

***Evan Anderson Forum Handbook***



***Guide to the Philosophy, Expectations, and Procedures of  
the Gustavus Adolphus College Forensics Program  
2009-2010***

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# Program Philosophy

The Gustavus Adolphus College forensics program is named after Evan Anderson, the founding member of the Gustavus Communication Studies Department and the original sponsor of the Pi Kappa Delta Gamma Chapter at Gustavus. During his long and illustrious teaching and coaching career, Dr. Anderson won several national debate titles and mentored generations of Gustavus students. We are indebted to his intellect, his compassion, and his leadership of forensics at Gustavus.

The Evan Anderson Forum is a comprehensive, co-curricular forensics program that competes in eleven American Forensics Association individual events. Our program is grounded in the Three Crowns: Education, Competition and Leadership. We believe in the liberal arts tradition of forensics, and we also whole-heartedly believe that forensics training is one of the best ways to develop a student's advocacy, research, critical thinking, higher-level analytical, rhetorical analysis and performance skills. Firmly grounded within the liberal arts tradition, forensics is what one alum termed "a college education in a nutshell."

Forensics is also interdisciplinary. Students learn to see problems and solutions from a variety of perspectives. A single debate topic, for example, might involve research that spans a number of disciplines. In addition, students learn to approach questions of fact, questions of value and questions of policy from the framework that is appropriate to each type of question. Our program is deeply committed to undergraduate research on a variety of topics and many of our students have presented papers at national conferences.

We are committed to making Gustavus Forensics the paradigm for intercollegiate competition.

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# Administration

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327.2519 (Cell)

# Drinking and Drugs Policy

## College Policy

Gustavus Adolphus College is concerned for the well-being of all members of its academic community and for the quality of their relationships. One area of that concern involves the use of alcohol and other drugs.

The College does not condone the use of alcohol when prohibited by law. On the contrary, it seeks to foster an atmosphere in which abstinence from alcohol is accepted, respected, and supported. The College also expects individuals and groups to make responsible choices with regard to alcohol use. Careful consideration must be given if alcoholic beverages are to be available at College-sponsored off-campus activities or events where underage individuals are present. While the alcohol and drug policy makes provisions for the consumption of alcohol in conjunction with some special events, participants should be able to participate in all activities planned. Activities with alcohol may segregate those not of legal age from those who are, and this could be counter-productive to the development of community.

The College takes the position that chemical abuse is neither socially nor morally acceptable. It also recognizes the reality of chemical dependency and is aware of its presence in the academic community. We are obliged to help those who could be harmed or inconvenienced as a result of the irresponsible behavior of others. As a part of encouraging responsible lifestyles, Gustavus will strive to provide education about alcohol and other drug use, to encourage responsible choices, and to intervene in situations where it has knowledge of individual misuse and abuse of chemicals.

The College will encourage and provide reasonable help for members of the community who seek treatment for chemical dependency.

The College expresses the following objectives with regard to alcohol and other drugs:

1. To support and encourage those who choose to abstain from the use of alcohol and other drugs.
2. To undertake to educate members of the College community regarding the effects of use, misuse, and abuse of alcohol and other drugs.

3. To formulate and maintain guidelines for appropriate response to the misuse and abuse of alcohol and other drugs.
4. To expect individuals who use alcohol to act responsibly and respect the rights, needs, and lifestyles of other members of the community.
5. To sensitize Collegiate Fellows, Head Residents, Peer Assistants, faculty, staff, and students to the implications of chemical use, and especially to the needs of those who misuse or abuse alcohol.
6. To provide direct assistance and/or referral for those with substance-abuse problems.

Any violation of the following rules shall be considered an offense subject to disciplinary action by appropriate authorities. The College reserves the right to request assistance from law enforcement officials where State or local laws are being violated.

1. Minnesota law and college policy prohibit the possession or consumption of alcoholic beverages by persons under the age of 21. Providing alcohol to a minor, or assisting a minor in any way in obtaining alcohol, is specifically included as inappropriate behavior and is also a violation of State law.
2. Possession, use, sale or solicitation of illegal substances is prohibited.
3. State and local laws prohibit the purchase and resale of alcoholic beverages without a license. College policy prohibits the sale of alcoholic beverages on campus.
4. Promotion on campus (including, but not limited to circulars, posters, campus publications) of consumption of large amounts of alcohol, or of events where drinking is the primary focus, is prohibited.
5. Consuming or possessing alcohol in an open container in any public campus location is not permitted. The Gustavus Alcohol and Drug Policy allows the serving of alcoholic beverages on campus only under the following conditions:
  - a. Designated areas shall be determined and reviewed by the appropriate Vice President or Dean, subject to approval by the President.

