



## EXPECTATIONS FOR A SUCCESSFUL VISIT AGREEMENT

The Office of Precollege Programs – Campus Field Trips

### Teachers/Group Leaders:

These expectations ensure that you and your students have a rewarding and safe experience at Oregon State University. We require that you and all chaperones read this agreement.

**You are responsible for the safety and care of students from your school and/or agency and must adhere to the following:**

1. Please be on time. We have to work around busy student, faculty and classroom schedules and it may be necessary to cancel or modify an activity if the group is late. Call the Program Coordinator if you are going to be late: 541-737-9424 or cell 530-941-5805.
2. There must be one chaperone for every 8 students (or one per group if fewer than 8). Groups without enough chaperones may not participate in the planned activities at the University.
3. **If your group is over 30 students, it will be need to be divided, by you, into subgroups-prior to your arrival.** Please ensure there is adequate staff/adult supervision in each group. OSU staff is not responsible for any individual visiting student; all authority remains with the teacher, the school district and your chaperones.
4. Review with the chaperones and students the expectations and guidelines for visiting campus.
5. Review the visit itinerary with your chaperones and students including the names of the drop off and pick up locations in case they are separated from the group.
6. We will have printed agendas and maps for the parents and chaperones of each subgroup.
7. Engage in the tour with your students and other chaperones; sit amongst the students on the bus rides.
8. It is your responsibility to ensure appropriate student behavior by controlling excessive talking, lagging behind, or any actions that are not appropriate. We reserve the right to refuse future visits if inappropriate actions occur while on campus.
9. Participate in a teacher assessment of the visit to OSU:  
<http://oregonstate.edu/precollege/afterfieldtrips.html>
10. **Obtain emergency telephone numbers for all your students and carry a first-aid kit. You are responsible for the safety and care of your students.**

*Chaperone and Student Expectations are on the next page*

**To complete your group confirmation, please sign and return to the Office of Precollege Programs via scan and email to [precollege@oregonstate.edu](mailto:precollege@oregonstate.edu).**

Name (Print) \_\_\_\_\_ School/Organization \_\_\_\_\_

Signature \_\_\_\_\_ Today's Date \_\_\_\_\_ Date of Visit \_\_\_\_\_



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### **Chaperone Expectations**

1. Supervise your students at all times. This includes sitting amongst students on the bus rides, not all adults up front. Use this time to review the day's experiences.
2. Ensure your students behave properly (No lagging behind & no texting while on campus.)
3. Familiarize yourself with the visit itinerary and have a campus map.
4. Pay attention to the tour guides' rules. (Quiet in buildings Beavers are studying and stay to one side of sidewalks so that college students can hurry by on their way to classes.)
5. Interact enough with the tour guide that they know your name or who to turn to in case of emergency. Have a list of all other teachers or chaperone Cell phone numbers.

### **Student Expectations:**

OSU is an exciting place to visit and learn about college and your educational future. In order to ensure that you have a rewarding and safe experience you must adhere to the following:

1. You are guests on campus: respect each other and OSU's campus and community.
2. Stay with your group and participate in all the scheduled activities. Do not separate yourself from your group at any time.
3. Listen to the tour guide. They are giving their time and sharing their experience with you.
4. Respect campus property. Students found damaging property will be held responsible.
5. Be mindful that classes may be in session; stay quiet in all buildings. Please do not disturb any class in progress.
6. Be able to identify and discuss your favorite aspect of your visit with your chaperones, teachers or parents. What was it? And Why was it your favorite thing?
7. Think about some of the presentations and follow through on websites suggested.
8. Go online to OSU web site and follow links to student profiles, virtual dorm room visits and short blogs on what OSU has to offer.
9. After your visit you should be able to identify 3 things you can start doing right now, regardless of your grade level, to improve your chances of going to college.