)? ____________________________________________

5. Where will the work/service be provided (from home, UF-provided workspace/office, etc.)? ____________________________________________

6. What training, instruction, and supervision will be provided by UF regarding the proposed work/service? (Please describe.) ____________________________________________

FA-UDS-VTIF 9/2012
Division of Continuing Education  
SELF FUNDED PROGRAM PAYMENT REQUEST

Today’s Date: ____________________
Dept. Contact: Name:_________________ Phone:________________ Fax:________________ E-mail:_________________

<table>
<thead>
<tr>
<th>PAYEE’S NAME</th>
<th>UFID</th>
<th>TITLE</th>
</tr>
</thead>
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<tr>
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<td></td>
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<table>
<thead>
<tr>
<th>COLLEGE</th>
<th>DEPARTMENT</th>
<th>ADDRESS</th>
</tr>
</thead>
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</tbody>
</table>

Dates of Service: ______________ to ______________  
Number of Hours: __________________

____ New hire to UF (paperwork attached)  
____ Retiree (attached Retiree Exception Form)  
____ Extra State Comp  
____ Current UF Employee  
____ Terminate appointment after payment  
___ OR ___ LSP

Services associated with: _____ Credit Course _____ Non-Credit Course

<table>
<thead>
<tr>
<th>DEPT ID</th>
<th>FLEXFIELD</th>
<th>EARNINGS AMOUNT</th>
<th>GOAL AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Supervisors’ Name: _________________________  
UFID: _________________________

SERVICES PROVIDED:

DO NOT WRITE IN THIS SPACE

HRAC: ______________
HR600 on file ______________
LSA on file ______________

_____________________/_________________  
Department Chair Signature  Date  
_____________________/_________________
DCE Signature  Date

__________________________
Printed Name

__________________________
Charles Koenig  Printed Name

Revised 01/04/2017
7. Will UF provide supplies, equipment, materials, or tools to accomplish the work/service? □ No  □ Yes (Please describe.)

8. Do you perform similar work/service for others? □ No  □ Yes

9. Will you be reimbursed for any expenses that you incur while performing the proposed work/service? □ No  □ Yes (Please describe.)

Part 6 – Certification:

Under penalties of perjury, I certify that:

1. The taxpayer identification number provided on this form is correct (or I am waiting for a TIN to be issued to me), and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding.
3. I am a U.S. Person (including a U.S. resident alien).

As a vendor performing service for the University of Florida, I understand that I am not covered under the State of Florida Worker's Compensation Law (F.S. 440) and it is my responsibility to obtain personal liability insurance. I am also aware that all taxes attributable to any service that I render to the University of Florida are my responsibility.

Signature of U.S. Person (Payee) ________________________________ Phone ________________________________ Date ________________________________

ANY TAXES, INTEREST OR PENALTIES ASSESSED AGAINST THE UNIVERSITY OF FLORIDA BY THE IRS DUE TO MISCLASSIFICATION OF AN INDIVIDUAL AS AN INDEPENDENT CONTRACTOR WILL BE PAID BY THE DEPARTMENT AUTHORIZING THE CONTRACTUAL RELATIONSHIP.

Univ. of FL Department ________________________________

Univ. of FL Dean, Director, Chairperson Name or Designee ________________________________ Signature ________________________________ Date ________________________________

Once completed, please return to the UF department you are currently working with. The department will be responsible for obtaining the appropriate signature of their department chair, dean, or director and submitting the form to Vendor Maintenance at:

Mail: Vendor Maintenance
PO Box 115350
Gainesville, FL, 32611-5350
Fax: 352-392-0081 eMail: addvendor@ufl.edu

FA-UDS-VTIF 9/2012
Release, Indemnification, Waiver, and Hold Harmless Agreement

Native American Politics Spring Break 2017
Plains Indian Tribes Experience
(Colorado, Wyoming, Montana, South Dakota, Nebraska)

