



THE UNIVERSITY
of LIVERPOOL

Department of Geography

Santa Cruz Field Course 2002



Santa Cruz Field Course - Easter 2002

Staff	Dates	Accommodation
Bethan Evans Richard Grayson	Tue. 2 April	Travelodge, Santa Cruz Riviera, 619, Riverside Avenue, Santa Cruz, CA 95060, Tel. 00 1 831 423 9515.
Andy Morse Mark Pelling	to	
Andy Plater Katie Willis	Wed. 17 April.	

Staff Contact Details

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This handout is an essential guide to all aspects of the Santa Cruz field course, from submission deadlines and assessment criteria, right through to recommended restaurants. Read this booklet very carefully; we assume that you know and accept the dates, deadlines, and rules described here.

UK Travel outline

- 1st or 2nd April. Make your own arrangements to go to Heathrow, Terminal 3, for check-in at 08.00 2nd April. This is your responsibility, but if there is enough interest we will arrange a bus from Liverpool (departing 02.30, 2nd April) for which there will be a charge of £15.
 - 2nd April. Terminal 3 check in at 08.00 on Virgin Atlantic flight VS019.
 - 17th April. Terminal 3 arrival at ca. 11.30 on Virgin Atlantic flight VS020.
 - Make your own arrangements to get home. If there is enough interest, we will arrange a bus to Liverpool (Departing ca. 14.00, 17 April) for which there will be a charge of £15. If you are being met at the airport by family or friends, remind them that they should check for flight delays before setting off to meet you (Phone, internet or Ceefax).
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Introduction to the course

In this field course you will undertake a field research project together with one or two other team members. The success of this kind of research depends critically on thorough preparation: most of the work for this course is therefore completed **before** your arrival in California. As part of this preparation, each team must write a research proposal based both on the current research literature and experience derived from a pilot field project in or around Liverpool. In addition, individual team members will study a specialist issue which will contribute to the group's overall project topic.

Santa Cruz was selected as a location for this field course for a number of reasons. High on the list are the mild weather, accessibility of information, and the great diversity of natural and human environments.

Objectives of the Santa Cruz Field Course

To provide students with experience in:

- Application of theory to practical field research.
- General fieldwork skills (Critical observation, data collection and management, continual re-evaluation of progress, etc.).
- Team work.
- Synthesis, interpretation, and presentation of data obtained through independent research.
- Group report writing.

Objectives of lecture course

- Provide information about logistics and safety.
- Outline the regional geography of California.
- Support student's use of advanced aspects of EXCEL and WORD where appropriate.
- Help students identify research topics, to study the disciplines required for their projects, and to plan pilot field projects.
- Help students complete and write their pilot projects and fieldwork proposals.

Study Resources

- Internet (direct contacts, local newspapers). The fieldcourse website can be accessed from www.liv.ac.uk/Geography.html. It will provide you with a starting point but is **NOT** exhaustive.
- Book and reprint collection in library and John Boyle's office. Please contact Katie Willis if you wish to consult the material in John's room.
- Maps - In John Boyle's office (see above), and in digital map form in the Map room (6th Floor Roxby Building).
- Library - make full, but not exclusive, use of the Web Of Science database.
- Electronic journals – accessible from the library website.

Formal contact between students and staff

The decisions in the list below must be made in consultation with staff

- Group project topic choice.
- Choice of topic for each individual's *Research preparation report* (details below).
- If you have any doubts about your eligibility for the travel insurance (read the notes at the end of this manual), you must discuss this with the staff.
- You must attend all of the lectures (registers will be taken)
- You must be present at, and participate in, your group's *Pre-field trip presentation*.
- You must, together with the other members of your group, meet with your supervisor on **each** field day to discuss progress and plans.
- You must sign the safety book each morning and evening that you are in the field.
- At the end of day three of project work each group will present an oral report to their supervisor, outlining progress and plans.