- b. The sponsor(s) must sign a request form detailing their event and indicating that they have received the statement: "Responsibilities of a Sponsor of a Social Event at which Alcoholic Beverages are Served."
- c. The request for use of a designated area must be submitted to the appropriate Vice President or Dean at least seven (7) days prior to the event.
- d. The event must be confined to the designated area.
- e. The event must be confined to the times listed on the application, and the type and amount of alcoholic beverage limited to what is specified beforehand. Non-alcoholic beverages must be continuously available in a similar manner as the specified alcoholic beverage for underage guests and those wishing to abstain.
- f. Serving of alcoholic beverages must be in conjunction with a reasonable amount of food.
- g. Those sponsoring the event are responsible for insuring that only those of legal age consume alcohol, and that consumption takes place in the designated area only.
- h. The sponsors will be responsible for returning the area to its prior condition.

For application forms or more information about the designated area policy, contact the Dean of Students Office.

### **Program Policy**

The use of alcohol on any team trip or at any official team function is strictly regulated. Legal drinkers (age 21 or over) may only consume alcohol with their meal, and only with the consent of the attending coach. Minors (21 and under) may never drink when travelling or attending an official team function.

No competitor--regardless of age--may drink to excess. Any competitor deemed "drunk" by the attending coach will result in permanent removal from the program. No alcohol may be transported in a college or rented vehicle and no college funds (meal per diem) may be used to purchase alcohol.

An “official team function” is defined as any activity whether on campus, at a private home, or elsewhere, which (a) is attended by a member of the coaching staff in an official capacity and/ or (b) is organized by team members and advertised as a team gatherings, or (c) would be deemed by any reasonable person to be a team function.

It is imperative that team members realize the coaching staff can be held responsible for any inappropriate or illegal activity associated with a team function, and any illegal activity associated with travel can result in sanctions against the entire program.

An effective competitor is a clear-minded and focused competitor and an effective coach, in part, is one who does not have to worry about the liabilities associated with illegal or irresponsible conduct under his or her supervision.

# Sexual Harassment Policy

## College Policy

This policy is divided into three parts. Part I, General Information, is designed to inform all members of the college community about the College's policy and to educate community members about what constitutes sexual harassment and what options are available if you believe you have been sexually harassed or if you have been accused of sexual harassment. Part II, Statement of Policy and Definitions, and Part III, Applicable Procedures, outline the College's Sexual Harassment Policy, define sexual harassment, and spell out in formal terms the procedures the College will follow with respect to both the complainant and the accused when charges of sexual harassment are made.

### **I. GENERAL INFORMATION**

The policy of Gustavus Adolphus College is that every employee has the right to work and every student has the right to study in an environment free from sexual harassment.

Sexual harassment is against both federal and state law. It also subverts the educational mission and undermines the sense of community of Gustavus Adolphus College. The College will not tolerate the sexual harassment of any member of the College community. Any person who violates this policy will be subject to disciplinary action, up to and including termination/dismissal.

Any behavior of a sexual nature that is unwelcome, offensive, or fails to respect the rights and dignity of others may constitute sexual harassment. Subject to the definitions set forth below under the Statement of Policy and Definitions, sexual harassment may include:

- A. Use of demeaning terms, which draw attention to an individual's sex or sexuality.
- B. Repeated remarks, particularly when unwelcome, about a person's clothing or body.
- C. Repeated unwelcome invitations to social engagements or work- or school-related activities.
- D. Any indication that an employee's job security, job assignment, conditions of employment, or opportunities for advancement or a student's academic progress or success depend on the granting of sexual favors to any other employee, supervisor, or faculty member.

E. Objectionable touching and obscene or suggestive gestures.

F. Display of sexually explicit pictures.

G. "Dirty jokes."

Any member of the College community who believes that she or he has been sexually harassed or who has been accused of sexual harassment is encouraged to contact a Sexual Harassment Advisor. Such advisors are persons designated by the College and trained to provide advice and personal support to any person who believes she or he may have been harassed or who has been accused of harassment. If the Advisor has reason to believe that the complainant may have been sexually assaulted, the complainant will be directed to the separate Gustavus Adolphus College Policy on Sexual Assault. In some circumstances the Advisor may seek to facilitate an informal resolution between the parties involved without the filing of a formal complaint.

In all circumstances the Advisor will explain the procedure for filing a complaint of sexual harassment with a Sexual Harassment Grievance Officer, a person designated by the College to conduct a fair and impartial investigation of the reported situation or incident and to mediate an informal resolution satisfactory to all parties or to present a recommendation for action to an appropriate College officer. At any time a person who believes that she or he has been sexually harassed may take her or his complaint to a Sexual Harassment Grievance Officer. A person who believes she or he may have been sexually harassed should understand that under some circumstances a Sexual Harassment Advisor, Grievance Officer, or other agent of the College to whom such incidents are reported, may be required by state and federal law and institutional policy to pursue a complaint by the process described below, even if the person making the allegation does not wish to do so.

While any member of the College community who believes she or he has been sexually harassed is strongly encouraged to use the procedures established by the College to make a complaint about sexual harassment, such a person may also elect to make a complaint outside the College by initiating civil and/or criminal charges against the accused party or parties. Use of the College Sexual Harassment Policy and internal procedures in no way precludes the option of seeking legal recourse outside the College.