In consideration for being allowed to participate in Academic Work/Research in the above named location (the “Program”), I hereby RELEASE and DISCHARGE The University of Florida Board of Trustees, The State of Florida, their employees, agents and assigns (collectively, the RELEASEES) from any and all liability, arising out of any loss, damage, or injury, including death that may be sustained by me, or to any property belonging to me, or both including but not limited to any claims, demands, actions causes of action, judgments, damages, expenses and costs, including attorneys' fees, which arise out of, result from, occur during or are connected in any manner with my participation in the Program or any related travel or activities, including such loss, damage, injury or death that may result from RELEASEES' own negligence, and I further WAIVE any right I might otherwise have and COVENANT NOT TO SUE said RELEASEES in connection with any such liability.

I am fully aware of risks and hazards connected with participation in the Program, and related activities, including but not limited to exposure to infection and infectious diseases, rebellion, political unrest, internal turmoil, traffic accidents, and crime, which could result in serious or mortal illness, injuries and property damage, and am fully aware that there may be risks and hazards unknown to me connected with such participation, and I hereby voluntarily elect to participate in the Program, and related activities, knowing that conditions may be hazardous or dangerous to me and my property. I understand that I will be subject to tribal laws and regulations on Native American reservations, in addition to state and local laws and regulations during the Program.

I am fully aware that work associated with the Program can be physically and mentally rigorous, and the possibility of illness, accident or death is always a concern. Furthermore, I am aware that the University of Florida strongly recommends that I receive assurances from a physician regarding the rigors of travel as they relate to any special conditions and/or needs I may have.

I further hereby AGREE TO INDEMNIFY, DEFEND AND SAVE AND HOLD HARMLESS the RELEASEES and each of them, from any loss liability, damage or costs including court costs and attorneys’ fees they may incur as a result of any claims, demands, actions, causes of action, damages or judgments, which arise out of, occur during, or are in any way connected with my participation in the program or any related travel or activities.
In signing the release I ACKNOWLEDGE and REPRESENT that:

- I have read the foregoing release, understand it and sign it voluntarily as my own free act and deed; no oral representations, statements or inducements, apart from the foregoing written agreement, have been made;
- I am at least eighteen (18) years of age and fully competent;
- I execute this release for full, adequate and complete consideration fully intending to be bound by the same and intending to bind my heirs, successors, assigns, personal representative and estate;
- I agree that this Release, Indemnification, Waiver and Hold Harmless Agreement is to be construed under the laws of the State of Florida, U.S.A. and that venue shall be in Alachua County, Florida. If any portion hereof is held invalid, the balance hereof shall continue in full force and effect.

Student Name (printed)__________________________________________

Signature_____________________________________________________

UFID#________________________________________________________
Students enrolled in the Native American Politics Spring Break (1 credit hour) trip to Colorado, Wyoming, Montana, Nebraska, and South Dakota are bound by the University of Florida Student Honor Code and Student Conduct Code (appended below).

Students must comply not only with University of Florida regulations, but also all federal, state, and tribal laws, regulations and ordinances.

The U.S. Constitution provides that Native nations are sovereign entities on reservation lands. Alcohol is prohibited on the Wind River (Wyoming) and Pine Ridge (South Dakota) reservations per tribal laws. Under-age drinking outside of tribal reservations is illegal per the laws of Colorado, Wyoming, Montana, Nebraska, and South Dakota. Under-age drinking, excessive alcohol consumption, drug use, and/or indecent or disorderly conduct will not be tolerated.

Students are expected to exercise cultural sensitivity and decorum in interactions with guest speakers, tribal leaders, representatives, and residents, as well as with one another and with faculty and teaching assistants. Sexual harassment of any kind will not be tolerated.