The Santa Cruz Field Course Report Series

For the 2000 field trip we produced the first edition of our report series from this course. This contains all of the student final reports, edited by John Boyle, Andy Plater and Katie Willis, in addition to reports written by staff members (Note that most of the reports are about physical geography, as there was no general human geography option in 2000). There are no marks awarded for this report – it is simply an edited version of your final report. It does, however, make your work available to a wide readership, and provide you with both an excellent memento of the course and a professional report to show to prospective employers. In 2002 students will be expected to submit their final reports in both hard copy and electronic form to facilitate the production of the series this year (Further details below).

Common questions and misunderstandings.

- “*I’m a physical geographer – I don’t need to listen to this human geography rubbish*” (& vice versa). No! All projects are informed by a full knowledge of the human and physical environments.
- “*Do we have to work Saturdays and Sundays?*” Yes! (Religious services excepted).
- “*My project partner wrote field notes, so I didn’t have to*”. No; you must all write field notes **every** day. This is assessed and you will receive a mark of zero for each day of missing notes.
- “*Do we have to eat breakfast before signing in each morning?*”. Yes! You sign in at 9.00 a.m., and that is when the field day starts.
- “*My first meeting was at 11.00, so there was no point in doing anything until then*”. No! You are all expected to make good use of all of your time. Go to the library and work on your data.
- “*I know I am under 21, but surely some place will sell me beer*”. No! There are few bars that will even allow you through the door if you are under 21. If you look under 30 they will ask to see your passport! Note: they can spot fake ID a mile off!
- “*Surely you can smoke in bars*”. No! It is illegal unless the sole employee of the bar is the owner!
- “*There is no point in analysing my data until the data set is complete*”. No! Mature, time-restricted field research depends on constant monitoring of progress. A large part of your field mark is awarded for your daily evaluation of results and progress.
- “*I paid good money for this holiday; I need lots of time off*”. Well, the evenings are your own, and there is a day off. You are certainly going to have fun, and that is the way we want it. However, this is a full final year unit, heavily subsidised by the Geography Department. It is hard work but fun anyway!
- “*This is unfair! You expect us to work in the evenings when we’ve been out in the field all day. Group X has been lounging around all day and have just gone off to the pub!*”. Work commitment perceptions can be very misleading! However, we do acknowledge that some projects require more time in the field than others. If you’ve designed a project which demands a particular work schedule (e.g. ‘lab’ work at the end of the field day) you’ll have to keep to it however unfair it seems.

Chronological outline of project preparation and assessed components

To start with

From the first lecture you need to be thinking about who you want to work with, and what sort of project you wish to do. The early part of the lecture course is designed to help you chose a research topic and to turn this into a viable project, but you must take responsibility for finding research partners. Note the following points:

- Project groups must have 2 or 3 members; **no exceptions**.
- Each group must select a research topic during the first 2 weeks of the semester.
- Project choice must be approved by a member of staff.

You will probably take on a project in which you have no practical experience. To help you solve practical problems before going to California, you must undertake a pilot project in or around Liverpool.

The pilot project

The pilot project allows you to try out field methods, and (more importantly) data analysis methods. This will help you to design your field project and to anticipate problems. You will not submit a report on the pilot project - instead, lessons learned will be discussed in the *Pre-trip presentation* and *Research proposal*. There is no intention that data collected will be used for comparison with Santa Cruz – indeed we specifically advise against this.

Even though the pilot project will not be written up, it is very important that you make a full analysis of the data you collect in Liverpool in order to properly evaluate your data analysis procedures. Remember, in the field you will not have access to computers for graphing or data analysis. It is essential that for your pilot project you use the graphical and numerical procedures that you intend to use in Santa Cruz.

Project equipment

You are responsible for assembling the necessary items of equipment. Do this in consultation with Hilda Hull (9th Floor laboratory, Roxby Building). **You must give 1 month's notice to Hilda (email: hhull@liv.ac.uk).** Note: you must carry your own field equipment to California and back to Liverpool. You must return equipment promptly on return to Liverpool – students who fail to return (or properly account for) equipment they borrowed will be deemed not to have completed the course.

Pre-trip presentation. (Group work)

Each **group** must give a 20 minute presentation in early March (see timetable below for the date) detailing their objectives and methods. Group members must contribute equally to this. This presentation makes up 25% of the mark for the Field Preparation Component (thus 8.3 % of total course mark).

