

## Student Intern Faculty Supervisor Guide

When a student reports harassment, exploitation, unsafe work environment or other concerning situations, below are some general guidelines on appropriate responses for a faculty supervisor:

### 1. Listen Carefully to the Student

Encourage the student to speak freely by giving him or her your full attention, without interruption. Most likely, the student will find this difficult to discuss and may feel embarrassed by the subject matter.

### 2. Encourage the Student to Document What Happened

The student may find this hard to do but it is important that you encourage him/her to write down an account of the incident(s) as soon as possible. Encourage him/her to write an objective description of what happened including date, time, and persons involved. Asking probing questions can help the student accomplish this often difficult task.

### 3. Contact the Associate Dean of Your School/College

Following your conversation with the student, it is important to discuss it with the Associate Dean to determine whether:

- **the student can be advised to handle the situation themselves.**

Most companies/organizations will have a human resources department or a person who is responsible for human resource-type activities. Encourage the student to speak to someone in that department or to the individual responsible for such tasks about their specific reporting procedures.

- **the student should be removed from the internship.**

If the student feels he/she is in imminent danger he/she should remove himself/herself immediately from the situation and contact the local police department.

- **your Associate Dean or another University Official (e.g. EAD) should intervene with the supervisor to deal with the problem.**

Your Associate Dean or another University Official may need to intervene on a student's behalf if he/she is not receiving assistance from the company/organization, if there is no one individual responsible for human resources, or the person responsible is the individual creating the problem or situation.

If the situation described or in conversation with a student you hear of a situation that you think could lead to a problem, contact the **Vanderbilt Risk and Insurance Management Office** at 615-936-0660 and/or **Equal Opportunity, Affirmative Action, and Disability Services (EAD)** at 615-322-4705.

For more information:

Vanderbilt's anti-harassment policy is located at <http://hr.vanderbilt.edu/POLICIES/HR-002.php>.