

APPENDIX E: 4-007 Student Grievance Procedures

Student Grievance Procedures	4-007 STUDENT SERVICES JULY 2013
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POLICY

1.1 OSU Institute of Technology (OSUIT) students who feel they have sustained a grievance relating to race, creed, color, sex, national origins, working conditions, sexual orientation, sexual harassment; accessibility for the disabled, or other situations which may be contrary to an individual's well-being may, after all administrative means have been exhausted to resolve a situation, request a hearing before a Grievance Committee.

1.2 The procedure for submitting the request is as follows: only after a student has exhausted all means to settle a grievance with the proper authority of a given campus entity or department, the student may then submit a request in writing to appear before a Grievance Committee.

The statement requesting a hearing should clearly define the problem area and be addressed to the Chairperson of the Grievance Committee. With the concurrence of the Executive Vice President as to the validity of the grievant's request and need for further consideration, a Grievance Committee will be convened.

1.3 The Grievance Committee will consist of a Chairperson and two (2) student peers chosen by the Student Senate and two (2) employees chosen by the Executive Vice President. Whenever possible, the Grievance Committee will be comprised of at least one (1) member of common ethnic origin, sex, relative age, and/or general disability of the person making the appeal.

1.4 The Grievance Committee actions will be conducted in a manner similar to other hearing committee meetings on campus, and the Committee's recommendations will be forwarded to the Executive Vice President upon completion of the hearing.

1.5 When the Executive Vice President has reviewed the Committee's report and a decision has been reached, the office will notify the Chairperson of the Grievance Committee indicating what action, if any, is to be taken. The Executive Vice President will then inform the parties involved of the decision.

PROCEDURES

- 2.1 All OSUIT students who feel that they have sustained a grievance relating to race, creed, color, sex, national origin, working conditions, sexual orientation, sexual harassment, accessibility for disabled which cannot be resolved by informal discussion between the parties involved may, after all other administrative means have been exhausted, request the formation of a Grievance Committee which shall hear the case and make recommendations to the Executive Vice President.

Students should be made aware that a process exists whereby legitimate concerns may receive attention, and that this process is available to help resolve problems.

The process of appeals relating to student conduct decisions is initiated through the Office of Student Conduct.

An academic decision appeal is initiated through:

- A. a faculty member,
- B. an academic division chair, or
- C. the Office of Academic Affairs

Other grievance appeals are initiated through the Office of the Executive Vice President.

- 2.2 The faculty and staff are directed to ensure that all students of OSUIT are made aware of the grievance procedures described herein, and that they are informed of the right to express their grievances or submit an appeal without fear of coercion, discrimination, or reprisal by any employee.

Approved: August 1996

Revised: August 2006

Revised: July 2009

Revised: July 2013

APPENDIX F: 4-009 Field Trips

Field Trips	4-009 STUDENT SERVICES April 2013
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POLICY

- 1.1 OSU Institute of Technology (OSUIT) administration recognizes the value of field trips as part of the overall educational program.
- 1.2 Field trips must not exceed two days of actual class time throughout a semester. Additional field trips in excess of the allotted two days or scheduled for weekends must have the approval of the unit leader.
- 1.3 No field trips are to be scheduled the last two weeks of a full semester course or the last week of a half semester course. The Executive Vice President's Office must approve any exceptions in advance.

PROCEDURES

- 2.1 Certain guidelines must be observed. The following regulations will be used in planning and making field trips:

A. Field Trip Requests

1. The Field Trip Request Form is to be completed and submitted at least seven (7) days prior to any field trip.
2. To be valid, routing and the approval process begins with the unit leader and is forwarded to the Director of Student Life.
3. The request is acknowledged by the Director of Student Life for student accounting purposes.
4. All divisions will receive advance notice of the date of the trip along with names of participants. Students are responsible for making arrangements with faculty to make up any class work they miss during the trip.

B. Insurance

1. Accident insurance is required and initiated by processing the Field Trip Insurance Form. All recognized club sponsored off campus trips require student participants to be covered under the "Trip Insurance Plan." No additional insurance is needed for faculty and staff.

2. Trip insurance must be purchased for each participant at a rate determined by the OSU main campus. The cost is calculated by multiplying the rate times the number participants times the number of calendar days (not 24 hour period) of the trip. This charge is to be paid at the time the insurance form is filed for unit trips.
3. The form and the money must be sent to the Bursar's Office at least 24 hours in advance of any trip. Activity Requests will be returned "Denied" if trip insurance is not purchased 24 hours prior to any trip.
4. School vehicles are insured by the university with liability coverage.

C. In-State Trips

1. Field trips in Oklahoma may be planned, and the completed request form submitted, in accordance with the above procedures for action.
2. Generally, one field trip per semester is considered reasonable for a unit.
3. Consideration will be given when a club or class has plans for multiple field trips in the same semester. The Executive Vice President's Office must approve additional trips in advance.

D. Out-Of-State Trips

Out-of-state travel forms are required for out-of-state trips, and must be submitted to the President's Office for approval by the President or his/her 'designee, at least seven days preceding the date of the trip.

