### TRAINING SCHEDULE FOR THOSE WHO WERE ASSIGNED COMPLIANCE TRAINING LAST YEAR:

Members of each of the groups listed below who took the courses last year will be enrolled in the classes on the same day each year that they were assigned the courses during the previous year: benefit eligible faculty and staff and student employees and adjuncts.

**NEW PERSONNEL:** Courses will be provided on the first day of employment based on date listed in SOAR HR. **

<table>
<thead>
<tr>
<th>Date Initial Email Will Be Sent by WorkPlace Answers</th>
<th>Course Name</th>
<th>Audience</th>
<th>Course Description</th>
<th>Deadline to Complete</th>
</tr>
</thead>
</table>
| Before 11/1 And 2/1 | Student Empower | All freshmen, transfers and all student employees (student employees will the complete the course annually) | • Explains students’ rights and responsibilities under Title IX, VAWA and the SaVE Act.  
• Provides methods for preventing sexual violence, dating violence and stalking.  
• Educates students about pressures they may face in college, including those related to alcohol, drugs, harassment and bullying.  
• Establishes cultural competency relating to gender identity and sexual orientation for all students.  
  
  Presents the dangers of alcohol poisoning, drunk driving and drug abuse | Complete 30 days from date of assignment |
| ** | Code of Conduct for Higher Education | Benefit Eligible Faculty, Staff, all Adjuncts and all Student Employees | • Explains the business case for ethics  
• Covers employees’ requirements to protect organizational assets and opportunities  
• Details the dangers of giving or accepting gifts, entertainment, loans or favors  
• Addresses information privacy and data protection | Complete in Fall |
| ** | Preventing Discrimination and Sexual Violence: Title IX, VAWA and Clery Act OR Preventing Discrimination and Sexual Violence Refresher: Title IX, VAWA and Clery Act | Benefit Eligible Faculty, Staff, and all Adjuncts and Student Employees | • Describes discrimination, harassment and the relationship between the two.  
• Indicates how to recognize unlawful harassment and discrimination.  
• Details how to avoid accidentally committing acts that could reasonably be perceived to be unlawful harassment or discrimination.  
• Prepares learners to address harassment and discrimination appropriately  
• Identifies available resources | Complete in Fall |
| ** | Unlawful Harassment Prevention | Benefit Eligible Faculty, Staff, and all Adjuncts and Student Employees | • Defines what constitutes unlawful harassment  
• Demonstrates how to identify and resolve harassment | Complete in Fall |

**ALTERNATES WITH IMPLICIT BIAS**

- For Higher Education Faculty
- For Higher Education Staff
- For Higher Education Student Employees
- For Supervisors (this is an
## COMPLIANCE COURSE TRAINING SCHEDULE 2017-2018

**TRAINING SCHEDULE FOR THOSE WHO WERE ASSIGNED COMPLIANCE TRAINING LAST YEAR:** Members of each of the groups listed below who took the courses last year will be enrolled in the classes on the same day each year that they were assigned the courses during the previous year: benefit eligible faculty and staff and student employees and adjuncts.

**NEW PERSONNEL:** Courses will be provided on the first day of employment based on date listed in SOAR HR. **

<table>
<thead>
<tr>
<th>Date Initial</th>
<th>Course Name</th>
<th>Audience</th>
<th>Course Description</th>
<th>Deadline to Complete</th>
</tr>
</thead>
</table>
| Email Will Be Sent by WorkPlace Answers | Implicit Bias | Benefit Eligible Faculty, Staff, and all Adjuncts and Student Employees | • Define implicit bias  
• Explain how it impacts behavior  
• Describe how to test for hidden bias  
• List real-world effect of bias  
• Discuss what you can do to reduce the impact of bias | Complete in Fall |
| ** | Securing the Human | Benefit Eligible Faculty, Staff, all Adjuncts and all Student Employees |  | Per email sent by Ittech vendor |
| ** | Bullying Prevention for Higher Education | Benefit Eligible Faculty, Staff, all Adjuncts and all Student Employees | • Distinguish between different types of bullying  
• Illustrate when bullying behavior may be unlawful  
• Identify risk factors for bullying  
• Explain how to handle bullying  
• Describe the components for a bullying-free environment | Complete by no later than 3/1/18 |
| ** | Diversity Benefits for Higher Education | Benefit Eligible Faculty, Staff, all Adjuncts and all Student Employees | • Explains the importance of positive cultural identity  
• Describes equal opportunity, affirmative action and diversity  
• Distinguishes between acceptance and assimilation  
• Covers acquisition, management, influence, and importance of awareness of biases  

Defines advanced concepts such as intersectionality | Complete by no later than 3/1/18 |
COMPLIANCE COURSE TRAINING SCHEDULE 2017-2018

TRAINING SCHEDULE FOR THOSE WHO WERE ASSIGNED COMPLIANCE TRAINING LAST YEAR: Members of each of the groups listed below who took the courses last year will be enrolled in the classes on the same day each year that they were assigned the courses during the previous year: benefit eligible faculty and staff and student employees and adjuncts.

NEW PERSONNEL: Courses will be provided on the first day of employment based on date listed in SOAR HR. **

<table>
<thead>
<tr>
<th>Date Initial Email Will Be Sent by WorkPlace Answers</th>
<th>Course Name</th>
<th>Audience</th>
<th>Course Description</th>
<th>Deadline to Complete</th>
</tr>
</thead>
</table>
| **                                                  | FERPA for Higher Education       | Benefit Eligible Faculty, Staff, all Adjuncts and all Student Employees | • Describes when student records may and may not be disseminated  
• Emphasizes importance of confidentiality to protect students’ privacy  
Identifies and defines the people and groups affected by FERPA | Complete by no later than 3/1/18 |

COURSE OPEN THROUGHOUT YEAR FOR SELECT POPULATIONS:

FCOI COURSES- All Faculty are required to complete a Financial Conflict of Interest Disclosure annually and update their status within 30 days of a change.

- **Completing The Financial Conflict of Interest Disclosure** (which must be completed by all full-time faculty members) and

- **Learning About USM’s Financial Conflict of Interest Policy** (Available Upon Request)

See the [Financial Conflict of Interest](#) website for additional information.

QUESTIONS: For questions regarding:

- content of the courses, send an email to [Sam Bruton](mailto:).  
- technical concerns regarding the course, send an email to [The Office of Compliance and Ethics](mailto:)

MINORS ON CAMPUS- Optional for all- but required of those serving as authorized adults or program coordinators at camps conducted on USM property (see-the [Minors on Campus website](#) for additional information.)

- Child Abuse Awareness and Prevention

QUESTIONS: For questions regarding:

- the Minors on Campus policy, please email [General Counsel](mailto:).  
- upcoming camps, see the [Conference Services website](mailto:) or email [Tiffany Hammond](mailto:).

Technical concerns regarding the course using a USM computer-contact iTech Help Desk (601-266-4357) or open an [iTech work order](mailto:).

For questions about content, e-mail [Compliance](mailto:).