Research preparation report (Individual work).

Each **individual** must prepare and submit a report based on library research into a specific skill, area of theory or background empirical material which contributes to the field project. **The chosen topic must be approved by the supervisor. There must be no significant overlap of text between research preparation reports and group research proposals.** This report makes up 40% of the mark for the Field Preparation Component (thus 13.3 % of total course mark).

Research proposal (Group work)

Each **group** must submit a research proposal before the field trip. This must incorporate a response to suggestions made during the pre-field trip presentation. ***Each group must take a copy of their Research proposal to Santa Cruz.*** Reports must conform strictly with the specified format (see below). This report makes up 35% of the marks for the Field Preparation Component (thus 11.6 % of total course mark).

Field notebooks (Individual work)

Each **individual** must record field observations in the field notebook supplied. If you forget to bring it, you can purchase a new one from us in Santa Cruz. The lecture on 21st March will include guidance on keeping field notes for both human and physical geographers. **Note: you must make appropriate entries in your notebook every day.** This forms 100% of your Field component mark (thus 33.3 % of total course mark)

Meeting with supervisor after three project field days (Group work, not formally assessed)

Each group is expected to meet with their supervisor every day, however, after three days of project work there will be a more formal meeting at a time and place to be arranged with your supervisor. Every member of the group should participate in the discussion and topics to be covered should include what has been achieved, preliminary findings and analysis, changes from proposal, plans for remaining field days. If the group's performance in this meeting is regarded as unsatisfactory, a second formal meeting will be arranged.

Final report first draft (Group work, not formally assessed)

On the last day in the field you must submit a copy (photocopy) of a hand written outline of your final report. Fuller drafts are welcome, but everyone will be expected to have their section headings and outline of basic content including basic graphs and tables where appropriate.

Final report (Group work).

After returning to Liverpool, each **group** must submit a word-processed final report which must adhere strictly to the specified format. This report makes up 100% of your Final report mark (thus 33.3 % of your total course mark). You must also submit your final project electronically for the preparation of the Report Series.

Timetables

Before Easter

Most lectures are held in the Muspratt Lecture Theatre, Chemistry. For the first few weeks we will give a series of lectures on different aspects of California. You are expected to attend all lectures, regardless of whether you consider them relevant to your project. The remaining time in the lecture slots should be used to discuss your project with your supervisor. **Do not allow the Issues course to interfere with this one!**

<i>date</i>	<i>time, location</i>	<i>event</i>
Thu. 24 Jan.	2.00 Muspratt	Logistics; project design; staff project suggestions
Thu. 31 Jan.	2.00 Muspratt	Project outlines. Room allocation.
		deadline for submission of project proposal (Title and group members)
Thu. 7 Feb.	2.00 Muspratt	Introduction to California (AJP); Landscape and climate of California (APM)
Thu. 14 Feb.	2.00 Muspratt	The USA in 45 minutes; History of Santa Cruz (KDW)
Fri. 15 Feb.	4.00 Roxby Office	deadline for payment
Thu. 21 Feb.	2.00 Muspratt	Current social and political issues in Santa Cruz (MAP & KDW)
Thu 28 Feb.	2.00 Muspratt	Hazards and resources (AJP)
		deadline for completion of pilot projects
		deadline for equipment booking with Hilda Hull
		Pre-fieldtrip presentations
Thu. 7 March	2.00 To be announced	Pre-fieldtrip presentations
Thu. 14 March	2.00 To be announced	Pre-fieldtrip presentations
Mon. 18 March	Roxby Office	Collect written feedback on group presentations
Thu. 21 March	2.00 Muspratt	Field methods: field sketching; notebooks; daily report writing; first aid video; risk assessment forms to be completed.
Fri. 22 March	4.00 Roxby, Office	Deadline for submission of Research proposal, Research preparation report

