

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/vanpol/

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/departamental 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 list-servs. 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 rconley@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.aa.ufl.edu>

Distance and Continuing Education: <http://dce.ufl.edu/>

Native American Politics (POS 4931)
Spring Break 2017
Department of Political Science
University of Florida

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)

UF | Distance Learning
UNIVERSITY of FLORIDA

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 _____

Native American Politics
 Plains Indian Tribes Experience,
 Wyoming, Montana & South Dakota

BUDGET

Spring Break 2017

4-12 March

Hotel Itinerary

	<i>Item</i>	<i>Room/night</i>	<i>Cost per student (1/2 of room total)</i>	<i>Faculty</i>	<i>T/A Cost</i>
Saturday, 4 March	Denver Int'l Airport				
Sunday, 5 March	Riverton, WY	Fairfield Inn Airport	\$150	\$150	\$150
Monday, 6 March	Dubois, WY	Wind River Reservation	\$85	\$85	\$85
Tuesday, 7 March	Buffalo, WY	Stagecoach Inn	\$85	\$85	\$85
Wednesday, 8 March	Sheridan, WY	Occidental Hotel	\$70	\$70	\$70
Thursday, 9 March	Wall, SD	The Mill	\$85	\$85	\$85
Friday, 10 March	Kyle, SD	Ann's Motel	\$95	\$95	\$95
Saturday, 11 March	Denver Int'l Airport	Lakota Prairie Ranch	\$95	\$95	\$95
		Fairfield Inn Airport	\$150	\$150	\$150

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
Total **\$980**

AIRFARE

Faculty airfare **\$215**
 T/A Airfare **\$327**
Total **\$542**

ENTRY FEES/TOURS

Fort Laramie entry	\$0
Frances Eagleman (Little Bighorn)	\$300
Marvin Dawes	\$400
Mount Rushmore Nat'l Monument Parking (SD)	\$50
Badlands Nat'l Park (SD)	\$50
Arlen Rollwindhorse (Pine Ridge)	\$400
Total	\$1,200

TRAVEL INSURANCE

Per student @ cost	\$41
Total	\$410

INCIDENTALS/GROUP MEAL

Speaking honoraria (Monte Baker/Tom Lucas)	\$300
Group meal/Crow Agency, MT	\$250
Total	\$550

TOTAL BUDGET

Student Fees	\$9,412
	\$10,600

Remainder (group meals/incidentals/service work

	\$1,188
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Request for Approval of Additional University Compensation

Contact Person:

PO Box:

Phone:

Fax:

Employee Name:		UFID Number:		
REQUEST (check one) <input type="checkbox"/> Employment of UF employee at greater than 1.00 FTE <input type="checkbox"/> Employment of UF employee simultaneously from OPS and salaries				
	PRIMARY EMPLOYMENT		SECONDARY EMPLOYMENT	
Department/Unit:				
Department ID:				
Class Title:				
Position Number:				
Rate of Pay (Hourly or Biweekly):				
Work Schedule:	Daily: a.m. p.m.	Weekly:	Daily: a.m. p.m.	Weekly:
Full Time Equivalency (FTE):				
Period of Employment:				
Appropriation Paid From:	<input type="checkbox"/> Salaries	<input type="checkbox"/> OPS	<input type="checkbox"/> Salaries	<input type="checkbox"/> OPS
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
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). <input type="checkbox"/> APPROVED <input type="checkbox"/> APPROVED AS MODIFIED <input type="checkbox"/> DISAPPROVED <input type="checkbox"/> 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).

If you are a foreign person or entity, complete Form W-8BEN.

Collection and Use of Social Security Number - The request for your SSN or other Taxpayer Identification Number by University Disbursement Services is mandated by 26 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:

For these expenditure types, skip Part 5 of this form.			
<input type="checkbox"/> Guest Speaker	<input type="checkbox"/> Research Participant	<input type="checkbox"/> Exam Proctor	<input type="checkbox"/> Other: _____

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.)

<input type="checkbox"/> Corporation Note that there is no corporate exemption for medical and healthcare payments or payments for legal services	<input type="checkbox"/> Tax Exempt Entity under 501(a) (includes 501 (c) (3). or IRA)	<input type="checkbox"/> The United States or any of its agencies or instrumentalities	<input type="checkbox"/> A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or agencies	<input type="checkbox"/> 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
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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 Certified by: _____

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

- Briefly describe the work/service to be provided: _____

- 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
- Does the work/service involve teaching? ☐ No ☐ Yes (If yes, the course is ☐ for credit ☐ not for credit.)
- When will the work/service be performed (start/end dates, frequency, duration)? _____

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

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

Division of Continuing Education
SELF FUNDED PROGRAM PAYMENT REQUEST

Today's Date: _____

Dept. Contact: Name: _____ Phone: _____ Fax: _____ E-mail: _____

PAYEE'S NAME	UFID	TITLE

COLLEGE	DEPARTMENT	ADDRESS

Dates of Service: _____ to _____		Number of Hours: _____
____ New hire to UF (<i>paperwork attached</i>)	____ Current UF Employee	
____ Retiree (<i>attached Rehire Retiree Exception Form</i>)	____ Terminate appointment after payment	
____ Extra State Comp OR ____ LSP		
Services associated with: ____ Credit Course ____ Non-Credit Course		

DEPT ID	FLEXFIELD	EARNINGS AMOUNT	GOAL AMOUNT

Supervisors' Name: _____ UFID: _____

SERVICES PROVIDED:

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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	

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

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 HARMELESS 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# _____

**Native American Politics
Spring Break 2017
Department of Political Science
University of Florida
Student Code of Conduct**

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.

