

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

Event Planning		SOP #: SA.008.00
Effective Date	02/01/2018	
Last Revision/Review	8/28/19	

1. Purpose

To describe the process used to plan and coordinate annual student events such as Orientation Week and White Coat Ceremony.

2. Related Policy/Authority

3. Faculty/Staff Responsibilities

Office of Student Affairs

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 Director of Student Affairs in January
 - ii. The Committee meets every 2 weeks from January until the event (timeline can be modified as necessary).
 - iii. The Committee consist of Student Affairs personnel, Academic Affairs, and additional staff as deemed appropriate by the Director of Student Affairs.

2.1 White Coat Ceremony

- a. Typically takes place at the conclusion of Orientation Week (on the Friday or Saturday). Actual date will depend on availability of venue for the event.
- b. All OMS-I students are required to be in attendance.
- c. Students should contact the Office of Student Affairs as soon possible if they are unable to attend the event.
- d. Coordinated by the Office of Student Affairs.
- e. White Coat Ceremony Committee is
 - i. Formed by the Director of Student Affairs in January
 - ii. Meets every 2 weeks from January until the event.
 - iii. Committee will consist of Student Affairs personnel, Academic Affairs, and additional staff as deemed appropriate by the Director of Student Affairs.

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

7. Maintenance

Office of Student Affairs

8. Signature

Signature on File

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8/28/2019

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]			