E. Overnight Trips

1. When students and faculty are scheduled out overnight as a part of an approved campus activity, all participants must sign and submit the Student Travel Form, indicating they are aware of the campus expectation for acceptable behavior. The form also grants OSUIT and/or its designee to seek medical treatment for participants should the need arise. The Student Travel Forms me to be submitted to the Student Life office at least two days prior to departure. See also Policy 1- 018 *Drug Free Campus*.
2. When making lodging accommodations, female students must be housed with female students and male students with male students. Advisors and/or faculty must never be housed with students.

F. General safety requirements for both operators and passengers:

1. Insurability: drivers must be insurable per OSU Risk Management.

2. Seat Belts: occupants of motor vehicles must use seat belts or other approved safety restraint devices at all times.
3. Alcohol and Illegal Substances: occupants of any vehicle shall not possess, consume, or transport any alcoholic beverages or illegal substances. Drivers shall not use alcohol within eight (8) hours prior to, or during, operation of motor vehicles.
4. Passenger Capacity: the total number of passengers may not exceed the number of authorized seatbelts available.
5. At least two qualified drivers must be used if traveling farther than 350 miles one way, or if the trip is expected to extend later than 2:00 a.m.
6. The maximum number of hours a driver may drive in any twenty-four (24) hour period is eight (8) hours.
7. Drivers must refrain from using electronic devices while the vehicle is in operation.

Approved: August 1996

Revised: September 2005

Revised: August 2007

Revised: July 2009 Revised: April 2013

APPENDIX G: Exploring Wines Class Contract

<p style="text-align: center;">Organization and Division OSU Institute of Technology School of Culinary Arts</p>	<p style="text-align: center;">Course CUL 2101 Exploring Wine</p>
<p style="text-align: center;">Affects</p> <p>All Supervisors/Faculty/Students participating in the Culinary Arts Program, Exploring Wine Course.</p>	<p style="text-align: center;">Purpose</p> <p>To provide systematic policies/procedures for the operation of the Exploring Wine Course.</p>
<p style="text-align: center;">Policy Guidelines:</p> <ol style="list-style-type: none"> <li data-bbox="310 617 1349 1310"> <p>1. <u>Introduction</u> - The School of Culinary Arts sponsors an elective course titled "CUL 2101 Exploring Wines," that gives student participants an opportunity to gain an appreciation of wines as part of a fine meal, and be introduced to the wine making process. The course involves the study of <u>tasting</u>, appearance, smell, and <u>taste</u>. The need and competencies of this course have been endorsed and recognized by an industry advisory committee. The faculty member who teaches this course assumes specific responsibilities to the administration of OSU Institute of Technology and the public, and to the program. These responsibilities must be discharged with integrity to assure the maintenance of public confidence in the institution, program, and the course. The course exists for the primary purpose of assisting industry employers in building and maintaining a world-class workforce to serve the large consumer market. The faculty members shall be responsible for making the greatest possible effort to satisfy the learning needs of the student, and the manner in which the student is served requires a high level of ethical and professional conduct. Therefore, faculty members are responsible for maintaining and promoting ethical and professional practice in this course. Faculty members are also responsible for communicating and informing the students of their responsibilities and expectations for participation in this course.</p> <li data-bbox="277 1352 1349 1524"> <p>2. <u>Eligibility for Student Participation</u>- Students who desire participation in this course must have completed at least fifteen credit hours at Oklahoma State University Institute of Technology, must be 21 years of age, and sign a Student Participation Agreement- See Exhibit "A."</p> 	

3. Regents Policy- The basic policies that will be followed are:

- 21 years of age.
- Participation is voluntary.
- Serving is one-half ounce of wine per glass.
- **Tasting is wetting of the mouth, and then spitting the wine into a designated container.**
- Tasting wines, as well as cooking wines, will be **kept under lock and key.**
- Faculty must be trained.
- Compliance with all state and federal laws and regulations.
- Wine-tasting in the classroom is a legitimate and strictly controlled part of the approved and authorized curriculum of the School of Culinary Arts.
- Wine-tasting is conducted only during regular class periods, and under the supervision of university approved faculty members.
- The preferred method of obtaining wines is through industry or private donations. No university funds will be used to purchase wine for the tasting seminar.

Oklahoma State University Institute of Technology

The School of Culinary Arts

Course CUL 2101 Exploring Wine

Exhibit “A”

Student Agreement

This agreement is between the Oklahoma State University Institute of Technology, The School of Culinary Arts, hereinafter referred to as the “Program” and _____ hereinafter referred to as the “Student”.

Recitals

R1. The School of Culinary Arts sponsors an elective course titled “CUL 2101 Exploring Wines,” that gives student participants an opportunity to gain an appreciation of wines as part of a fine meal, and be introduced to the wine making process. The course involves the study of tasting, appearance, smell, and taste.

R2. The Program and the Student recognizes that this type of course must be operated with both honor and integrity to assure the maintenance of public confidence in the Institution, program, and the course.

