PHILOSOPHY AND SHOWCASE SHERMAN ORIENTATION

POLICY

Philosophy Orientation

Employees are required to audit chiropractic philosophy course(s) and/or attend a philosophy orientation during their first year of employment as follows:

Level I & Faculty:	PHIL 5170 (Philosophy I)* and PHIL 5272 (Philosophy II)*
Level II:	PHIL 5170 (Philosophy I)*
Level III:	View a philosophy orientation presentation approved by the Philosophy Department Chair*

*These requirements will be waived for Sherman College graduates.

Definitions

For purposes of this policy, an audit is defined as having attended a specified course according to class attendance requirements (as described in the course syllabus).

Procedure

The director of human resources will schedule a new hire philosophy orientation. The registrar will provide the class schedule and location. New hires are paid for those hours spent attending a philosophy orientation.

Completion of Philosophy Orientation

Upon successful completion of the philosophy orientation requirement, the course instructor will inform the vice president for academic affairs (for new faculty members) or the director of human resources (for new staff personnel) who will prepare a Certificate of Philosophy Orientation. Once signed by the president, it will be presented to the employee. A copy of the certificate will be retained in the employee's personnel file in the human resource department.

Showcase Sherman Weekend

Employees are required to attend one Showcase Sherman Weekend (SSW) Friday program during their first year of employment. This experience will expose the new employee to how the Sherman College Brand is expressed to potential students and will provide an overview of our feature recruitment event (SSW).

Procedure

The director of human resources will coordinate with the new employee's supervisor and Enrollment Services to plan attendance during regularly scheduled Friday work hours and facilitate a post-attendance review. On the Friday of SSW, the new employee will report to a designated member of Enrollment Services who is responsible for outlining the day's events and

reporting attendance to HR and the new employee's supervisor. New hires are paid for those hours spent attending Showcase Sherman Weekend.