



R&DE Stanford Dining Class Assignment and/or Class Project Request Form

Student Name: _____

Student Email: _____

Class Name: _____

Faculty: _____

Project Name: _____

Timeline of Project: _____

Process (audio or visual recording, interview, photograph, film or video):

Data Request: _____

Interview Questions: _____

Email forms to Shannon Munz at smunz@stanford.edu.

PLEASE NOTE: R&DE Stanford Dining policy on Stanford approved class assignment and/or class projects:

*Stanford students working on Stanford University approved class assignments or class projects and that are related to residential dining hall operations are reviewed for approval and typically granted so long as they do not violate the privacy or property interests of others; and so long as they comply with applicable University policies and procedures, **however they must first gain the express written approval by the Executive Director of R&DE Stanford Dining before proceeding.** Under no circumstances can the audio or visual recording interview, photograph, film or video, or any information provided by R&DE staff or gained through additional access in the residential dining halls in the course of working on an approved class project, be used for commercial or other purposes. Students can request this approval by contacting their residential dining hall manager and submitting a request for approval in writing detailing the class name, faculty member, project name, timeline of project, process (audio or visual recording, interview, photograph, film or video), any data requests and interview questions for the dining hall staff. Please allow 3-5 business days for review and response to the initial submission as there may be multiple student requests for information.*