Field Timetable

Tue. 2 April	02.30 Myrtle St	Optional, bus to Heathrow
Tue. 2 April	08.00 Heathrow, terminal 3	Check-in for Virgin VS019 to San Francisco
Tue. 2 April	18.00 Santa Cruz	Arrival, 18 hours after check in at Heathrow. (Coach to Santa Cruz.)
Wed. 3 April	09.00 Motel	Tour of Santa Cruz (half day). Apply sun-cream before setting off. Bring notebook, windproof jacket & hat. Remember to sign-in and sign-out.
Thu. 4 April	17.00 Motel to Sat. 6 April	Return of copies of research proposals and research preparation reports
Sun. 7 April	09.00 Motel	Normal working days (9-5). Remember to sign-in and sign-out and to submit notebooks at end of each day (10 a.m. start on Saturday)
Mon. 8 April	Time & place arranged with supervisor	Tour of Monterey Bay (whole day: bring lunch, notebook, suitable clothing and sun cream)
Mon. 8 April	to Thu. 11 April	Group meeting with supervisor.
Fri. 12 April	09.00 Motel	Normal working days NOT project write-up days
Sat. 13 April	Sun. 14 April	Day off, with option to visit San Francisco
Mon. 15 April	17.00 Motel	Normal working days
Tue. 16 April	12.00 Motel	Deadline for submission of Final report first draft.
Wed. 17 April	14.00 UK time	Departure by coach to San Francisco; Flight to Heathrow, T3, Virgin VS020
		Return to UK, Heathrow, terminal 3

Working day example timetable

07.30 – 08.30	Breakfast
8.30	Collect notebook from staff room, discuss plans with supervisor, sign safety book
09.00 – 17.00	Fieldwork. Fit a reasonable lunch break in with your other commitments.
17.00	Return to Motel and sign the safety book.
17.00-19.00	Copy data from note-taker if needed. Graph all new data, write summaries, synthesis, and ideas in notebook. Order transport for following day if necessary. Staff will be available for discussion of results, etc.
19.00	Submit notebook to staff room
After 19.00	Relax and recuperate for next day. Remember to purchase lunch and drinks for the following field-day if appropriate.

Back in Liverpool

Mon. 22 April	Roxby Office	Collect feedback on draft final report
Mon. 22 April-	Supervisor's office	Arrange meetings to discuss final report if required
Thurs. 2 May		
Fri. 3 May	4.00 Roxby Office	<i>Deadline for submission of final report & notebooks</i>

Outline of all reports to be submitted, and details of assessment

The three equally weighted component marks for the course will be based on:-

- 1) *A Field preparation component mark*
 - **Group** presentation.
 - **Individual** research preparation report
 - **Group** research proposal
- 2) *A Field component mark*
 - **Individual** field notebook (Share data, but ***do not*** share text).
- 3) *A Final report component mark*
 - **Group** final report.

Field preparation component

Mark split 25% - *Group presentation*
 40% - *Individual research preparation report*
 35% - *Group research proposal*

Pre-field trip group presentation - (7 & 14 March)

- We will split up into sub-groups according to supervisor, and you will present your report to your part of the class.
- Each member of the group must contribute equally.
- Each presentation must cover:
 - Aims
 - Theory including conceptual framework
 - Methodology, with lessons learned from the pilot project
 - Timetable for the first 3 days.
- 67% of the presentation mark is based on content.
- 33% is based on organisation and timekeeping.
- Each group will get 10 minutes, plus 5 minutes for questions. Response to the questions will be included in the assessment.
- Written feedback will be available in the 7th floor office on Monday 18th March

Research preparation report (Individual work)

- No more than 2000 words, word-processed.
- Content is to be agreed with the supervisor.
- Assessment will be based on achievement of agreed targets.
- Use any conventional format (Essay style, or report style with headings).
- Written feedback will be given on this report on the first day in the field.

Research proposal (Group work)

- This report must be word-processed, and include the sections outlined in the box below. Please use the format specified towards the end of this document.
- Feedback from the presentation must be addressed in the report.
- Written feedback will be given on this proposal on the first day in the field.

