College of Public Health’s FAQ Page for The Ohio State University Minor’s Policy:

Does the minor need registered into OSU system?

Yes, the minor will need hired into a paid or unpaid position so they are in our HR system. They will also need entered in The Ohio State University Minor system for approvals. They require a 60-day notice before the minor may begin to work.

What are the sponsoring faculty member’s responsibilities?

1) The faculty member who will be sponsoring the minor will need to complete a finger print background check with The Office of Human Resources through The Ohio State University. Finger print background checks do have an extra cost associated with it that will be discussed between HR and the Sponsoring Faculty Member.

2) The faculty member must fill out the proper form listed on CPH-HR website and submit it to HR so they can enter the information regarding the minor and the reason for the minor’s presence within CPH.

3) Sponsoring faculty member must complete OSY Minor Policy and any of the proper trainings required by the policy. At the end of the trainings, they must complete and return a policy sign off.

4) The faculty member must be present with the minor at all times. If they are unable to be with the student at all times, they must appoint another sponsoring faculty member to assist (*see below for more details*).

5) Before the alternative faculty member may assist, they must also complete a finger print background check (another cost associated with this check). They secondary sponsoring faculty member must complete associated OSU Minor Policy trainings and policy sign off as well.

6) All faculty members must have the awareness that you are required as a State Mandated reporter to report any Sexual, Physical, Mental, and/or other abuse that you suspect the minor has/currently is being exposed to or victim of.