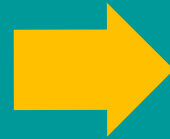


Division of Student Affairs Off-Site Applied Learning Process

Determine Feasibility of Off-Campus Experience

- First, consider all options for virtual engagement
- Determine what makes an off-site location necessary for SLOs, and consider the lowest risk options
- Secure Director approval to engage off-campus before moving to the next step



Determine Viability of Off-Campus Site/ Location

- Connect with off-campus partner to identify lowest-risk engagement options
- Partner needs to provide details re: safety measures in place
- Secure Director approval of site location before moving to next step



Complete Appropriate Paperwork

- Have Community Partner Complete the “DSA Risk Management Partner Acknowledgement Form”
- Have students complete the “DSA Student Placement Waiver”
- Have all parties review the Risk Management Best Practices found at <https://uncw.edu/engagement/riskmanagement/#UNCW>

updated 7.28.2020