## **II. STATEMENT OF POLICY AND DEFINITIONS**

It is the policy of this institution that no member of the College community may sexually harass another.

Sexual harassment may be any behavior of a sexual nature that is unwelcome, offensive, or fails

to respect the rights and dignity of others. Sexual advances, requests for sexual favors, and other conduct of a sexual nature constitute sexual harassment when --

A. Any such proposals are made under circumstances implying that one's response might affect such academic or personnel decisions as are subject to the influence of the person making such proposals; or

B. Such conduct is repeated or is so offensive that it substantially contributes to an unprofessional academic or work environment or interferes with required tasks, career opportunities, or learning; or

C. Such conduct is abusive of others and creates or implies a discriminatory hostility toward their personal or professional interests because of their sex.

In light of the power differential inherent in the relationship between faculty and students and between a supervisor and subordinate and the potential for either intentional or unintentional misuse of that professional power differential, the College strongly discourages romantic and/or sexual relationships between faculty and students, between staff and students, or between supervisors and subordinates. It should be noted that in such cases "consent" might not constitute a defense.

### **III. APPLICABLE PROCEDURES**

A. Any member of the College community who believes she or he has been sexually harassed is strongly encouraged to use the procedures established by Gustavus Adolphus College to make a complaint about the objectionable behavior.

B. Anyone who believes she or he has been sexually harassed may also elect to make a complaint outside the College, by initiating civil and/or criminal charges against the offending party or parties.

C. Anyone who chooses to use internal College procedures to pursue a sexual harassment complaint, or any member of the College community who has been accused of sexual harassment is encouraged to contact a Sexual Harassment Advisor. The Sexual Harassment Advisor will explain the process that follows upon the receipt of a complaint of sexual harassment, will offer support and/or advice, and may attempt to facilitate an informal resolution. If an informal resolution is reached, the Sexual Harassment Advisor will file a summary report with a Sexual Harassment Grievance Officer to be kept on file.

D. If, in consultation with a Sexual Harassment Advisor, a member of the community concludes that he or she may have been sexually harassed and if an informal resolution cannot be reached, the complainant or the Sexual Harassment Advisor will refer the case to a Sexual Harassment Grievance Officer.

E. The person making the complaint will meet the Sexual Harassment Grievance Officer to provide a detailed description of the alleged harassment.

1. The complainant may wish to be accompanied by a Sexual Harassment Advisor or another support person during these preliminary discussions with the Grievance Officer.

F. Upon receipt of a complaint, the Sexual Harassment Grievance Officer will provide the accused with written notification detailing the specific charges. The accused has the right to respond in writing.

1. A function of the Sexual Harassment Grievance Officer is to receive and investigate sexual harassment complaints.

2. The investigation may be terminated whenever a resolution is found that is acceptable both to the person bringing the complaint and to the person against whom the allegations were made.

3. Upon concluding the investigation, the Grievance Officer will keep on file a written report of the incident, including the written statement of charges (see above), the written response of the accused, if any, and a summary of the investigation and the Grievance Officer's conclusions.

4. The Sexual Harassment Grievance Officer will forward a report of the investigation and a recommendation for action to the appropriate College officer (usually a dean or vice president) for implementation. The report of the Sexual Harassment Grievance Officer will include the written response (if any) of the accused to the written statement of charges.

G. The College officer receiving the Grievance Officer's report (usually the Dean of the Faculty, the Dean of Students, or the supervising Vice President in the case of complaints involving administration and staff) will determine what disciplinary action, if any, is warranted.

1. If the Dean of the Faculty concludes that a minor or major sanction is warranted against a member of the faculty, appropriate sections of the Faculty Manual will apply.

2. If the Dean of Students concludes that disciplinary action is warranted against a student, appeal will be available to the College Appeals Board. In the case of expulsion, a final appeal is available to the President.

3. If a supervising Vice President concludes that disciplinary action is warranted against a member of the staff or administration or any other person who is neither a student nor a faculty member, a recommendation will be made to the President.

H. If no action is warranted, the College officer will write a summary report for the Grievance Officer.

I. Every effort will be made to deal with sexual harassment complaints in a sensitive, discreet and timely manner that respects the rights of both the complainant and the accused and that observes the legal and moral obligations of the institution.

J. At any time during the mediation or investigation of a sexual harassment complaint, a complainant may request that the College provide relief from intimidating work, classroom, or living situations which relate specifically to the alleged harassment. No person who makes a complaint or cooperates in the investigation shall be subject to any form of retaliation. It is a separate violation of this policy to retaliate against a person who files a complaint or cooperates in an investigation. Any person engaging in such reprisals will be subject to severe sanctions.

### **Program Policy**

Gustavus Adolphus College and the forensics program will not condone sexual harassment in any form. All applicable definitions published in the College handbook apply to official functions of the forensics program. Forensics is a highly diverse environment and students will be exposed to a wide variety of individuals, cultures and intellectual views. Therefore, for both ethical and pragmatic reasons, discrimination will not be tolerated.