TERMS AND CONDITIONS

1. The Program agrees to provide instructional services and learning activities for the development of competencies listed in the course syllabi.
2. The Student is hereby notified and informed that these learning activities includes the study of tasting, appearance, smell and taste of fine wines.
3. The Student hereby discloses that he or she is twenty-one (21) years of age, and verifies this fact with the submission of a copy of documentation of their proof of age, i.e., birth certificate, driver's license, etc.
4. The Student agrees not to consume any alcohol at least six (6) hours before or after participation in this class.
 - a. The Student is hereby being notified by the Program that she or he *does* have an option of declining to participate in the actual tasting of the wine or the option of tasting. The student *does not* have the option of swallowing the wine, nor does the student have the option of not disposing it into a container that will be provided by the Program. **Tasting is wetting of the mouth, and then spitting the wine into a designated container.** Therefore, the Student cannot swallow the wine. The Student agrees to abide by this term and condition.
5. The Student agrees not to participate in any wine tasting learning activity on an empty stomach, or when they feel ill or exhausted.
6. The Student agrees not to consume any wine that exceeds the amount being issued by the faculty member who teaches the course.
7. The Student agrees to report to the faculty member any violation from these policies by other members of the class.

This agreement is hereby agreed upon by the Program and Student who names and dates appears below.

Faculty Member

Student

Student Club/Organization Travel Policy	4-013 STUDENT SERVICES March 2013
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POLICY

- 1.1 Students participating in OSU Institute of Technology (OSUIT) travel out of the Okmulgee city limits must be accompanied by at least one OSUIT faculty, employee or agent acting as the event sponsor/advisor. The event sponsor(s) is the party responsible for the trip.
 - 1.2 Students must have a minimum 2.0 OSUIT GPA to participate in travel on a club trip.
 - 1.3 Students found in violation of the Student Code of Conduct may be sent home from OSUIT travel at the student's expense and other appropriate disciplinary action may be taken.
 - 1.4 When making lodging accommodations, female students must be housed with female students and male students with male students. Advisors must never be housed with students.
 - 1.5 All students traveling with clubs/student organizations must be in university or commercial vehicles. Students will not be allowed to drive personal vehicles on student club/organization trips. Exceptions to this policy must be approved by the Director of Student Life and the Vice President of Student Services.
- A. OSUIT assumes no liability for a student choosing to ride in a private vehicle to or from any off campus destination.
- B. Trip insurance must be purchased for students even though they are traveling in a private vehicle.
- C. The university does not provide insurance coverage for students operating a privately owned vehicle. The trip insurance required for student travel does not include insurance on vehicles. The owner/driver will be responsible.
- 1.6 Any exceptions to these policies must be approved by the Director of Student Life before the date of the event.

PROCEDURES

- 2.1 Prior to any travel, a Campus Activity Request and Trip Insurance form must be submitted and approved by the Student Life Office. For overnight student club trips, a Field Trip form must be completed and approved. No additional arrangements may be made until the forms are approved.
- 2.2 When traveling out of state, the Out-of-State Travel Request form must be submitted to and approved by the President of OSUIT prior to travel.
- 2.3 If the student organization advisor has a P-Card, he/she may make student-only hotel reservations with their P-Card as long as the cost does not exceed the purchasing limits of the P-Card or the club account

balance, whichever is less.

- A. Advisor accommodations may not be charged to the P-Card. The Fiscal Services Office can make arrangements for hotel reservations for advisors in advance.
 - B. The hotel can charge the P-Card for the (student) room and tax charges. The original invoice/receipt should be attached to a club disbursement request and turned into the Student Life Office within three (3) business days after return to campus.
- 2.4 The person responsible for each trip should have emergency contact information accessible for each traveler.
- 2.5 General safety requirements for both operators and passengers:
- A. Insurability: drivers must be insurable per OSU Risk Management.
 - B. Seat Belts: occupants of motor vehicles must use seat belts or other approved safety restraint devices at all times.
 - C. Alcohol and Illegal Substances: occupants of any vehicle shall not possess, consume, or transport any alcoholic beverages or illegal substances. Drivers shall not use alcohol within eight (8) hours prior to, or during, operation of motor vehicles.
 - D. Passenger Capacity: the total number of passengers may not exceed the number of authorized seatbelts available.
 - E. At least two qualified drivers must be used if traveling farther than 350 miles one way, or if the trip is expected to extend later than 2:00a.m.
 - F. The maximum number of hours a driver may drive in any twenty-four (24) hour period is eight (8) hours.
 - G. Drivers must refrain from using electronic devices while the vehicle is in operation.

Approved: March 2013

APPENDIX I: Employee/Sponsor Acknowledgement Statement



Employee/Sponsor Acknowledgement Statement

As a result of the Drug-Free Policy Statement, 1-018, concerning the prohibition of drugs and alcohol in college-owned buildings, facilities, grounds, or other property owned and/or controlled by the college or as a part of college activities, the following expectations apply to you as a representative of OSUIT.

