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.

Approved / Denied: __________________________________________________________

Eric Montell, Executive Director, R&DE Stanford Dining