Sections for the Research Proposal (2 sides of A4)

- Title: max. 10 words. Must express objectives and constrain scope.
- Author names in alphabetical order.
- **Introduction and objectives.**
- **Theoretical framework of the project.** NOT just California literature. Include reference to the literature.
- **Research methods.** 1. Detailed description of theoretical basis for the research methods. 2. Discussion and justification for the graphical/analytical methods proposed. 3. Brief outline of pilot project, focusing on methodological issues.
- **Expected findings.** Your research literature will tell you what you expect to find. Express this expectation quantitatively, and graph this using the methods outlined in the section above. Human geography qualitative projects should use tables.
- **Field plan.** Details for your first 3 project days in the field.
- **References.** Copy the format used in the 2000 Report Series.

Assessment criteria for Research Proposal

- Marks will be awarded for each of the sections listed in the box above (Sections for the Research Proposal), and marks will be lost if sections are missing.
- Marks penalties will be given if the report does not conform to the specified format (font, point size, margins, column spacing, title fonts, table fonts, etc.).
- **Any text exceeding the page limit will not be marked.**

Field component

Mark split *100% - Field notebook*

Field notebook

Your field notebook must be submitted at the end of each field day, and again on submission of the final report. Field notebooks must have:

- Satisfactory notes and sketches for the 2 guided field days (days 1 and 5).
- Entries for each project day, including:
 - Day, date and other basic descriptive information (Locations, times, people present at meetings, etc.)
 - Data collected, field sketches, etc.
 - Sketch graphs analysing quantitative data, or summary tables to present qualitative data
 - Speculative interpretation of data in context of expected findings (1 side +)
 - Critical reflection on progress of project in the context of your research question (1 side +)
 - Specific objectives for next field day (not so much what you will do, but why!). How will these objectives contribute to the overall success of your project?
 - **Detailed** timetable for the next field day (1 side +)
 - Include request for minibus or other transport for the following day – destination and time

Field notebook assessment criteria

3 criteria:

- Satisfactory completion of notes relating to the guided field teaching (Days 1 and 5).
- An evaluation of each project day based on:
 - Effort (Have you worked all day?)
 - Purposefulness of the work (Has your work been directed sensibly?)
 - Link to previous day's plan (Have you achieved your objectives? If not, why not?)
 - Thought into next day's plan (In particular, have you thought about why you will do the planned work, and how this will actually help you answer your research question?)
 - Synthesis of results so far (i.e., to what extent have you answered the research question? To what extent has this changed?)
- Overall evidence of independent effort.

Each heading in the schemes above will be marked on the following scale.

5 = excellent, 4 = good, 3 = satisfactory, 2 = just adequate, 1 = poor, 0 = no entry

Final report first draft (Group report, not assessed)

You will be completing your final reports on return to Liverpool, but before you leave Santa Cruz groups should have a good idea about the content of the final report. This is a chance to discuss this content and the logistics of producing the report when all group members and supervisor are present.

The final report first draft must include:

- An outline of section headings and content
- Names and contact details of all group members
- Dates and times of at least two group meetings to discuss the report before submission

Final report - Mark Component 3 (Entirely group work)

<i>Marks</i>	<i>Final report</i>	<i>100%</i>
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On return to Liverpool, each group must produce word-processed **Final report** including the sections described in the box below. You must use the format specified towards the end of this document. ***This report must be submitted both in hard copy and as a file to an L: drive folder. Details will be given nearer the time.***

Note: as group members live in different places, this can be difficult to organise the final write-up. Make sure that you plan this carefully – see final report first draft.

PHYSICAL GEOGRAPHY PROJECTS

Sections for the Final Report (4 sides of A4)

- Title: max. 10 words. Need not be the same as in the *Research proposal*. Must express objectives and constrain scope.
- Author names in alphabetical order.
- **Abstract**. Max. 100 words. The question, approach, key finding and conclusion.
- **Introduction and objectives**.
- **Research methods**. As in the *Research report*, but must reflect what was actually done. If the methods were radically changes, explain why.
- **Results**. Include up to 3 graphs. Describe the data that support you main conclusions.
- **Discussion**. Significance and implications of your findings in the context of the research literature and/or local interest.
- **Conclusion**. Bullet points.
- **Acknowledgements**. Properly acknowledge people who helped you in Santa Cruz (Not us!).
- **References**. Amended from the Research proposal.