- All OSUIT individuals participating in an OSUIT-sponsored trip are held accountable to all policies of OSUIT as stated in the student handbook and campus policies. In addition, all individuals will obey civil laws at the local, state, and federal level.
 - The use of alcohol during any OSUIT-sponsored activity is strictly prohibited, unless an exception has been granted by the Senior Administration, and written approval provided as documentation.
 - Any violation of the drug-free policy shall be subject to disciplinary action up to and including termination from employment. In addition, any individual that chooses to violate this policy may be asked to reimburse OSUIT for his/her portion of the participation cost paid by the institution or its affiliates.
 - After-hours, OSUIT employees are prohibited from purchasing or providing alcohol to students, regardless of students' age, and from fraternizing with students when alcohol is present.
- It is understood that the use and/or distribution of illegal drugs is expressly prohibited, and may result in immediate termination from employment, and involvement of law enforcement.

I have read, understood, and will comply with the above-mentioned information relating to policies and guidelines of OSUIT.

Print Employee's Name

Date

Employee's Signature

Date

Effective Date: April, 2014

APPENDIX J: Notification through ORIE 1011 College Strategies Class

ORIE 1011: COLLEGE STRATEGIES (FRESHMAN ORIENTATION)

ORIE 1011 focuses on providing the foundation for students during the college years. The assignments reflect the transition into and fundamentals of college life. The course offers a brief overview of the OSUIT campus and services with a focus on basic survival skills to meet the collegiate expectations.

Type of course: Theory

Credit Hours: 1; Total hours of theory per semester: 15

Class length First Half

Class days and times: MW 12:30-1:25

Prerequisites: None

Instructor Name: Melissa Dreyer, Ph.D.

Instructor Phone: (918) 293-4838

Office: Noble Center 103B

Instructor e-mail: melissa.dreyer@okstate.edu

Instructor's Office Hours: MWF: 9:30 a.m. - 11:00 p.m. & TR: 9:00 a.m. - 12:00 p.m. (Central Standard Time)

Contact: My preferred method of contact is e-mail. Please allow 24-48 hours to return your correspondence during the normal work week.

Division Name: Arts and Sciences

Division Phone: (918) 293-4772

Freshman Orientation Portfolio

Directions:

- Your Freshman Orientation Portfolio will need to an electronic documents, as discussed in the syllabus and in class.
- You will need to create a title page that includes your name, the course name and number, Dr. Dreyer's name, and the class days and times of the course (follow the example discussed in class).
- Each unit that follows below should have a labeled divider page; for example, you will have a divider titled "Unit One" followed by the documents required for Unit One in the order listed.
 - You will need to check off each document as you include it in your Freshman Orientation Portfolio making any necessary notes.

Grading Guidelines:

Each item in the Freshman Orientation Portfolio is worth one point, with the exception of the Scavenger Hunt which is worth three points, the Service Learning Project which is worth three points, and the Presentation of your Portfolio which is worth two points. *I strongly recommend that you keep track of your points as we go through the course material. By keeping track, you will be aware of your points and grade.*

Portfolio Due Date: October 19th _

Presentation

- Professional Appearance of Portfolio _____ of 2

Unit One (Week One)

- Student Information Sheet _____
- Discussion Board _____
- E-mail to Instructor _____
- (Proof of) Student Life's Four Month Calendar _____
- Learning Log _____

Notes:

Unit Two (Week Two)

- Student Planning Sheet _____
- O-Key Account Log-In Screen _____
- Copy of Fall 2016 Schedule _____
- Academic Awareness Handouts _____
- (Proof of) Campus Map (with locations) _____
- (Proof of) Student Rights and Responsibilities _____
- TypeFocus Test with Paragraph _____
- Scavenger Hunt with Materials _____ of 3
- Learning Log _____

APPENDIX K: Notification through GTGE College Cornerstone Class



Where Do I Find Them?

http://go.osuit.edu/student/residential_life/student_quick_reference



Important Phone Numbers

Emergencies on Campus
918-293-5000

Counseling Services
918-293-4988

Questions? Call Campus
Operator 918-293-4678
Or "0"