Forensics competition takes place in a close working environment resulting in casual conversation without the implicit intent to harass, students are urged to make their feelings about inappropriate comments or conduct clear to the offending individual, and the said individual is expected to cease such offensive behavior, no matter how trivial one may consider it to be.

Individuals who feel they have been a victim of sexual harassment are encouraged to bring such activity to the attention of the Director of Forensics for appropriate action. Because the attending coach cannot police all speech acts during team functions, it is assumed that students will take the initiative in notifying the Director, another staff member or the appropriate college authorities if an uncomfortable situation occurs.

# **Sexual Assault Policy**

## **College Policy**

Gustavus Adolphus College considers any form of sexual assault to be a very serious offense which will not be tolerated in its community. The College will assist any student, faculty member, or staff member who is a victim of sexual assault and will discipline any person who violates its policy against sexual assault.

## **WHAT IS SEXUAL ASSAULT?**

Sexual assault is any physical contact of a sexual nature which occurs by force or coercion or which is directed at a person who is physically helpless or mentally impaired or incapacitated. Mental incapacitation includes intoxication. Sexual assault is not limited to sexual intercourse.

The College also has a Sexual Harassment Policy. Not all sexual harassment is sexual assault. All members of the Gustavus community should read and be familiar with the College's sexual harassment policy and procedures, as well as the policy against sexual assault. If you are not sure whether you have been sexually harassed or sexually assaulted or both, speak with one of the College staff members listed below or a Harassment Grievance Officer.

## **WHAT TO DO IF YOU BELIEVE YOU HAVE BEEN SEXUALLY ASSAULTED**

### **GETTING IMMEDIATE HELP**

Addressing immediate physical and emotional trauma is of paramount importance. Get to a safe place and call for help. Call 911, a friend, or one of the College's staff members listed below:

Henry Toutain, Dean of Students  
Campus Center & 202 B  
Phone: 933-7582 / 931-6031

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Stephen Bennett, Assistant Dean of Students  
Student Union No. 206  
Phone: 933-7526 / 934-6796

Stacey Gerken, Psychological Counselor  
Phone : 933-6067 / 934-1040

Charlie Strey, Director of Residential Life  
Campus Center - 105-F  
Phone: 933-7529 / 934-6364

Brenda Reinholtz, Associate Professor, Department of Health & Exercise Science  
Lund Center &endash; 212G  
Phone: 933-7591 / 934-9204

Safety and Security: 933-8888

All of these individuals can help you get medical aid and provide other necessary support.

## **REPORTING THE ASSAULT**

A victim of sexual assault may file a complaint with the College by reporting the assault to the Dean of Students, the Dean of the Faculty/Vice President for Academic Affairs, or the Vice President for Administration. Pursuant to the College's sexual harassment policy, the complaint may also be reported to and investigated by the Harassment Grievance Officer, if appropriate. A victim may also file a criminal charge with the St. Peter Police Department. The College, through its designated personnel, will help you in reporting an assault to the police and/or in filing a criminal charge if you choose to do so. Designated staff members will also accompany victims to the police station if they wish, and explain how to use the College's internal complaint processes.

## **YOUR RIGHTS AS A SEXUAL ASSAULT VICTIM**

As stated above, you have the right to file criminal charges with the local law enforcement authorities and, upon request, are entitled to assistance from the College in notifying local law enforcement authorities.

You have the right to obtain assistance from the Crime Victims Reparations Board and the Office of Crime Victims Ombudsman:

Crime Victims Reparations Board and Crime Victims Ombudsman  
1821 University Avenue North  
N-465 Griggs-Midway Building  
St. Paul, Minnesota 55104 1-800-247-0390

You have the right to file a complaint with the College and have your sexual assault complaint investigated by the College and the right to participate in any disciplinary proceedings regarding the sexual assault complaint. If you wish, you may have a support person (or an attorney if you are represented by one) present with you at such proceedings.

The College will notify you as to the outcome of any disciplinary proceeding regarding your complaint subject to the limitations of state and federal laws relating to data privacy practices.

The College will also promptly assist you, at the direction of law enforcement authorities, in obtaining, securing and maintaining evidence in connection with the sexual assault incident. The

College will also assist you in preserving any materials relevant to a campus disciplinary proceeding.

The College will, in cooperation with law enforcement authorities, shield you from unwanted contact with the alleged assailant, including the transfer of the victim to alternative classes or alternative college-owned housing, if these options are available and feasible.

## **CONFIDENTIALITY**

The College will respect the confidentiality of the sexual assault victim and the alleged offender(s) as much as possible, consistent with the College's legal obligations.

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## **ON-GOING SUPPORT**

Because of the traumatic nature of sexual assault, victims are strongly encouraged to seek professional help. Confidential counseling services are available at the Counseling Center in Johnson Student Union, and are free to students.

If you would like to receive more information about your options for pressing charges, for merely reporting an incident, for filing internal complaints, or for counseling, please contact the College staff members whose names and phone numbers are listed above.