HUMAN GEOGRAPHY PROJECTS

Sections for the Final Report (Normally, 4 sides of A4. Exceptionally, groups undertaking in-depth qualitative projects may be allowed more)

- Title: max. 10 words. Need not be the same as in the *Research proposal*. Must express objectives and constrain scope.
- Author names in alphabetical order.
- **Abstract**. Max. 100 words. The question, approach, key finding and conclusion.
- **Introduction and objectives**.
- **Theoretical framework**.
- **Research methods**. As in the *Research report*, but must reflect what was actually done. If the methods were radically changes, explain why.
- **Results and analysis**.
Quantitative (surveys). Include up to 3 graphs.
Qualitative. Include 1-3 tables.
Describe and explain your findings. Use quotations from interviews where appropriate. Need to highlight the significance and implications of your findings in the context of the research literature and/or local interest.
- **Discussion**. Significance and implications of your findings in the context of the research literature and/or local interest.
- **Conclusion**. Bullet points.
- **Acknowledgements**. Properly acknowledge people who helped you in Santa Cruz (Not us!).
- **References**. Amended from the Research proposal.

Logistics, information and miscellany

Note - we have tried to think of everything, but the following list should not be regarded as complete. **We expect you to apply common sense.**

Things you need to know

- Students are assumed to have attended all lectures (Registers will be taken). It is each individual's responsibility to ensure that they know exactly what has been said.
- Cheques made payable to *The University of Liverpool* must be given to Mrs. D. Lacey (room 711, Roxby Building) by 15 February.
- Tickets and notebooks will be issued on submission of the research proposal and research preparation report (only if money has been paid, and safety protocol signed).

- The name on your ticket must be the same as that on your passport. It is your responsibility to ensure that this is the case and to pay any fee for changing details once the ticket is booked.
- Students are responsible for ensuring that they have the appropriate travel documentation. UK Citizens must have a valid **10 year passport** (Visitors passports are **not** accepted) with at least 6 months to run, but do not need a visa. If you hold the passport of another country (including Eire) then check with your embassy.
- You must say only the right things to California passport control, and on the immigration forms. If you live on a farm, make sure that you have no mud on your shoes (no soil may be imported and you may be delayed).
- The purpose of the visit is 'educational tour'. **Avoid** terms like *work* or *study*.
- No fresh foods may be taken to the USA.
- While you are on the plane you will be required to write the address of your accommodation in California. It is on the front of this document.
- To buy alcoholic drinks in California you must be 21 or over. This is rigidly enforced - anyone under about 30 will be asked for proof of age (passport). **Students attempting to buy drinks for others under age are liable to prosecution.**
- If you are under 21 you will probably not be allowed in a bar.
- It is illegal to smoke tobacco in public-access buildings. This includes bars.
- Drinking alcohol in a public place (street, beach, etc.) is illegal. You may be fined.
- Jay-walking (crossing a road where there is no pedestrian crossing) is illegal; there are substantial spot-fines.
- Sales tax at 8.5% is not included in the prices. Thus a \$1 jar of coffee will actually cost \$1.085
- Students are not permitted to hire motor vehicles.
- Jet lag may be a problem for the first few days. Three tips
 - - Take a 2l bottle of water with you and drink it during the flight.
 - - Do not drink any alcohol on the plane.
 - - Do not give in to naps.
- All US banknotes are the same colour and size; don't hand over a \$50 note thinking it's a \$1 note.
- US mains voltage is 110. **Your UK hair drier will not work.** You can buy one at Longs Drugs, Santa Cruz, for ca. \$15.
- Santa Cruz is located at 37°N. If the weather is good it can be hot, and the sunshine intense - bring a good sun block *and use it*. **But!!!** the weather can be bad; bring water-proofs, some warm clothing and appropriate footwear.
- You are all personally responsible for ensuring that you have adequate medical insurance. We have bought for you standard cover from Endsleigh. If you have **any** pre-existing medical conditions let us know. The various societies may offer top-up insurance.
- Dollar travellers cheques can be used like cash in most places - sterling travellers cheques can only be used in banks, and are not recommended.
- **Cash can be exchanged but with very high charges.** One year a student changing a £50 note was charged about £12.
- Students are responsible for getting to and from Heathrow. If there is sufficient interest we will arrange buses to and from Heathrow and Liverpool.
- If you are short of money \$15 per day for basic expenses (largely self-catering, according to previous students) is adequate. If you plan to go out and eat well or drink, this will not be sufficient.
- Students are responsible for reporting to the police the theft of any personal or University items.
- Students are responsible for collecting, transporting and returning all field equipment.
- **Students are responsible for their own budgeting.**