University Health Services
918-293-5292

OSUIT Police Dispatch
918-293-5000

Muscogee Creek Nation
Medical Center (Hospital)
918-756-4233

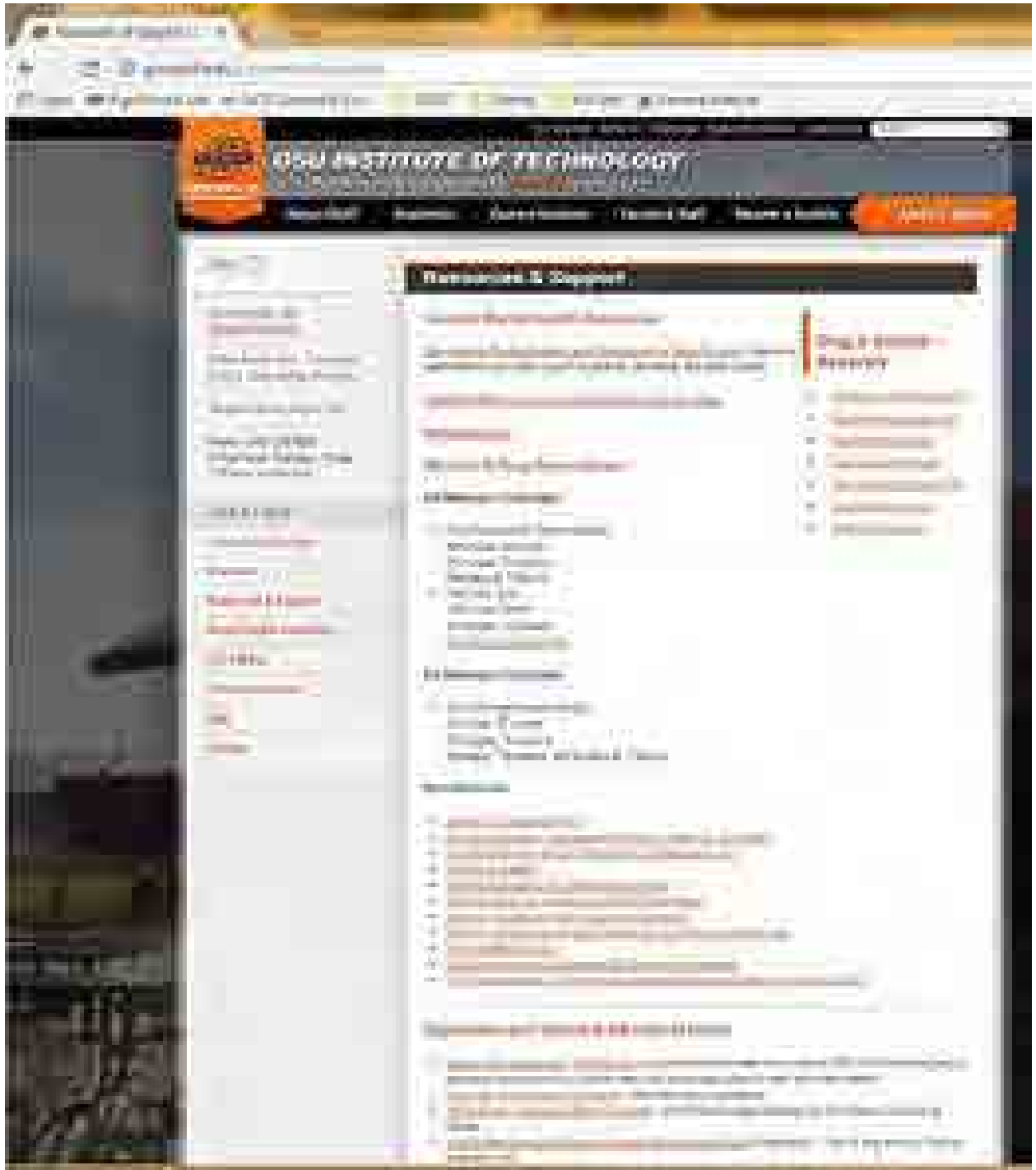
Residential Life
918-293-4928

Poison Control
800-222-1222



APPENDIX M: Notification on Recovery Resources





APPENDIX N: Notification of AA and NA Locations & Flyer



Alcoholics Anonymous and Narcotics Anonymous Meeting Dates and Times for Okmulgee

AA Meetings in Okmulgee:

- *First Presbyterian Church building*
401 South Seminole
Okmulgee, Oklahoma
Mondays at 7:00 p.m.
- *The Unity Club*
1201 North Griffin
Okmulgee, Oklahoma
Monday through Saturday

NA Meetings in Okmulgee:

- *First Christian Church building*
218 West 8th Street
Okmulgee, Oklahoma
Mondays, Thursdays, and Fridays at 7:00 p.m.



APPENDIX O: Notification on Effects of Drugs and Alcohol



MENTAL HEALTH MATTERS

JULY 2014

RETHINKING CONSUMING ALCOHOL AND YOUR HEALTH

The National Institute on Alcohol Abuse and Alcoholism (NIAAA) supports and conducts research on the impact of alcohol use on human health and well-being. The NIAAA is the largest funder of alcohol research in the world. Check our their website to find information, tools, and resources that will help re-examine the role of alcohol in your life.

A SAMPLE OF THE TOPICS AND TOOLS AVAILABLE:

Interactive, ready-to-use 3-part

Examine your drinking, describe situations and how to make a change, and then look to help you stay in control.

Calculator

How much alcohol is really in your drink? How many calories? What's the cost to you per week, month, or year?

See How Alcohol is Taxed

What counts as a drink? What is your drinking pattern? What are the rules?

What Are Symptoms of an Alcohol Use Disorder?

It helps to know the trouble signs that can signal the start of a drinking problem so you can change sooner rather than later if necessary.

