

Extracurricular Activities Requests: Procedures

These procedures have been established to guide activities and responsibilities in response to requests for extracurricular activities consistent with [Academic Policy V.D. Protocol for Additional Educational Opportunities](#) which states:

If a faculty member wishes to offer an educational and/or other professional experience to students (including guest speakers, dental industry, professional organizations) during scheduled curricular time, they must abide by the Dalhousie [Conflict of Interest policy](#). The course director will determine whether these sessions are included in the evaluation for the course.

For all educational opportunities proposed by external bodies (e.g. dental industry, laboratories, etc.), that are not part of the curriculum, proposals shall be submitted to the President of the Dalhousie Dentistry Student Society and these events must occur OUTSIDE regular curricular time. Participation is optional and these elective sessions are exempt from evaluation under the Progress and Promotion policies.

Any requests to a faculty member directly or to the Dean's Office, from external bodies, shall have their request forwarded to the Presidents of the Dalhousie Dentistry Students' Society. Contact information of students shall NOT be forwarded to any external bodies.

Section I below describes common Event Types, the responsible contact as well as steps to manage requests. Consideration of Event Types not described must be discussed with the Assistant Dean Academic Affairs. Section II describes administrative responsibilities related to requests.

I. Event Type:

- A. Corporate/dental industry meet with students outside curriculum time (e.g. NSDA, Banks, insurance companies, dental industry)
 - 1. Contact: DDSS Corporate Liaison
 - 2. Follow the DDSS guidelines for booking events (attached)
 - 3. Notice to be sent to Assistant Dean, Academic Affairs as soon as feasible
- B. Meet with students during scheduled curriculum time (e.g. Company sponsored lectures/workshops)
 - 1. Vetted through Course Director in consultation with Division Head and Department Chair/Director
 - 2. For sessions requiring preclinical space/equipment/supplies, the Office of Clinical Affairs MUST be consulted prior to confirmation of the event
 - 3. For events that require additional curricular time, the Assistant Dean of Academic Affairs must be consulted.

4. Ideally, all requests should be vetted at least one term in advance to ensure space/time is available and request falls within curricular expectations for the course.
- C. Recruitment/PR/Outreach (e.g. I AM Potential, STEM, Summer camps, Dal Homecoming, Special Smiles)
1. Where appropriate, there must be communication between DDSS community service representative and Office of Academic Affairs.
 2. Events must be vetted through Office of Academic Affairs (and DDSS and Office of Clinical Affairs where appropriate) at least one month in advance to:
 - a) Arrange room/space bookings
 - b) Assist with volunteer recruitment
 - c) Obtain release/consent/medical history forms as required for event
 - d) Arrange necessary 'kits' (see below)
 3. Information required:
 - a) Main contact person
 - (1) Within the Faculty
 - (2) For the visiting group
 - b) Time/Date required
 - c) Space requirements
 - d) # participants expected
 - e) Staff/faculty/student volunteer support needed
 - f) Equipment/supplies required
- D. Pre-clinical/ clinical activities
1. For all hands-on sessions standard 'kits' for pre-clinical/clinical activities will be organized through Clinical Affairs office.
 2. Costs of each kit will be provided from Clinical Affairs. Support from the requesting group, other sponsors and/or internal endowed funds will be used to cover costs as appropriate
 3. It is preferable that hands-on activities not include the use of handpieces. If required, use of handpieces must be approved by the Office of Clinical Affairs.
 4. DDS/DH student-owned equipment/instruments are not to be used
 5. Kits and consumables, including pre-clinical teeth, must be requested at least one month in advance

II. Responsibilities:

A. Internal Contact Person (DDSS, student, faculty member)

1. Liaise with the Office of Academic Affairs for all events, including corporate and recruitment/outreach
2. Provide the Office of Academic Affairs with a list of scheduled events at least 2 weeks prior to the event
3. Follow all Dalhousie University policies
4. Assist in recruitment of volunteers

B. The Office of Academic Affairs

1. Keep a calendar of scheduled events and contacts, together with information on resources required (space, volunteers, kits, expected participants)
2. Provide appropriate release forms to internal contact for each event (release, consent, medical history, etc.)
3. Arrange for space as required
 - a) Students have access to self-serve bookings on Campus Bookings – they can only book the 4th floor seminar rooms (4110, 4111, etc)
 - b) Students cannot book lecture rooms. The Dean's Office staff can book a lecture room for students, but must advise the students that they are responsible for cleanup and their booking may be bumped if the space is required for academic purposes
4. Assist in recruitment of volunteers

C. The Office of Clinical Affairs

1. Provide costs for kits requested
2. Assemble and release kits to internal contact for each event

D. The Office of Building Services

1. Coordinate Custodial, HVAC, Security and Trucking Services as appropriate
2. Coordinate delivery of equipment and/or supplies
3. Ensure appropriate insurance coverage for corporate events. NOTE: If Camps involve students from out of province, proof of Commercial Liability insurance for \$5 million (with Dalhousie University added as an additional insured) from their respective school boards is required.