Booking transport and photocopying in Santa Cruz

- If you wish to be driven to a site, then book this with the staff by stating it in your field notebook. Clearly, if an unpredicted event (interview, etc.) precludes notice, we will make exceptions where possible.

- If you wish to make photocopies while we are in Santa Cruz, please clear this with staff **before** doing so. We will not reimburse students for photocopying if this procedure is omitted.
- If you need to use public transport then we will reimburse the cost **only** if the expenditure has been agreed on beforehand.

Some tips for travel and tourism

- You will need US coins (Quarters) to get luggage trolleys at San Francisco Airport
- If you want to visit Alcatraz when you go to San Francisco, you must book by phone in advance using a credit card.

Motel

- No parties in the rooms, on balconies, or in the car park.
 - No noise after 10.30 p.m.
 - No alcohol in rooms if any students are under 21.
 - Students are financially responsible for damage caused to motel rooms.
- If you have a self-catering room, be aware that only the cooker is provided. You must provide all other utensils including pans, cutlery, plates, cups, etc.

Discipline

- The nominal working day is 9-5. All students must be gainfully occupied during these hours.
 - Drinking is permitted; drunkenness is not. Incidents not dealt with by the police will be dealt with by the motel management. Eviction is an option.
 - Malicious damage will be taken particularly seriously.
 - Illegal activities (smoking the wrong stuff, for example) can result in expulsion by the authorities.
 - Bad discipline can result in penalties being applied. There are three levels of penalty for breaches of discipline:-
1. **First formal warning. A report will be prepared by the staff, copied to the student(s) involved, and entered into the student's record.**
 2. **Second formal warning. The student(s) will be referred to Progress Committee, which can lead to the student(s) being withdrawn.**
 3. **Students absent without leave, or incapacitated through drunkenness, etc., may be required to reimburse the financial support provided by the Geography Department (£18.75 per day), and additionally may incur any of the other penalties.**

Safety

- Mountain lions; don't run, do make lots of noise.
- Wild pigs; climb a tree.
- Ticks; if you are bitten by a tick and develop a 'bulls-eye' rash, seek medical attention.
- Poison oak; avoid contact. If you are working in badly infested areas, wear long trousers, and handle the trousers with care. If you get affected, there are creams to treat the symptoms.
- Each morning at 8.30 the safety book must be signed. **It must be signed again on return in the evening.**
- As always, traffic is the real hazard. Take normal precautions.

Insurance

Please make sure that you are happy with the conditions and exceptions. Speak to the staff.

Medical emergency

First aid. If you are working in a remote area take a basic first aid kit, as defined in the lecture on first aid.

- If you need medical attention, you can go to Doctors On Duty (615 Ocean, shown on map; phone 425 7991). You will have to pay cash (last year \$70 covered a brief consultation). You will be able to get all but £30 of this back through insurance. Insurance claims can be dealt with later.
- Dial 911 for emergency services.

Food and Restaurants

The accompanying map shows the locations (approximate in some cases) of places which were popular with last year's students. There are plenty of relatively inexpensive place to eat in the evening: but remember that restaurants close relatively early (ca. 9.30 pm). Breakfast presents more of a problem. If you are in one of the apartments then you have ample space to make your own breakfast. If you are in one of the double rooms you may have to arrange with one of the apartments to share some fridge space.