Download the 10-page booklet
[Rethinking Drinking \(PDF\)](#)



APPENDIX P: Notification in Student Life Newsletter for AA/NA Meetings



OSUIT
OSU
THE BIENNIAL

STUDENT LIFE

WEEKLY NEWSLETTER

1 FEBRUARY 2016
100 100



**RED CROSS
BLOOD DRIVE**
TUESDAY,
FEBRUARY 23RD
8:00 AM - 2:00 PM
CONVALL HALL GYM

Blood donation is an important activity with real and lasting impact on the community. The need to donate, and there is no shortage of volunteers' blood donations. It takes 2 seconds, someone needs a blood transfusion. Each donation can help save up to three lives.

If you would like to make an appointment, please call your local office. (Phone: 800-555-1234) or email osuit@redcross.org



**INTRAMURAL
VOLLEYBALL**

Put up your volleyball Team! Register now in Convall Hall today and earn your team the gold medal Volleyball!

The teams are due on Wednesday, February 24th at the mandatory meeting starting at Convall Hall.

They will begin on Monday, February 22nd.

**DOMINOES
TOURNAMENT**



OSUIT & Grand Academy
Coming Together for All by Playing a Dominoes Tournament on Tuesday, February 23rd, at Convall Hall. If you would like to participate in this event, come by Convall Hall and the OSUIT Convall Center on a Friday.

If you have any questions, contact Dominoes Events at 418-201-4444 or by email at dominoes@osuit.com.

**MADLINE-GERBER
MUSEUM OF ART**



ON THE CAMPUS OF OSU
GIBSON UNIVERSITY

ADMISSION AND TRANSPORTATION WILL BE PROVIDED BY STUDENT LIFE.

YOU WILL LEAVE AT 9:30 AM AND RETURN BY 2:00 PM. ALL YOU NEED IS ID. THE FOR LUNCH AT THE THE TA CAFE. SHOW UP IN CONVALL HALL ON THE CAMP BEFORE THURSDAY, FEBRUARY 25th.

OSUIT www.osuit.com

AA & NA MEETINGS

When: Mondays 7:00-8:00
Where: The Phi Kappa Psi Chapter, 8th & Convall
Please enter through door being left about 6:45 and get to the meeting.

BLACK MEMORY AGENCY 2006
OSUIT TODAY AT 4:00



These questions will be posted to the page at 2:00 p.m. on February 2nd. As one of the 100 (1) to please view all of your answers to OSUIT Student Life Facebook page!! You must answer all of the questions correctly to qualify. The winners will receive a free ticket to the OSUIT Black Memory Agency on February 23rd.

Visit our Facebook page, OSUIT Student Life, for all of the details.

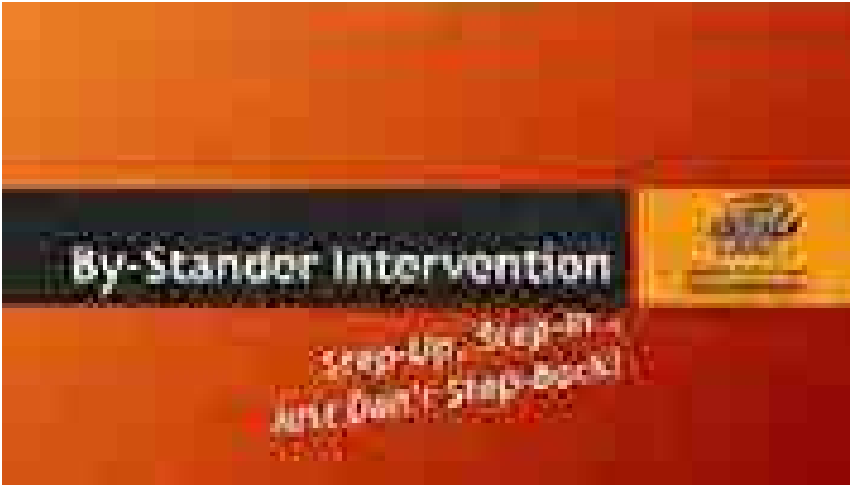
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THINGS TO REMEMBER

- OSUIT is a Dry Campus: No Alcohol
- Zero Tolerance on Drugs/D.U.I.
- No pets/animals on campus
(Does not include service animals)
- Hang out in the Commons: Not the parking lots
- Keep your OSUIT/State I.D. on you at all times



APPENDIX R: Bystander Intervention Training Handouts



Five Steps towards Taking Action

1. **Define the issue**
2. **Clarify whether the situation demands your action**
3. **Decide if you have a responsibility to act**
4. **Choose what form of assistance to use**
5. **Understand how to implement the chosen action**

SCENARIOS

Scenario 1: A friend asks you to help them with their homework.

Scenario 2: A friend asks you to help them with their homework.

Scenario 3: A friend asks you to help them with their homework.