Violations of the Student Honor Code and Conduct Code, or violations of federal, state, or tribal laws, regulations, and ordinances may result in immediate dismissal from the program.
I, ________________________________, UFID ____________________________

(print full legal name)

acknowledge that I have read and understand the University of Florida Student Honor Code and Code of Conduct. Further, I acknowledge my responsibilities to follow all federal, state, and tribal laws, regulations and ordinances during the Spring Break course (4 March – 12 March 2017). I understand that violations of the University of Florida Student Honor Code, Code of Conduct, and/or federal, state, or tribal laws, regulations and ordinances may result in my immediate dismissal from the program and potential academic and legal sanctions by governing authorities.

__________________________________  _________________________
(signature)                        (date)
Student Deluxe Protection Plan

Native American Politics
University of Florida
Colorado, Wyoming, Montana, South Dakota
March 4th - March 12th, 2017
Group Policy # 71756

Note: For residents of AK, CA, CO, IN, KS, MT, NH, NV, OR, TX and WA, this is not Your Certificate of Insurance. To obtain Your state specific Policy please contact Travel insured at 866-684-0218.

Worldwide Assistance Services
The Travel Assistance feature provides a variety of travel related services. Services offered include:
- Medical Evacuation
- Medically Necessary Repatriation
- Repatriation of Remains
- Medical or Legal Referral
- Inoculation Information
- Hospital Admission Guarantee
- Translation Service
- Lost Baggage Retrieval
- Passport/Visa Information
- Emergency Cash Advance
- Bail Bond
- Prescription Drug/Eyeglass Replacement
- ID Theft Resolution Service
- Concierge Service
- Business Concierge
- Non-Medical Emergency Evacuation

Payment reimbursement to the Assistance Company is Your responsibility.

24/7 Worldwide Assistance Services
Travel Assistance, Medical Emergency, Concierge Service, Business Concierge, Non-Medical Emergency Evacuation, and ID Theft Resolution Service

FOR EMERGENCY ASSISTANCE DURING YOUR TRIP
CALL:
888-266-2624
OR CALL COLLECT:
603-328-1725
(From all other locations)

Travel assistance services are provided by an independent organization and not by United States Fire Insurance Company or Travel Insured International. There may be times when circumstances beyond the Assistance Company's control hinder their endeavors to provide travel assistance services. They will, however, make all reasonable efforts to provide travel assistance services and help you resolve your emergency situation.

Administered by

TRAVEL INSURED INTERNATIONAL

Quality Protection Worldwide
For questions or to report a claim, contact:
Travel Insured International, Inc.
855 Winding Brook Drive
Glastonbury, CT 06033
Customer Care - 866-684-0218
Claims - 800-242-1990

CONCIERGE SERVICES
Concierge Services are provided by Travel Insured's designated provider. There is no charge for the services provided by the provider. You are responsible for the cost of services provided and charged for by third parties and for the actual cost of merchandise, entertainment, sports, tickets, food and beverages, and other disbursement items. Services offered include: Destination Profiles, Epicurean Needs, Event Ticketing, Floral Services, Tee Time Reservations, Hotel Accommodations, Meet-And-Greet Services, Shopping Assistance Services, Pre-Trip Assistance, Procurement of Hard-To-Find Items, Restaurant Referrals and Reservations, Rental Car Reservations, and Airline Reservations.

NON-MEDICAL EMERGENCY EVACUATION
If you require Non-Medical Emergency Evacuation, the Assistance Service will arrange and pay for evacuation from a safe departure point to the nearest safe location. You must contact the Assistance Service as soon as possible after you have been informed of the official disaster declaration, as delays may make safe transportation impossible. The method of transportation will be arranged as deemed most appropriate to ensure your safety. If evacuation becomes impractical due to hostile or dangerous conditions, the Assistance Service will maintain contact with you and advise you as soon as evacuation becomes viable or the natural disaster situation or the political or social upheaval has been resolved. Benefits are subject to the terms and conditions of the plan and not as determined by the Assistance Service's personnel in accordance with local and U.S. authorities. Services rendered without the Assistance Service's coordination and approval are not covered. No claims for reimbursement will be accepted. If you are able to leave the affected area by normal means, the Assistance Service will assist you in rebooking flights or other transportation. Expenses for non-emergency transportation are your responsibility.

