

## **Students Defending Students Syllabus**

Welcome! Congratulations on being selected to be a trainee for Students Defending Students. You will now have the opportunity to spend the next 10 weeks learning the ins and outs of our organization. Through this program you will develop all of the skills necessary to become a great student advisor. You will be required one weekly class decided by your Assistant Director of Recruitment and Training where you will be taught information, given readings, and tested on what you have learned up to that point. All readings will be from the FIRE's Guide to Due Process and Campus Justice which will be provided for you. Along with this you will be given a mentor to help lead you through this process. The weekly schedule is as follows,

### **Week 1**

**Class:** In your first class you will review your training packet which will include your syllabus, code of conduct, shadow packet, and FIRE book. We will review all of this material and go over the outline and rules of your trainee program.

**Reading:** None

**Test:** None

### **Week 2**

**Class:** This week we will go over the code of conduct in depth and lay out the different activities students can do to receive certain charges.

**Reading:** Part I: Introduction

**Test:** None

### **Week 3**

**Class:** This week we will continue our review on the code of conduct continuing to go in depth on all charges.

**Reading:** Part II: Due Process at Public Universities

**Test:** None

### **Week 4**

**Class:** This week we will learn professionalism when participating in SDS activities and the different positions throughout SDS.

**Reading:** Part IV: Due Process in Practice, Section I: The Charge

**Test:** The code of conduct and first two parts of the guide

### **Week 5**

**Class:** This week we will learn the very important FERPA regulations.

**Reading:** Part IV: Due Process in Practice, Section II: The Record

**Test:** The different positions of SDS and Part IV, Section I of the guide

### **Week 6**

**Class:** This week we will learn about CSLS, (Academic place thing), (Sexual Misconduct place thing), and other organizations we interact with.

**Reading:** Part IV: Due Process in Practice, Section III: The Hearing

**Test:** FERPA regulations and Part IV, Section II of the guide

### **Week 7**

**Class:** This week we will learn how CSCs and hearings work.

**Reading:** Part IV: Due Process in Practice, Section IV: Conviction and Punishment

**Test:** Other organizations and Part IV, Section III of the guide

### **Week 8**

**Class:** This week we will learn valuable tips on how to form and present your case in CSCs and Hearings.

**Reading:** What to expect when you're accused of.... & Conclusion

**Test:** Hearing outlines and Part IV, Section IV of the guide

### **Week 9**

**Class:** This week you will participate in a mock hearing. Good Luck!

**Reading:** None

**Test:** None

### **Week 10**

**Class:** This week you will participate in mock office hours.

**Reading:** None

**Test:** Final Exam

Along with the criteria in this syllabus you will be required to shadow 6 walk-ins during office hours, 4 community standards conferences, 1 administrative hearing, and 1 university hearing board. You will have the full semester to complete this and the worksheet to fill out for each section is attached.

# SDS: TRAINEE FORM

Trainee: \_\_\_\_\_

Date Training Began: \_\_\_\_\_

Date of Training Completion: \_\_\_\_\_

Trainee Signature \_\_\_\_\_

Assistant Director of Recruitment and Training Signature \_\_\_\_\_

Each Trainee is required to shadow **six** office hours, **four** Community Standards Conferences, **one** Administrative Hearing, and **one** University Hearing Board. This packet is expected to be completed by the end of the semester.

## Office Hours

1. A. Charge(s): \_\_\_\_\_

B. Representative Observed: \_\_\_\_\_

C. Overview of case: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. A. Charge(s): \_\_\_\_\_

B. Representative Observed: \_\_\_\_\_

C. Overview of case: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. A. Charge(s): \_\_\_\_\_

B. Representative Observed: \_\_\_\_\_

C. Overview of case: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. A. Charge(s): \_\_\_\_\_

B. Representative Observed: \_\_\_\_\_

C. Overview of case: \_\_\_\_\_

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5. A. Charge(s): \_\_\_\_\_

B. Representative Observed: \_\_\_\_\_

C. Overview of case: \_\_\_\_\_

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6. A. Charge(s): \_\_\_\_\_

B. Representative Observed: \_\_\_\_\_

C. Overview of case: \_\_\_\_\_

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**Community Standards Conferences**

1. A. Charge(s): \_\_\_\_\_

B. Representative Observed: \_\_\_\_\_

C. Overview of case: \_\_\_\_\_

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D. Outcome (sanctions? Charges dropped?): \_\_\_\_\_

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2. A. Charge(s): \_\_\_\_\_

B. Representative Observed: \_\_\_\_\_

C. Overview of case: \_\_\_\_\_

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\_\_\_\_\_

D. Outcome (sanctions? Charges dropped?): \_\_\_\_\_

\_\_\_\_\_

3. A. Charge(s): \_\_\_\_\_

B. Representative Observed: \_\_\_\_\_

C. Overview of case: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

D. Outcome (sanctions? Charges dropped?): \_\_\_\_\_

\_\_\_\_\_

4. A. Charge(s): \_\_\_\_\_

B. Representative Observed: \_\_\_\_\_

C. Overview of case: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

D. Outcome (sanctions? Charges dropped?): \_\_\_\_\_

\_\_\_\_\_

**Administrative Hearing**

1. A. Charge(s): \_\_\_\_\_

B. Representative Observed: \_\_\_\_\_

C. Overview of case: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

D. Outcome (sanctions? Charges dropped?): \_\_\_\_\_

\_\_\_\_\_

**University Hearing Board**

1. A. Charge(s): \_\_\_\_\_

B. Representative Observed: \_\_\_\_\_

C. Overview of case: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

D. Outcome (sanctions? Charges dropped?): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_