1. **Define the issue.** What are you and a friend trying to resolve?
2. **Clarify whether the situation demands your action.** How does the situation affect you? How does it affect someone else?
3. **Decide if you have a responsibility to act.** What are the risks for getting involved? Is it yours? Is it someone else's?
4. **Choose the form of assistance.** What are the options? How are you equipped to assist?
5. **Understand how to implement your choice.** Do you have the resources you need? If not, how do you intend to get them?

SCENARIOS

Scenario 1: A friend asks you to help them with their homework.

Scenario 2: A friend asks you to help them with their homework.

Scenario 3: A friend asks you to help them with their homework.

1. **Define the issue.** What are you and a friend trying to resolve?
2. **Clarify whether the situation demands your action.** How does the situation affect you? How does it affect someone else?
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4. **Choose the form of assistance.** What are the options? How are you equipped to assist?
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Bystander Intervention Statistics – 2016 Biennial Review

Bystander Intervention Training for Employees

2014	26
2015	13

Bystander Intervention Training for Students

2014	42
2015	60

By-Stander Intervention



Step 1: Stop, Drop, and Run

Step 2: Get Help, Stay Calm

Step 3: Intervene

Bystander is someone who observes an emergency or a situation that feels like someone could use some help. They sometimes don't know how or when to help or they are afraid to offer assistance.

Bystander Intervention is a social science model that teaches young people how to help others in an emergency.

Bystander Intervention programs encourage people to overcome their reluctance to helping others and help people to help out. These programs are very helpful in college campuses to prevent sexual harassment, harassment, assault, abusive relationships, and other campus and community issues. Intervention and being a bystander, always remembering, and staying in communication.

"Life's most persistent and urgent question is:
"What are you doing for others?"
— Martin Luther King, Jr.

Why People DO get involved:

Why People DO NOT get involved:

NOTES

How Do I Start to make a difference?

- Believe your own and believe someone who tells you.
- Respect yourself and respect others.
- Look out for your friends, classmates and yourself... If you cannot do this yourself you have to help someone else do this and only look out for them and only look they are to.
- Speak up if someone did something offensive, disrespectful, harmful or abusive and let them know that this behavior is wrong and not acceptable. Don't laugh it away, avoid or minimize what is. If you are a friend doing something disrespectful to someone.

Five Steps towards Taking Action:

1. Notice the event
2. Consider whether the situation demands your action
3. Decide if you have a responsibility to act
4. Choose what form of action is best
5. Understand how to implement the chosen action

NOTES



918.293.5000 for OSUIT PD

<http://go.osu.edu/osuitpdreporting>

Report to BCT: 918.293.9287

918.293.5288 for Counseling Services



Remember the Silence

In the end
we will
remember
not the
words
of our
enemies,
but the
silence
of our
friends.¹¹

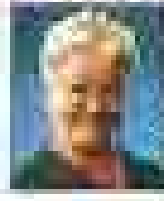
ALCOHOL AWARENESS WEEK

October 20 - 24, 2014

Two Very Special Events

Thursday
October 21, 2014
"Here Comes the Judge"

Here Comes the Judge



The Honorable
 Cynthia Pickering,
 Special Judge of
 the District Court of
 Okmulgee County,

will be discussing and answering questions about the legal costs and penalties associated with alcohol and substance abuse cases as well as other criminal acts.

Tuesday, October 21, 2014
F50 Lounge - Student Union
1:00 p.m. - 2:30 p.m.

Wednesday
October 22, 2014
"VICTIMS
IMPACT PANEL"

Victims Impact Panel

ONE
HOUR
EVERY
30 MINUTES

Through panel presentations, the audience experiences the impact of their being through the eyes of:

- A victim: "The good news was that our daughter was still healthy."
- A victim's professional: "It's the heart of the children that's most affected that you can't forget."
- An offender: "Was a day gone by that I don't think about the bad I did? And I got all feelings I think to give after that?"

Wednesday, October 22, 2014
Covello Hall Auditorium
12:00 p.m. - 1:45 p.m.



If you would like to participate in any of our programs, call 405-220-2121 or visit www.aod.org for more information.

Presented to you by Student Life

ALCOHOL AWARENESS WEEK

October 19 - 23, 2015

Two Special Events

Tuesday
OCTOBER 20, 2015
"HOW COMES THE JUDGE?"

How Comes the Judge?



The Honorable
Cynthia Flowering,
Associate
District Judge of
the District Court

of Douglas County, will be discussing and answering questions about the legal costs and penalties associated with alcohol and substance abuse cases as well as other criminal acts.

Tuesday, October 20, 2015
730 Lounge - Student Union
11:30 a.m. - 12:30 p.m.



If you have a question or comment, or
see things being tracked in a category on
this page call 325-4345 or 225-2882



Wednesday
OCTOBER 21, 2015

**"VICTIMS
IMPACT PANEL"**

Victims Impact Panel

**ONE
SESSION EVERY
30 MINUTES**

Through panel presentations, the audience experiences the impact of drunk driving through the eyes of:

A victim: "The good news was that our daughter was still healthy."

A justice professional: "It's the shame of the conviction. Killed by drunk driver that you have at fault."