There are also support resources outside the College community. The College Counseling Center maintains a list of local therapists, including licensed psychologists, social workers and psychiatrists in private practice. While the cost of counseling outside the College is not covered for students by the college, many students have insurance benefits through their parents that will cover all or part of the cost of such counseling. In some cases, counseling and/or medical costs may be covered by the Minnesota Crime Victims Reparations Board.

### **Program Policy**

Gustavus Adolphus College and the forensics program will not condone sexual assault in any form. All applicable definitions published in the College handbook apply to official functions of the forensics program.

Students are urged to make their feelings about inappropriate conduct clear to the offending individual, and the said individual is expected to cease such offensive behavior, no matter how trivial one may consider it to be.

Individuals who feel they have been a victim of sexual assault are encouraged to bring such activity to the attention of the Director of Forensics for appropriate action. Because the attending coach cannot police all speech acts during team functions, it is assumed that students will take the initiative in notifying the Director, another staff member or the appropriate college authorities if an uncomfortable situation occurs.

# Travel Safety Policy

Recent years have witnessed the unfortunate death and injury of forensics competitors from other schools driving to and from tournaments. The Evan Anderson Forum views safety as a top priority and will not tolerate any behavior that compromises the safety of others.

All travel involving members of the Gustavus Adolphus forensics program will involve the use of college vehicles, private vehicles rented by the Director of Forensics or a staff member's personal vehicle. The following rules apply to forensics travel.

## **I. PREPARATIONS BEFORE DRIVING**

A. Walk around the van to do a quick visual inspection. Look for new dents and fluids leaking from beneath the vehicle; check light covers, tire condition, etc. With the help of someone in the driver's seat, check the running lights, turn signals and brake lights.

B. Make sure that your van is equipped with a fire extinguisher.

C. Clean all trash from the inside of the vehicle at the beginning and end of your trip. If the previous user has not done this, please note on your trip report.

D. Adjust the seat, mirrors and tilt steering wheel before starting the vehicle. Do not attempt to adjust the seat or steering wheel while driving.

**E. When vehicle is in operation, the driver and all passengers must wear seat belts.**

F. Make sure the gas tank is full. College vehicles take regular unleaded gas of at least 87 octane.

G. Record the starting mileage and remember to record the mileage again at the end of the trip.

H. Have your driver's license with you when driving.

I. Cell Phone use by the driver is prohibited while the vehicle is in operation.

**J. Remember; when driving a college vehicle you are representing Gustavus Adolphus College.**

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**K. Do NOT carry more than the recommended number of passengers (including the driver) and cargo in any van. Individuals 18 years of age or younger and who are not enrolled as a Gustavus Adolphus College student are prohibited from riding in any 15-passenger van.**

## **II. SAFE DRIVING GUIDELINES**

### **A. Basic Safety**

1. Drive defensively – assume that others do not.
2. Do not exceed posted speed limits! Always drive more carefully and slowly than you would in your own vehicle.
3. Obey traffic laws.
4. If you have consumed any alcohol in the previous 12 hours, do not drive. This does not simply mean you must be below the legal blood alcohol limit of .08%. This means **any amount** of alcohol. The same is also true for any drugs that can affect one's driving ability, especially illicit drugs but also including legal drugs that may cause drowsiness, etc.
5. The van is longer than your car! It is necessary to take turns wider than you would in a car, due to the van's length. Because the van is so long, the rear wheels tend to track further inside the turn than the front wheels. This means that on a tight turn either to the right or left, your front wheels might still be inside your lane while your inside rear wheel is on or over the yellow line. Be careful not to sideswipe things on the inside of the turn! Use your mirrors to find out where you are relative to the boundaries of your lane, and how close you are to objects alongside the van.
6. **The van is heavier than your car! It will take more time and distance to stop the van than a car.** This is especially true when the van is carrying many passengers and/or you are towing a trailer. To compensate for this extended stopping distance:
  - (a) Use a light foot on the gas. Accelerate slowly and evenly to your desired speed. Accelerating too quickly will require braking to keep your speed under control.
  - (b) Maintain at least a 3 second following distance at all speeds. **DOUBLE YOUR FOLLOWING DISTANCE IN POOR CONDITIONS.** In rain and fog, drive at a speed that will allow you to stop within the distance you can see ahead.

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(c) Use the road to help control your speed. Anticipate that an uphill stretch ahead will slow the van, so use the incline to help you slow down. Freeway off-ramps are a great example: just coast to the top! Because down hills will add to your speed, let up on the gas before you come over the top and start to descend.

(d) Learn to **COVER THE BRAKE**. Watch the road ahead for problems that will require you to brake. When you see brake lights come on in traffic ahead of you, or cars with turn signals on, or even curves in the road, move your foot from the accelerator and hold it above the brake pedal. The van will begin to slow even before you decide that you really do need to apply the brakes, and your braking distance and time will be shortened because you are anticipating the need to stop.

(e) Generally plan ahead, look ahead, to the sides and in your mirrors, and start braking earlier than you think you need to.

7. Remember that your brakes are a finite resource. Constant braking can lead to brake failure. Instead, use the transmission to help hold your speed down on long or steep down hills. Slow down and downshift to a lower gear before you begin to descend.

