

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

Event Planning		SOP #: SA.008.02
Effective Date	02.01.2018	
Last Revision/Review	09.05.2024	

1. Purpose

To outline and define the processes used to plan and coordinate annual student events such as Orientation Week, White Coat Ceremony, Match Day, and Commencement

2. Related Policy/Authority

3. Faculty/Staff Responsibilities

Office of Student Affairs, Associate Director of Student Engagement and Outreach

4. Definitions/Abbreviations

5. Procedural Steps

1.1 Orientation Week

- a. Takes place Monday-Friday during the week prior to the first day of instruction.
- b. All OMS-I students are **required** to be in attendance for all sessions.
- c. Orientation Week Planning Committee
 - i. Formed by the Associate Director of Student Engagement and Outreach in January
 - ii. The Committee planning meeting occurs in January and convenes subsequently until the schedule has been finalized (timeline can be modified as necessary).
 - iii. The Committee consists of The Office Student Affairs personnel, IT, Facilities, The Office of Academic Affairs personnel, and additional staff as deemed appropriate by the Associate Director of Student Engagement and Outreach.
 - iv. The Associate Director of Student Engagement and Outreach ensures calendar invites are sent to participating faculty and staff and sessions and uploaded to the LEO calendar in a timely manner.

2.1 White Coat Ceremony

- a. The White Coat Ceremony traditionally takes place at the conclusion of Orientation Week (on Friday or Saturday). The event date will depend on the availability of venue for the event.
 - i. The Associate Director of Student Engagement and Outreach is responsible for securing the venue in a timely manner.
- b. All incoming OMS-I students are required to be in attendance.

- c. Students should contact the Office of Student Affairs as soon as possible if they are unable to attend the event.
- d. The event is coordinated by the Office of Student Affairs.
- e. White Coat Ceremony Committee is:
 - i. Formed by the Associate Director of Student Engagement and Outreach in May.
 - ii. The Committee meets once a month until the event occurs. (The timeline can be modified as necessary).
 - iii. Committee will consist of The Office of Student Affairs personnel, The Dean, President, IT, Facilities, The Director of Marketing and Public Relations, and additional staff as deemed appropriate by the Associate Director of Student Engagement and Outreach.
 - iv. The Associate Director of Student Engagement and Outreach maintains a departmental task list and ensures deadlines are being met.

3.1 Match Day

- a. The Match Day event takes place on the third Friday of March
 - i. The Associate Director of Student Engagement and Outreach is responsible for securing the event venue in a timely manner.
- b. The event is coordinated by the Office of Student Affairs
- c. The Match Day Committee is
 - i. Formed by the Associate Director of Student Engagement and Outreach in November.
 - ii. The Committee meets once a month until the event occurs (The timeline can be modified as necessary).
 - iii. The Committee will consist of The Office of Student Affairs personnel, The Dean, President, IT, Facilities, The Director of Marketing and Public Relations, and additional staff as deemed appropriate by the Associate Director of Student Engagement and Outreach.
 - iv. The Associate Director of Student Engagement and Outreach maintains a departmental task list and ensures deadlines are being met.

4.1 Commencement

- a. The Commencement Ceremony takes place during the Month of May. The Commencement Ceremony date is determined by the academic calendar.
 - i. The Associate Director of Student Engagement and Outreach is responsible for securing the event venue in a timely manner.
 - ii. The Committee meets once a month until the event occurs (The timeline can be modified as necessary)
 - iii. The Committee will consist of The Office of Student Affairs and Enrollment Services personnel, The Dean, President, Executive Assistant, IT, Facilities, The Director of

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Marketing and Public Relations, and additional staff as deemed appropriate by the Associate Director of Student Engagement and Outreach.

iv. The Associate Director of Student Engagement and Outreach maintains a departmental task list and ensures deadlines are being met.

6. Reports/Charts/Forms/Attachments/Cross References

7. Maintenance

Office of Student Affairs, Associate Director of Student Engagement and Outreach

8. Signature

Approved by

9.5.2024

Department Head of Student Affairs

Date

9. Distribution List

Internal/External

10. Revision History

Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date
1	[e.g., 3.1]			
05.12.2023	All	Updated Director of Student Life to Executive Director of Student Affairs		05.12.2023
05.12.2023	1.1	Updated Orientation week procedures		05.12.2023
05.12.2023	2.1	Updated White Coat Ceremony Procedures		05.12.2023
05.12.2023	3.1, 4.1	Added Match Day and Commencement Ceremony procedures		05.12.2023
09.05.2024	All	Updated Executive Director of Student Affairs to Associate Director of Student Engagement and Outreach		10.16.2024