An offender: "Some day you're the one that dies about the day I died. You'll need all the money I have to show after drinking."

Wednesday, October 21, 2015

Coville Hall Auditorium
12:30 p.m. - 1:45 p.m.

Brought to you by Student Life

OSAGE COUNTY - Judge Cynthia D. Pickering announces that she will be a candidate for Associate District Judge in Osage County. Judge Duane A. Wooditt is retiring after many years of dedicated service to this county. Judge Pickering thanks Judge Wooditt for his leadership, wisdom, judgment, and friendship and wishes him and his family a long, satisfying retirement.

Judge Pickering began her legal career in Osage County twenty years ago specializing in juvenile, probate, adoptions, guardianship, mental health, domestic relations and civil litigation.

Judge Pickering has served Osage County as Osage County's Special District Judge since June 1, 2007. For the past seven years she has presided over thousands of torts, misdemeanor, small claims, and domestic violence cases in Osage County. She has proven judicial experience, making sound, logical and thoughtful decisions.

The Associate District Judge is responsible for presiding over all juvenile proceedings, whether juvenile delinquent or juveniles in need of services. Judge Pickering has extensive experience in these cases as she was appointed by the court to represent children or parents in actions where the Department of Human Services was involved. She diligently represented her clients to reach a positive resolution to the case.

Judge Pickering was court appointed to represent vulnerable adults who were in court due to mental illness, or were the subject of a guardianship. She also represented clients seeking guardianship over an incapacitated adult or minor child. Her extensive experience both in private practice and as a Judge gives her the ability to view the case from many perspectives, allowing for a thoughtful and legally sound decision.

In private practice Judge Pickering handled hundreds of adoptions and will combine her legal and judicial expertise to see that Osage County adoptions are handled efficiently with strict adherence to state law and, in particular, the Indian Child Welfare Act.

The Associate District Judge is responsible for all Osage County probate cases. Probate litigation is one of the most emotionally charged litigations. In private practice, Judge Pickering handled many probate cases and worked closely with her law partner and mentor, Mary Bailey Romine. She has served as Administrator or Executor for her deceased family members. Judge Pickering is prepared to make difficult decisions in emotionally charged cases.

She has extensive background from all states of a case and is the best candidate as Osage County Associate District Judge.



The original Victims' Impact Panel serving Oklahoma since 1999
and in compliance with Title 22 Oklahoma Statutes Section 201a(2)(C)

17015-B N. Dawson (Opp. #10) - Dawson, OK 74015 ~ (710) 949-3601 ~ Northeast Region

OKMULGEE COUNTY 2014

OSUIT OKMULGEE CAMPUS, 1801 EAST 4TH STREET, OKMULGEE
STUDENT UNION BUILDING, FIRST NATIONAL ROOM
\$40 MONEY ORDERS ONLY
SIGN IN STARTS @ 6:30PM, PANEL STARTS @ 7:00PM
FOR QUESTIONS VISIT viefok.com OR CALL (800)468-3601
WALK-INS WELCOME!

JANUARY 16TH

MARCH 27TH

MAY 15TH

JULY 17TH

SEPTEMBER 18TH

NOVEMBER 19TH



The original Victim's Impact Panel serving Oklahoma since 1993
and in compliance with Title 22 Oklahoma Statutes Section 9114(A)(3)

6015-E.H. Dumas Exp. #1471 Chassie, OK 74133 • (918) 268-3071 • www.vipok.com

OKMULGEE COUNTY 2015

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JANUARY 15TH

MARCH 20TH

MAY 21ST

JULY 16TH

SEPTEMBER 17TH

NOVEMBER 19TH

APPENDIX U: CollegeResponse AOD Program Flyer


Prevention Plan for Personal and Issues from May to June for that of Alcohol or Other Drugs
Continued to All Students of OSUIT via Email each May

MENTAL HEALTH MATTERS

SMH Screening for Mental Health

MAY 13, 2015

CollegeResponse is a program that promotes the prevention, early detection and treatment of mental health disorders and alcohol problems. One tool available through the program is an online mental health screening for eating disorders, alcohol issues, anxiety disorders and depression. The **Screening for Mental Health** is available to all OSUIT students on the [Counseling Services webpage](#). The screening is provided to help find out, in just a few minutes, whether or not professional consultation might be helpful.



MAY IS MENTAL HEALTH AWARENESS MONTH

OSUIT COUNSELING SERVICES
1000 S. UNIVERSITY AVENUE
DENVER, CO 80202

Certification:

In accordance with the Drug-Free Schools and Communities Act, EDGAR Part 86, Subpart A 86.3, OSU Institute of Technology has implemented, and continually reviews and revises, “programs to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by all students and employees on school premises or as part of any of its activities.” The 2016 Biennial Review Report documents the activities, resources, and support provided to its students and employees; evaluates the effectiveness of such actions; and, identifies areas for improvement to be used for future planning.



January 17, 2017

Bill R. Path, Ed.D.
President

Date