

## **OUHSC Course Syllabus Requirements**

<http://admissions.ouhsc.edu/facultyadministration.aspx>

### **College of Allied Health Required Syllabus Statements**

#### **Religious Holidays**

It is the policy of the University to excuse student absences that result from religious observances unless such an accommodation would cause undue hardship to the educational and/or university process. In accordance with the procedures stipulated by each college to accommodate varying clinical and educational differences, students must make requests for accommodation of religious holidays in writing within the first week of the term in which the course/clinical experience is offered. Approved accommodations will be provided without penalty for rescheduling of examinations and/ or required clinical, lab, or class work that may fall on religious holidays. (Senior Vice President and Provost Approval, 11-9-2011)

#### **Electronic Media**

Students shall not post or forward photos, comments, or other forms of course related material of OU faculty, students, clinical personnel, or patients to web-based social media sites such as, but not limited to, Facebook, My Space, Twitter, or blog sites, without the person's written permission or the patient's written authorization. Students should be especially careful to avoid discussing any information protected by the Health Insurance Portability and Accountability Act (HIPAA). Any student found to have posted, supplied, or forwarded copyright or protected materials for postings on web-based communication sites without written permission or authorization shall be subject to disciplinary action and/or state or federal action.

#### **Fire and Building Evacuation**

**OKC:** In the event of a fire, activate the nearest fire alarm pull station. Call OUHSCPD at 405-271-4911. Notify occupants and help those needing assistance in the immediate areas. When the fire alarm is activated, evacuation of the AHB is mandatory. Take all personal belongings (keys, purses, wallets).

Close doors as you exit. Evacuate the building at the nearest exit. Do not use elevators. Proceed to the south east corner of Parking Lot 'L', immediately behind (to the East) the Allied Health Building. Do not re-enter the building until authorized to do so by emergency personnel.

**OU-TULSA:** In the event of a fire, follow the instructions provided for fire notification and evacuation specific to the building in which you occupy. Activate the nearest fire alarm pull station. Call OU-Tulsa Campus Security at 918-660-3333. Notify occupants and help those needing assistance in the immediate areas. Make your way from the nearest exit, closing doors as you go and proceed to the designated meeting area for the respective building for further instructions.

#### **Active Shooter on Campus**

If possible, exit the building immediately and call: **OUHSCPD at 405-271-4911 or OU-Tulsa Campus Security at 918-660-3333.**

If you cannot exit: Clear the hallway immediately and/or remain behind closed doors in a locked or barricaded room, if possible. Stay away from windows. Remain calm and quietly call: **OUHSCPD at 405-271-4911** or if on the **OU-Tulsa campus call Campus Security at 918-660-3333.**

Evacuate the room only when authorities have arrived and instructed you to do so. Do not leave the room or unlock the door to see "what is happening." Do not attempt to confront or apprehend the shooter, unless as a last resort. Do not assume someone else has called police or emergency personnel.