DISCLAIMERS

An example of the standard disclaimer utilized by SafeColleges:

“This product is designed to provide accurate and authoritative information in regard to the subject matter covered. It is sold with the understanding that the publisher is not engaged in rendering legal, accounting, or other professional service. If legal advice or other expert assistance is required, the services of a competent professional person should be sought.” From the Declaration of Principles jointly adopted by the American Bar Association and a Committee of Publishers and Associations.

Every effort has been made to assure that the information presented is accurate and consistent with generally accepted practices. However, the authors, editors, publishers, and/or any sponsoring partners, associations, and joint powers authorities cannot accept responsibility for errors or omissions, or for the consequences of application of information. No warranty, express or implied, is made regarding contents of this program.

The University is providing this training only to its employees, and SafeColleges does not allow others access to our created training.

The UND disclaimer that has been approved by legal counsel:

“This training is designed to provide information to University of North Dakota employees for use in their employment. By providing this training, UND is not providing legal, accounting or other professional services.”

COPYRIGHT

An example of a standard copyright (this is SafeColleges current copyright):

“Copyright 2001-2016 by Scenario Learning. All Rights Reserved. The information contained in this program may not be reproduced in whole or in part, by any means, without permission. For information, address: Scenario Learning, 2135 Dana Ave., Suite 300, Cincinnati, OH 45207.”

CHECK POINT

After taking this course, you should be able to: (put a description of what the employee should be able to perform after successful complete of the training)

Have a question? Please contact your SafeColleges coordinator.
AUTHOR INFORMATION

There should be information regarding the author of the training course. For example:

“CATHERINE MATTICE

Catherine Mattice is President of Civility Partners, LLC, a consulting, training and coaching firm providing solutions to workplace bullying. She is also the President of the American Society of Training & Development, San Diego Chapter, and an adjunct at National University and Southwestern College.”

TRAINING DESCRIPTION

There should be a training description for every training created to upload into SafeColleges. For example:

“As a supervisor, it’s essential that you help to establish and maintain a respectful and positive environment. This course provides supervisors with an overview of some of the best practices that will help them manage a diverse environment, avoid discriminatory behaviors, and create a culture that embraces acceptance and respect for all.

This version is designed for college supervisors.”

RESOURCES

Resources utilized to create training and/or referenced in the training, must be listed. For example:

A Sexual Harassment Complaint? Ten Responses to Avoid
The US Equal Employment Opportunity Commission
Reasonable Accommodations for People with Disabilities
Understanding Prejudice Implicit Association Test (10 minute test to determine your unconscious biases)
CONTENT

There should be a listing of the content of the training. In the event that the employee is interrupted during training, or does not have enough time to complete the entire training, they can log in and select the content location at which they left off. This also indicates if the content is required for the training or optional.

For example:

<table>
<thead>
<tr>
<th></th>
<th>Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td></td>
</tr>
<tr>
<td>Discrimination and Harassment Defined</td>
<td></td>
</tr>
<tr>
<td>Practices to Avoid Discrimination and Harassment</td>
<td></td>
</tr>
<tr>
<td>Handling Grievances</td>
<td></td>
</tr>
<tr>
<td>Quiz</td>
<td></td>
</tr>
</tbody>
</table>

STRATEGIES FOR LEARNING ONLINE

Set aside an uninterrupted period of time to review the course.

Review the course in a quiet location.

Open the SafeColleges course and close other programs, including email.

Review all the content provided and complete any assessments.