

B. General Information

1. Students must notify the OEE of their [anticipated employment](#) during experiential education activities. All outside employment must be noted in E*Value before the start of rotations. Any change in employment must be updated in E*Value and sent to the OEE in writing within 10 days of employment.
2. Social Media tools are an ever changing aspect of the education and work environments. When engaging in any form of social media:
 - A. Follow all COP professionalism policies and site policies, including Internet/Intranet policies and keep [HIPAA](#) regulations in mind at all times
 - B. Do not comment on or share legally protectable proprietary or confidential financial information or patient information
 - C. You are personally responsible for the content you publish on social media sites
 - D. If you are writing about your experiential education course and/or the rotation site/preceptor, be clear that you are speaking for yourself and not on behalf of the COP or your Rotation site/preceptor
 - E. Be thoughtful about what you say
 - F. Do not post any material that would violate SWOSU and COP policies against harassment, discrimination and retaliation

Note: this policy applies to all students whether you access these sites using a SWOSU computer system, site computer system or your own system at home or elsewhere. If you have any questions as to the appropriateness of our postings it is better to just not post it! To report a problem you may contact the OEE at 405-601-2484 – You may be anonymous.

3. Students are responsible to be familiar with the [Experiential Education Appearance Policy](#), and to make sure that they are in compliance.
4. Cell phones: The ability to use cell phones while on rotations will vary depending on your rotation site. Follow Site Policies! Personal calls, texting, and internet surfing during rotation hours are prohibited. At some sites cell phones may be used as a drug referencing tool only. However if the preceptor feels that you are abusing the privilege they have the right to require the removal of your phone from the site or send you home immediately.
5. Students must not receive remuneration for any experiential education course (Introductory or Advanced).
6. Students are NOT to contact sites about availability. Any student doing so will be denied a placement at that site.
7. Requests for change of practice site should be made only when there is a genuine need.