**Native American Politics
Spring Break 2017
Department of Political Science
University of Florida
Student Code of Conduct**

ACKNOWLEDGMENT

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, NY, 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 Service,
and ID Theft Resolution Service

FOR EMERGENCY ASSISTANCE DURING YOUR TRIP

CALL:

888-268-2824

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**

AN EQUAL OPPORTUNITY COMPANY

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 800-243-2440

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 • 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 Your Host Country issues the official disaster declaration, as delays may make safe transportation impossible. The method of transportation will be 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 and advise You until evacuation becomes viable or the natural disaster situation or the political or social upheaval has been resolved. Benefit is subject to the terms and conditions of the plan and as determined by the Assistance Service's security personnel, in accordance with local and U.S. authorities. Services rendered without the Assistance Service's coordination and approvals are not covered. No claims for reimbursement will be accepted. If You are able to leave the Your host country 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:

AVAILABILITY OF SERVICES

You are eligible for information and concierge services at any time after You purchase this plan. The Emergency Assistance Services become available when You actually start Your Covered Trip. Emergency Assistance, Concierge and Informational Services end the earliest of: midnight on the day the program expires; when You reach Your return destination; or when You complete Your Covered Trip. The Identity Theft Resolution Services become available on Your scheduled departure date for Your Covered Trip.

Services are provided only for an Identity Theft event which occurs while on Your Covered Trip. Identity Theft Resolution does not guarantee that its intervention on behalf of You will result in a particular outcome or that its efforts on behalf of You will lead to a result satisfactory to You. Identity Theft Resolution does not include and shall not assist You for thefts involving non-US bank accounts.

IDENTITY THEFT RESOLUTION SERVICES

In the event of an Identity Theft event while on Your Covered Trip, Travel Insured's designated provider will provide you with the support and tools needed for You to restore Your identity to pre-event status. Assistance includes contacting Your creditors to notify them of the event and to request replacement cards; connecting you with a friend or family member at home and providing them with the assistance to set up a transfer or wire of funds; information on how to contact the three major credit bureaus; guidance on how to obtain a police report; and providing You with a guide on how to restore Your credit.

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

Policy Number	Traveler	Dates
170221SD1502	[REDACTED]	03/04/2017 - 03/12/2017
170221SD1503	[REDACTED]	03/04/2017 - 03/12/2017
170221SD1504	[REDACTED]	03/04/2017 - 03/12/2017
170221SD1505	[REDACTED]	03/04/2017 - 03/12/2017
170221SD1506	[REDACTED]	03/04/2017 - 03/12/2017
170221SD1507	[REDACTED]	03/04/2017 - 03/12/2017
170221SD1508	[REDACTED]	03/04/2017 - 03/12/2017
170221SD1509	[REDACTED]	03/04/2017 - 03/12/2017
170221SD15010	[REDACTED]	03/04/2017 - 03/12/2017
170221SD15011	Conley, Richard	03/02/2017 - 03/13/2017

Customer Care 1-866-684-0218	Non-Insurance Travel Assistance Services 1-888-268-2824 (Toll-Free US/Canada) 1-603-328-1725 (Collect Outside US/Canada)	Where to Report Claims Travel Insured International P.O. Box 6503 Glastonbury, CT 06033 1-800-243-2440 (Weekdays 7:45 AM-5:30 PM ET)
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Selected Readings

Wind River Reservation and the Shoshone and Arapahoe

Fowler, Loretta. "Wind River Reservation Political Process: An Analysis of the Symbols of Consensus." *American Ethnologist* 5 (1978): 748-769.

Massey, Garth M. "Making Sense of Work on the Wind River Indian Reservation." *American Indian Quarterly* 28 (2004): 786-816.

Shimkin, D.B. "Dynamics of Recent Wind River Shoshone History." *American Anthropologist* 44 (1942): 451-462.

Stamm, Henry E. "The Peace Policy at Wind River: The James Irwin Years, 1871-1877." *Montana: The Magazine of Western History* 41 (1991): 56-69.

Starkloff, Carl F. "Hindsight and Foresight: The Catholic Church and Native North Americans, 1965-1997." *U.S. Catholic Historian* 16 (1998): 107-121.

