Getting Started at MSU: Syllabus Design and Regulations to Protect Student Information

Wednesday August 17, 2016, 1:30 p.m. - 4:00 p.m.
MSU Union, Garden Level, Room UB 50

or

Thursday, August 26, 2016, 1:00 p.m. - 3:30 p.m.
Bessey Hall, Room 310

Facilitators:
Shannon Burton, Assistant University Ombudsperson and Research Integrity Coordinator, Michigan State University.
Kimberly Blair-Chambers, University Registrar, Michigan State University
Patti Stewart, Director of Faculty and Instructional Development, Office of Faculty & Organizational Development, Michigan State University.

This workshop will begin with an overview of the Family Educational Rights and Privacy Act (FERPA), including a review of students' rights, directory information, restrictions, access to student information, and guidelines for protecting confidential information. Other compliance-related requirements will also be summarized and participants will be introduced to instructor systems and resources. The Office of Faculty and Organizational Development (F&OD) will then review MSU’s Code of Teaching Responsibility and best practices in course syllabi. Participants will receive a checklist for syllabus development, see examples, learn strategies to get students to read the syllabus, and review recommended faculty development resources.

Registration for this event is required, and can be found by clicking the green "Register" button in the upper left.
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