BUSINESS CONCIERGE SERVICES
Concierge Services are provided by Travel Insured's designated provider. There is no charge for the services provided by the provider. You are responsible for the cost of services provided and charged for by third parties. Services offered include: Emergency Correspondence And Business Communication Assistance, Assistance With Locating Available Business Services Such As:

T-19116 2.1.2017
Group Number: 71756
Underwriter: United States Fire Insurance Company
Plan: Student Deluxe (SD15)
Group Name: Native American Politics - University of Florida
Tour Name: Native American Politics - University of Florida
Dates: 3/4/2017 – 3/12/2017
Group Size: 10

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Customer Care
1-866-284-0218

Non-Insurance Travel Assistance Services
1-888-283-2824 (Toll-Free US/Canada)
1-603-328-1725 (Collect Outside US/Canada)

Where to Report Claims
Travel Insured International
P.O. Box 8503
Glastonbury, CT 06033
1-800-243-2440 (Weekdays 7:45 AM-5:30 PM ET)
Selected Readings

**Wind River Reservation and the Shoshone and Arapahoe**


**Little Bighorn Battlefield (Crow Agency, Montana)**


**Mount Rushmore & the Black Hills (Paha Sapa)**


**Pine Ridge Reservation and the Oglala Sioux**


Native American Politics

POB 4931

Wyoming, Montana & South Dakota
Plains Indian Tribes Experience
Spring Break 2017 (March 4 – 12)

This 1-credit hour course comprises a seven day trip to Wyoming, Montana and South Dakota during Spring Break 2017. Central to the course are visits to the Wind River Reservation (Riverton, WY), home to the Arapahoe and Shoshone Tribes, and the Pine Ridge Reservation (SD), home to the Oglala Lakota (Sioux) Nation. Students will also visit Little Bighorn National Battlefield (MT), site of Custer’s Last Stand, interact with Crow Nation scholars and residents, and tour Mount Rushmore and Badlands National Park (SD).

Students will benefit from on-site lectures and will meet with representatives of tribal governments and the Bureau of Indian Affairs (BIA), historians, artists, and social/religious organizations to gain first-hand insight into native culture, history, and contemporary challenges to tribal governance, federal-tribal relations, and socio-economic development.
Course Objectives and Approach

The course takes a multidisciplinary approach to tribal politics and federal-tribal relations, emphasizing the intersection of culture, history, and socio-economics for an understanding of the contemporary political situation of Native Americans. **Students from any major are welcome to apply with no prerequisites.**

Course readings/on-site lectures/tours emphasize the varied history of the Wind River Region of Wyoming, the Pine Ridge Reservation of South Dakota, and the Crow reservation in Montana and tribal and intergovernmental politics of the Arapahoe & Shoshone and Oglala Lakota (Sioux) Nations, as well as the historical role of church ministries dating to President Ulysses Grant’s Peace Plan enunciated during the election of 1868.

Students will have the opportunity to take part in experiential ‘service learning’ that will accent interaction with reservation residents and the central importance of extra-governmental assistance in the realm of social affairs.

Students are required to complete a 7-10 page ‘reflection paper’ drawing from the course readings, on-site lectures, meetings with tribal and other governmental officials, and cultural encounters. The paper is due by the end of the semester (April 2017).

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**Site Visit Itinerary**

- Visit Fort Laramie, WY (site of 1868 Treaty with the Sioux)
- Visit Wind River Reservation (Riverton, WY) Arapaho Interpretive Center St. Stephen’s Mission
  
  Talk by Ron Mamot, editor of the Rendezvous Catholic parish magazine
  Arapaho/Shoshone gov’t offices
  Bureau of Indian Affairs
- Visit Dubois, WY & Bighorn Nat’l Forest
  