8. Use extreme caution when passing other vehicles. On the interstate or other four-lane roads remember the following rules:

(a) Before pulling out to pass, check your mirrors and turn your head and look into the van's blind spot on the left side. Signal your intention well in advance.

(b) Maintain a steady speed while passing, and stay in the center of your lane. You should not need to go to the extreme left side of your lane while passing -- this only puts you at risk of driving off the road into the median.

(c) After you have passed the other vehicle, signal early before returning to the right lane. You will know you have given the other vehicle enough room when you can see him clearly in your rear view mirror (not the right side mirror). You may also ask for a visual check by a passenger (in addition to you checking your mirrors) before pulling back to the right lane. More room will be needed if you are pulling a trailer!

(d) Avoid driving in the left lane for extended periods. Faster vehicles will begin to pass you on the right, creating difficulties for you since you cannot see well on that side. Traveling alongside another vehicle reduces your ability to manoeuvre -- you will have nowhere to go if you need to change lanes.

Try to avoid passing at all on two lane roads, or any time passing will take you into a lane used by oncoming traffic. If you find yourself behind a very slow moving vehicle (farm machinery), do not try to pass until you are certain you have enough room and sight distance to do so safely. There is no rush.

9. Drive with both hands on the wheel (in the 8:00/4:00 position), especially in heavy traffic, bad weather or winding roads. Accidents are more likely when the driver is rushing to meet a schedule or the driver's attention is focused on things other than the road; for example, changing the radio station, trying to eat, reading a map, or looking back at the passengers behind him/her. It is a good idea to have the person "riding shotgun" assist in navigating, adjusting the radio, etc. As far as schedules go, be late instead of not arriving at all. Driving safely takes priority over schedule problems at all times.

10. Stopping and changing lanes in a van can take a lot of distance. You will need to be constantly aware of traffic and road conditions ahead of and around your vehicle. Check your mirrors frequently to:

(a) See where other vehicles are. Has an overtaking car moved into your blind spot? Do you know where you can go if you have to change lanes quickly?

(b) Shift your forward vision from near and far frequently. Know what is going on around you and look far enough ahead (**12 to 15 seconds, or 1/4 mile at 60 mph**) to be able to deal with upcoming road or traffic problems.

11. The vans are equipped with cruise control. If you are not familiar with cruise controls, read the owner's manual (prior to driving) before attempting to use it. It is imperative that you pay full attention to the road when the cruise control is on. This is not autopilot! **DO NOT USE CRUISE CONTROL ON SLIPPERY ROADS, ON WINDING OR UNPAVED ROADS, IN HEAVY TRAFFIC, OR IF YOU ARE SLEEPY.**

12. When backing, or manoeuvring in any tight spot:

(a) Do not move until you have walked around the van to examine obstacles and are certain you will not hit something. If there is someone else in the van with you, have them get out to act as a spotter to direct you around posts, cars, or other objects in your path.

(b) Be sure to roll down your window so that you can hear the spotter. Make sure the spotter stays safely away from the vehicle and is clearly visible to you at all times.

**(C) USE YOUR HORN TO GIVE A SHORT WARNING HONK BEFORE YOU BEGIN TO BACK UP.**

13. Monitor the dashboard gauges while driving. If a warning light comes on, or if a gauge indicates a problem, pull over safely, stop the engine and check to see what the problem is.

14. When locking the van be sure to lock the back doors and all side windows, as well as the front and side doors.

**B. Driving with Passengers**

1. The driver is responsible for the safety of all passengers in the vehicle.

2. **All passengers must wear their seat belts at all times!**

3. The driver should not allow any horseplay that might lead to an injury or distract the driver.

4. Smoking and/or consumption of alcohol are prohibited in the van.

5. You should not drive with the rear door windows open, since exhaust fumes will be drawn into the van.

**C. Driving on long trips, and especially long nights**

1. Safe driving requires concentration and can be tiring. Change drivers every three hours to avoid driver fatigue. If the current driver is having trouble keeping his/her eyes open, or is feeling particularly tired, s/he should pull over at the first safe spot to do so and change drivers. If all approved drivers in the van are too tired to continue driving, **STOP AND REST**. Remember that if the driver falls asleep at the wheel, everyone in the van could be injured (or killed)! **DON'T DRIVE WHEN YOU SUSPECT YOU MAY BE TOO TIRED TO DO SO SAFELY.**

2. On long trips, the “shotgun” passenger should stay awake to assist the driver with navigation, help in passing, and to help keep the driver awake with lively conversation.

