The University of Michigan Flint is committed to fostering a learning environment free of all forms of violence both within the classroom and the field. As future social workers, our students are change agents within the community to promote civility and social justice, dismantling all forms of oppressions. Every member of our community should be aware that the University of Michigan, Flint prohibits sexual harassment and sexual violence and that such behavior violates both law and University of Michigan Code of Conduct. Therefore, the University of Michigan -Flint strives to uphold policy that will protect the learning environment extending from the classroom to the field. We partner with agency stakeholders in efforts to educate, inform, and shape future leaders of social work and are committed to building community networks that bridge course learning to application. Experiences of sexual harassment or discrimination of any kind are intolerable and will not be tolerated at the University of Michigan. The University will respond to reports of any such conduct in accordance with University Code of Conduct. We outline here, procedures for reporting sexual harassment in social work fieldwork placements.

**Definitions** – Sexual Harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment in fieldwork placement is conduct that explicitly or implicitly affects a student’s education or interferes with a student’s educational performance or creates an environment that is intimidating, hostile or offensive.

**Procedure for Students Reporting Sexual Harassment in Fieldwork Placements**

First, if student safety is imminent, contact Local Law Enforcement or Campus Safety. Second, the University of Michigan Flint has support for students who witness and experience violence or discrimination in the Field. Students should report the incident to a neutral person (someone not involved in the harassment). Report the incident to Field Supervisor, Social Work Department Representative (Field Liaison, BSW Field Coordinator, Advisor, or Faculty Member), and/or Title IX Coordinator to formally investigate. Students may also access confidential services at the CAPS, WEC or Intercultural Center. If possible, meet face-to-face with person whom you choose to report the harassment. After meeting face-to-face, or if a face-to-face meeting is not possible, always put your complaint in writing and keep your records, be specific and include dates.

**Procedure for Faculty, Staff, Field Liaison, Field Coordinator**

As members of the University of Michigan Flint community, faculty and staff have a unique responsibility to ensure the safety of our students and campus. When students disclose experiences of sexual harassment, it is important to inform the student of your concern for their safety as well as your mandatory obligation to report violations according to University Code of Conduct. Informing students of your limitations to privacy allows each student to make an informed, autonomous decision to share information of a sensitive nature. Should your student become concerned for his or her privacy, please encourage your student to access services from CAPS, WEC and/or Intercultural Center for support. However if safety of your student imminent, contact Local Law Enforcement or Campus Safety. Disclosures of student safety or discrimination should be noted in a student incident report and shared with the Social Work Department Chair, who has to communicate the incident report to the University of Michigan Office of Institutional Equity (OIE) for investigation. Also, the Chair has to inform the Dean of
School of Education and Human Services who has to notify University of Michigan- Flint HR and HR has to communicate with agency partners about plan of action to ensure the safety of students. Action plans may involve the removal of student from placement, a term probationary period and/or termination agency contract. During the probationary period agency’s actively work to support a safe environment in efforts to resume student internship opportunities. Agency has to show the University HR office actions taken to ensure the safety of our students and restore the harm caused by the violation.

For Agency Partners

The University of Michigan Flint recognizes our field placement agency’s as extensions of our campus. As such, Field Supervisors and agency staff are instructors in the field guiding our students from theory to application of social work practice. Therefore, it is our expectations of each agency partner to ensure the safety and welfare of each student within the care of our placement sites. For the agency supervisor/field instructor – should a student become involved in an experience of sexual harassment or disclose a sexual harassment incident first, ensure the safety of your student, contact Local Law Enforcement or Campus Safety. Make an incident report and inform the Social Work Department Representative (BSW Coordinator, Field Liaison) who will inform the Chair of the Social Work Department. The Chair has to inform the Dean of the School of Education and Human Services who has to notify HR and HR has to communicate with agency partners about plan of action to ensure the safety of students. Action plans may involve the removal of student from placement, a term probationary period and/or termination agency contract. During the probationary period agency’s actively work to support a safe environment in efforts to resume student internship opportunities. Agency has to show the University HR office actions taken to ensure the safety of our students and restore the harm caused by the violation.

Approved September 9, 2015
Social Work Department
University of Michigan-Flint