  Talk by Monte Baker, local historian
  Talk by Tom Lucas, local artist and Wind River Reservation resident
  Dubois Historical Museum
- Tour Little Bighorn Nat’l Battlefield (Crow Agency, MT) & Crow culture
- Visit Mount Rushmore & Black Hills
- Tour Badlands Nat’l Park
- Visit Pine Ridge Reservation
  
  Tour Wounded Knee Memorial
  Oglala Sioux gov’t offices
  Bureau of Indian Affairs
  Red Cloud Indian School & Cemetery Dinner/traditional Lakota storytelling

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**Logistics / Costs**

Students are responsible for Registrar fees for the one credit hour, meals, as well as roundtrip airfare from Florida to Denver, CO. **Students must arrive in Denver by Saturday evening, 4 March 2017 & depart Denver Sunday, 12 March 2017.**

The program fee (contingent on enrollment) of ~$1,300 includes ground transportation, 8 nights of accommodations, and entry fees to museums, national parks/monuments, and cultural sites.

For an application and more information, please contact Professor Richard Conley, Department of Political Science, at rconley@ufl.edu or (352) 273-2385.
Off-Book Experiential Learning Course Check List

☐ Obtain department chair approval for course (and insure appropriate course designation/credit hours)

☐ Consider the hire of a graduate assistant

☐ If course is considered an overload for faculty and/or graduate assistant, complete form HR 600 and return to Shared Services or departmental staff

☐ Complete process through University Curriculum Committee for a specific course designation (if course will be taught on regular basis)

☐ List course with Registrar; insure section number is “DEPX” for manual enrollment

☐ Develop course enrollment form

☐ Develop course brochure/website information

☐ Market course as appropriate

☐ Develop line-item budget.

☐ Complete Self-Funding Proposal through Distance and Continuing Education

☐ Obtain UF Purchasing card

☐ If renting a 15-passenger van, complete training at http://www.ehs.ufl.edu/programs/hazard_ergo/vanpol

☐ Complete Vendor Tax Form to process payments to travel guides, speakers, etc. in advance of trip

☐ Obtain cash advance (if necessary) in advance of trip from Shared Services or departmental staff

☐ Obtain travel authorization prior to trip from Shared Services or departmental staff

☐ Hold “pre-departure meeting” with enrolled students

☐ Insure students complete liability and other required forms prior to trip

☐ Obtain group travel insurance, if desired

☐ Itemize receipts from trip (P-Card, cash) alongside budget spreadsheet and provide to Shared Services or departmental staff

☐ Complete Self-Funded Program Payment Request (SFP) for faculty/graduate assistant salary and return to Shared Services or departmental staff
Off-Book Experiential Learning Course Planning Timeline

→ 12-15 months prior to trip

1. Develop syllabus, consult with department chair to obtain course approval
2. Develop preliminary budget
3. Complete Self-Funding Proposal through Distance and Continuing Education (DCE)
4. Complete process through University Curriculum Committee for specific course designation

→ 6-9 months prior to trip

1. Fine-tune course line-item budget (hotels, van rentals, speakers, entry fees, etc.)
2. Develop course brochure/website information/begin course marketing
3. Develop course enrollment form
4. Obtain UF purchasing card
5. Complete training for 15-passenger van rental (if applicable)
6. Hire graduate student assistant, if desired

→ 3-6 months prior to trip

1. List course with Registrar with section as “DEPX” for manual enrollment of students in following semester
2. Complete vendor tax forms to process payments in advance, as applicable
3. In consultation with DCE, determine cutoff date for student payment of program fees to Bursar

→ Two weeks – 3 months prior to trip

1. Obtain cash advance (within 14 days of trip)
2. Obtain travel authorization (within 14 days of trip)
3. Hold pre-departure meeting with students
4. Insure students complete liability and other required forms
5. Obtain group travel insurance, if desired, once students are enrolled

→ After the trip (within 10 days)

1. Itemize receipts and return to Shared Services / departmental staff
2. Complete Self-Funded Program Payment Request (SFP) for faculty/grad student salary payment approval