## **D. Driving on unpaved roads**

1. **Do not exceed 20 mph** on narrow unpaved mountain roads.
2. Braking is tricky on gravel and dirt, since the van can skid easily. Consider using a lower gear to keep your speed down and save the brakes.
3. Lookout for washboards (tightly spaced ripples) in the road surface. These can cause the van to "float" off the road.
4. It is best to drive in the center of the road, except when entering a sharp turn, being approached by another vehicle or approaching the top of a hill; shoulders can be very unstable and may give way under your van.
5. When being approached by another vehicle on a narrow dirt road, move slightly to the right and stop. Give the other driver a chance to decide what to do. Do not hurry. You may need to get out and negotiate with the other driver in order to pass safely. Be careful not to pull off onto an unstable shoulder. You may need to back up to a wider part of the road -- use spotters and unload passengers if you feel this will be safer.
6. Consider using the horn on blind curves. At night, you may see the headlights of oncoming vehicles before you meet them. Flash your own lights from high to low and back as you enter a sharp curve to let oncoming cars know you are in the curve.
7. Make U turns only at safe turnarounds, not in the middle of a narrow road.
8. If you can hear the transmission constantly switching in and out of overdrive while driving on mountainous roads, turn the overdrive function OFF.
9. Turn Overdrive OFF if you downshift to control your speed.

## **E. IN EMERGENCIES**

1. In case of an accident, **stay on the scene until police arrive**. Do not attempt to assess blame. Complete the Accident Information Form contained in the motor pool vehicle pouch.
2. In an accident or mishap that involves personal injury: Contact the Gustavus Adolphus College Department of Safety and Security at (507) 933-8888. **Do not make statements to the Press**, but refer any questions to the Office of Marketing and Public Relations.

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3. In any accident or mishap that involves injury or that will require repairs to the van: have a police report done as soon as possible and obtain a copy of the report or arrange for one to be sent to the Finance Office for insurance purposes. Take photographs of the scene and vehicles involved. A disposable camera is included in the motor pool vehicle pouch.

# Tournament Decorum and Competitive Ethics

It is assumed and expected that students traveling with the Evan Anderson Forum will behave in a manner that honors Gustavus Adolphus College. Students should dress in a manner appropriate to their competition event. The tournament begins as soon as we enter the van and one's behavior should reflect the appropriate behavior for the given situation. Students are adults, and are responsible for the consequences of their own behavior on college-sponsored trips. There are, however, some specific forensics-related decorum rules that must be observed. Breaches of decorum include, but are not limited to, the following:

1. Harassment of teammates, coaches, judges or fellow competitors, either verbally or physically;
2. Intentional destruction of personal property, college property, or the property of our hosts;
3. Disparagement of judges, hosts, teams or fellow competitors within earshot of individuals who are not members of the Evan Anderson Forum;
4. Incivility within rounds or during competitions, including rudeness to fellow competitors, inattentiveness, or failure to follow commonly accepted tournament procedures;
5. Acting without humility about one's success in front of other competitors;
6. Reporting poor personal performances to teammates creating negative vibes;
7. Talking negatively about other coaches and competitors from other programs;
8. Being unsupportive of teammates and not committing to the team concept; and finally,
9. Using cell phones during tournament competition. This includes during and outside of competition rounds. **FOCUS ON COMPETING!**
10. Failure to obey the instructions of the Director of Forensics or the Assistant Director of Forensics. These are all basically common sense. Use the Golden Rule and treat others as you would be treated.

# Credit Options and Requirements

Students must be enrolled in COM-243 (or one of its variations) to travel with the forensics squad. Prior permission from the Director of Forensics must be obtained to register for credit. There are four regular-semester credit options, and one Interim Experience credit option. Students are expected to regularly attend squad meetings and coaching sessions.

## Regular Semester Options

**.00 Credits. (Audit).** Students who are near the maximum credit load, or who do not wish to take forensics for course credit may elect the zero credit audit option. Students who audit the course do not receive an official grade on their permanent academic transcript.

**.125 Credits.** This is the preferred option for students who have no previous experience with forensics. To receive a passing grade, students taking .125 credits are expected to regularly attend squad meetings and practice sessions, to participate in on-campus demonstrations and practicums, and to prepare at least one event for competition. Students are also expected to participate in at least one intercollegiate competition as directed by the coach.

**.250 Credits.** This is the preferred option for students who have prior speech or debate experience in high school. To receive a passing grade, students taking .250 credits are expected to regularly attend squad meetings and practice sessions, to participate in on-campus demonstrations and practicums, and to prepare at least two events for competition. Students are also expected to participate in at least one event at two intercollegiate competitions as directed by the coach.

**.500 Credits.** This is the preferred option for students who are returning members of the squad. To receive a passing grade, students taking .500 credits are expected to regularly attend squad meetings and practice sessions, to participate in on and off-campus demonstrations and practicums, and to prepare at least two events for competition. Students are also expected to participate in at least two events in intercollegiate competitions as directed by the coach. In particular, students are expected to attend each of the “ tournaments” listed on the travel schedule.

## **Interim Experience Options:**

**1.00 Credits.** Students who wish to compete during Interim Experience are encouraged to register for the forensics class. The class meets daily during the term and students travel extensively to intercollegiate competitions. The precise requirements of the course are explained in the syllabus.

Should the size of the Forensics Interim Experience class exceed the budgeted amount, students will be required to pay a small fee, not to exceed \$200, in order to cover travel expenses for tournament(s) via plane.