Teff, Stanton K. "Task Experience and Intertribal Value Differences on the Wind River Reservation." *Social Forces* 49 (1971): 604-14.

Little Bighorn Battlefield (Crow Agency, Montana)

Stekler, Paul. "Custer and Crazy Horse Ride Again... and Again, and Again: Filmmaking and History at Little Bighorn." *Montana: The Magazine of Western History* 42 (1992): 63-72.

Uiley, Robert M. "Whose Shrine Is It? The Ideological Struggle for Custer Battlefield." *Montana: The Magazine of Western History* 42 (1992): 70-74.

Mount Rushmore & the Black Hills (Paha Sapa)

Boime, Albert. "Patriarchy Fixed in Stone: Gutzon Borglum's 'Mount Rushmore.'" *American Art* 5 (Winter - Spring, 1991): 142-167.

Pommersheim, Frank. "The Black Hills Case: On the Cusp of History." *Wicazo Sa Review* 4 (1988): 18-23.

Pine Ridge Reservation and the Oglala Sioux

Clow, Richmond L. "The Indian Reorganization Act and the Loss of Tribal Sovereignty: Constitutions on the Rosebud and Pine Ridge Reservations." *Great Plains Quarterly* (1987): 125-134.

Fishkin, Shelley Fisher. "Native American Voices Remember Wounded Knee." In *Writing America: Literary Landmarks from Walden Pond to Wounded Knee*. New Brunswick, NJ: Rutgers University Press, 2005.

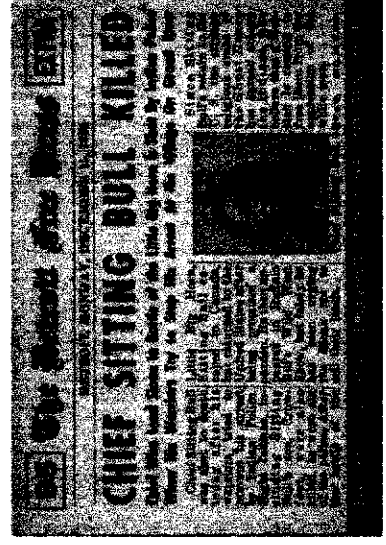
Klein, Christina. "Everything of Interest in the Late Pine Ridge War Are Held by Us for Sale: Popular Culture and Wounded Knee." *Western Historical Quarterly* (1994): 45-68.

Pickering, Kathleen. "Alternative Economic Strategies in Low-Income Rural Communities: TANF, Labor Migration, and the Case of the Pine Ridge Indian Reservation." *Rural Sociology* 65 (2000): 148-167.

Roos, Philip D. et al. "The Impact of the American Indian Movement on the Pine Ridge Indian Reservation." *Phylon* 41 (1980): 89-99.



George Armstrong Custer



Native American Politics

POS 4931

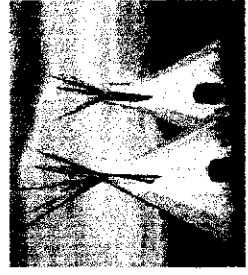
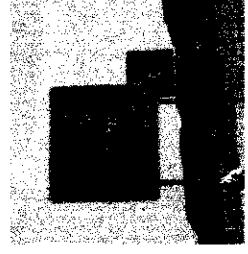
Wyoming, Montana & South Dakota

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.

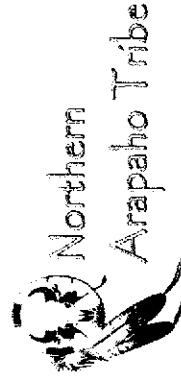




Course Objectives and Approach

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.



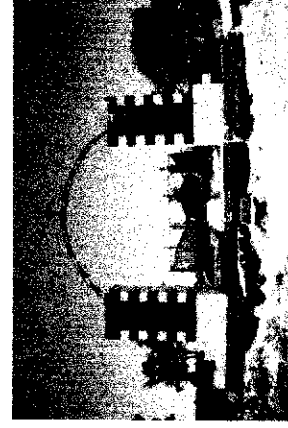
Students will have the opportunity to take part in experiential 'service learning' that will accent interaction with reservation residents and the central importance of extra-governmental assistance in the realm of social affairs.

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).



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



Wounded Knee Memorial

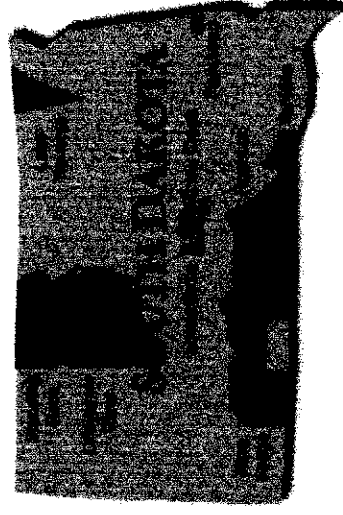


Logistics / Costs

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
2. Complete Self-Funding Proposal through Distance and Continuing Education (DCE)
3. 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