The motel *may* provide coffee, orange juice and Danish pastries for breakfast. If you need additional food items you can walk to the 7-11 on Ocean and Broadway (10 minute walk, see map). Remember that you need to have breakfast before signing in at 8.30 am. It is usually better to buy breakfast ingredients the night before. Similarly, if working in a remote area, make sure that you have purchased sufficient food and drink the evening before. ***No food stops will be made on the way to field sites.***

Format for written reports

If the following terms mean nothing to you – ask!

All reports

<i>Text</i>	Font: Time New Roman 9 point
<i>Page setup</i>	Top and bottom margins: 1 cm Mirror side margins: inside 1.5 cm, outside 1 cm
<i>Paragraph</i>	Single spaced, 6 points after, no blank lines or indents
<i>Columns</i>	2 columns, 0.5 cm separation.
<i>Headings</i>	<i>Title</i> : 12 point bold; <i>Author names</i> : 9 point italics <i>1st level headings</i> : 9 point bold; empty line above <i>2nd level headings</i> : 9 point italics; no empty line above
<i>Tables</i>	<i>Type</i> : Simple 1, <i>Font</i> : 8 point Times New Roman, <i>Paragraph</i> : 0 point after.
<i>Figures, maps, etc.</i>	All figures must be electronically inserted into the document Do not use bitmaps Insert pictures into text boxes Use <i>paste special, picture</i>

Insurance – major conditions and exclusions

This is an abridged version of the full text. It is your responsibility to ensure that you are fully insured. Please take particular note of the items in bold.

Accidental death, death as a result of accident, personal accident

Cover does not apply to occurrences arising from, or directly or indirectly connected with:-

- Dangerous sports (Including: ballooning, deep-sea diving, bungee jumping, free-climbing, solo sea sailing, or any sport or pastime involving exceptional risk of accident).
- Hazardous sports (Including: mountaineering, rock climbing, American football, caving, go-carting, horse riding, white water rafting or canoeing, jet skiing, or subaqua activities).
- Pregnancy or childbirth
- Transmission of HIV or related illnesses
- Mental or nervous illness, anxiety, sexually transmissible conditions, **occurrences attributable to the effects of alcohol** or drugs, suicide or attempted suicide, wilful exposure to needless peril, or any pastime involving exceptional risk of accident
- Expenses arising from illness or injury where you:-
 - Travelled against a doctor's advice
 - Travelled to obtain medical treatment
 - **Received treatment that was known to be required at the time of departure from Home**
 - **Are receiving, or are on the waiting list for, in patient treatment in a hospital or nursing home.**
 - Have a terminal prognosis.
- **Any claim relating to a medical condition for which you received treatment in the twelve months prior to arranging cover.**

Medical and other related expenses

Cover does not apply to occurrences arising from, or directly or indirectly connected with:-

- Those exclusions listed in the previous section, and:-
- **Surgery or medical treatment that could reasonably have been delayed until your return home.**
- Telephone charges or taxis fares except where the taxi was used as an ambulance.
- **Dental charges except strictly necessary emergency dental treatment incurred only for the relief of pain.**

Possessions and travel documents

Cover does not apply in respect of:-

- Wear and tear, depreciation, moth, vermin, mechanical or electrical breakdown, any process of cleaning or restoration, or alteration, atmospheric or climatic conditions, or any gradual operating cause.
- Breaking of china, pottery, glass or other brittle articles other than photographic or telescopic lenses.
- Delay, detention, or confiscation by Customs or other officials.
- Loss or damage to sports equipment while in use.
- Contact or corneal lenses, dentures, hearing aids, cycles, unset precious stones, motor vehicles and their accessories, water craft and their accessories.
- **Any theft from a motor vehicle.**
- Depreciation in the value of money, or shortage through error or omission.
- **Theft of valuable articles whilst unattended unless from secured premises.**
- **Loss of money not reported to the police within 24 hours, and supported by a written police statement.**

General exclusions

This policy does not cover:-

- The first £30 of any claim
- Normal holiday expenses
- Circumstances you could reasonably have predicted
- Problems arising from your exposure to radioactive or toxic substances.
- Consequences of war, invasion, civil war, etc.
- Anything covered by a more specific insurance policy.