Students may take forensics credit each semester that they compete for the squad and each Experiential Term.

# Academic Expectations

## Academic Standing:

Traveling members of the Evan Anderson Forum must be enrolled as full-time students in good standing during the time blocks in which they represent the college. In addition, students cannot be the subject of disciplinary action (such as suspension or expulsion) and must maintain a cumulative G.P.A. of 3.0. Forensics will never be allowed to interfere with academic excellence. The Director of Forensics reserves the right to regularly monitor your academic progress.

## Absences:

Members of the Gustavus faculty normally excuse absences for college-approved activities such as forensics participation. It is the responsibility of the student, however, to inform instructors at the beginning of each semester of anticipated absences and verbally warn that instructor at least a week in advance of the impending absence; obtain explicit permission from the faculty members to miss class without penalty; and, make reasonable accommodations to complete any tests, quizzes, papers or other assignments prior to leaving for the tournament. Because the continued viability of the program is contingent upon the good will of the faculty, students who are dishonest about the nature of their absences (who, for example, tell their instructors that they are traveling with the squad when, in fact, they are skipping class) face immediate and permanent dismissal from the team. Faculty members at Gustavus are not required to grant excused absences for forensics-related activities.

The student must inform the coaching staff of any academic conflicts that prevent participation at team events, practices, or competitions. The student must keep the coaching staff abreast of any classroom difficulties that he or she believes could interfere with forensics or are being caused by forensics. It is the student's obligation to monitor his or her own academic progress and to create a positive balance between forensics and quality academic work. Coaches will suspend students from travel who have a cumulative GPA of lower than 3.00. The coaching staff will provide each student documentation with the travel schedule at the beginning of each semester detailing possible absences from class.

# Practice Expectations

All team members are expected to meet minimum practice expectations to remain on the team and to receive credit for Com 243. You must be willing to pursue **EXCELLENCE** at the highest level. The tournament is won during the week, and you attend the tournament for the glory. These expectations include:

1. Regular attendance at Com 243 meetings. Meetings will be Monday nights 5:00-6:30 pm in FAC 323. Meetings should be viewed as a class, and students should arrive on time prepared to practice.
2. Attendance at a minimum of one half-hour coaching or peer-coaching appointment per week during weeks that a student will not be competing in an intercollegiate tournament.
3. Attendance at a minimum of one hour coaching or peer-coaching appointment per week during weeks that a student will be competing in an intercollegiate tournament.
4. Practicing event(s) outside of official team functions.
5. Timely completion of writing, revision, and memorization assignments, as established jointly with members of the coaching staff. Failure to do meet this expectation prior to practice
6. Each event must be deemed tournament ready before every tournament by Wednesday at 3 pm by either a member of the coaching staff or the specific event captain(s), not including yourself. Tournament ready is defined for interpretation events as having your script in the script book, under-time, and the introduction written and memorized, character analysis completed, and a solid grasp of characterization(s). Tournament ready is defined for public address events as having a script written, completion of appropriate revisions, under-time, and memorized. The coaching staff holds the right to grant exceptions to this rule.
7. Weekly and timely completion of extemp. (if applicable) file work, as established jointly with members of the coaching staff. Extempers are expected to have filed prior to leaving for a tournament having a good grasp of the literature filed.
8. Students who withdraw from tournaments for which airline tickets have been purchased in advance, or within 48 hours of a tournament for which late drop fees are imposed, will be held responsible for those charges as determined by the Director of Forensics. Students are expected to plan responsibly and follow through with tournament commitments.
9. Other responsibilities as assigned by the coaching staff.

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Students should familiarize themselves with these policies and procedures. In addition to general college policies, the Evan Anderson Forum has a number of specific decorum and travel-related policies that squad members must observe. Failure to abide by squad policies and procedures may result in sanctions including, but not limited to:

- Suspension or removal from the team.
- Failing the forensics course credit.
- Limitations on travel and, or restrictions on national tournament travel.
- Campus disciplinary action via the Dean of Students Office.

The budget is tight and there is no room for frivolous expenditures. Students with extenuating circumstances, academic obligations, or other conflicts are responsible for communicating such conflicts to the coaching staff before absences or missed deadlines occur. **Travel is a privilege that one earns, not a right.** Tournament travel decisions are entirely at the discretion of the Director of Forensics. Every effort will be made to accommodate student travel preferences. For budgetary and tactical reasons, however, students are offered no specific promise of tournament travel. It is the expectation that all team members will attend designated **TEAM TOURNAMENTS.** Team tournaments will be designated in advance in order to facilitate long-term planning.

**I have read the squad policies and procedures and I agree to abide by those policies and procedures continuously when I am participating in official forensics-related travel, practice or competition. I realize that my failure to abide by squad policies and procedures may result in my dismissal from the tournament, my removal from the program, and possible subsequent disciplinary action by Gustavus Adolphus College**

\_\_\_\_\_ **Date:** \_\_\_\_\_

**(Please attach a copy of your current degree audit to this form).**

**" P R O V E I T "**

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