

What should I do if I experience harassing conduct, or witness someone else being harassed?

Document the incident(s).

Write down as detailed a description of the objectionable conduct and its surrounding context as you can; reporting sooner may enable a more effective response, but you should not hesitate to report misconduct you may have been subjected to even if significant time has passed.

Contact the internship coordinator in your academic unit to report your concern.**

Because internship coordinators work closely with placement sites to appropriately place UofL students, it is important that they be aware of any inappropriate or unlawful conduct at those sites that might affect students' experiences.

You may also report the misconduct to the university's Title IX Coordinator, any of UofL's three deputy Title IX Coordinators, or any other responsible UofL employee.

Responsible employees are obligated to report sexual misconduct directed toward a UofL student to the Title IX Coordinator or Deputy Title IX Coordinator; please note that such reports do not come with a guarantee of confidentiality.

Don't hesitate to seek out support, through any resources available to support you at UofL and in the community.

If your internship/clinical/co-op site has a human resources officer/department, you are strongly encouraged to report it directly, as well as to the appropriate UofL contacts.

**Internship coordinators and other faculty are responsible employees/mandatory reporters under UofL policy; they are obligated to share reported misconduct directed toward UofL students with the university's Title IX Coordinator or a Deputy Title IX Coordinator.

Resources

CONFIDENTIAL RESOURCES***

PEACC (*Confidential Resource*)
SAC W309H; 502-852-2663
<http://louisville.edu/peacc>

Counseling Center (*Confidential Resource*)
215 Central Avenue, Suite 201; 502-852-6585
<http://louisville.edu/counseling>

Campus Health (*Confidential Resource*)
215 Central Avenue, Suite 110; 502-852-6479
<http://louisville.edu/campushealth>

CHS Psychiatric Services
502-852-6479

***Confidential resources are excluded from the mandatory reporting obligations that apply to most UofL employees. They will not disclose information a student shares with any other entity within the university without the student's permission. Therefore, disclosing information to one of these resources does not constitute a formal report to the university. To make a formal report, please consult one of the resources listed in the Title IX resource guide found at https://louisville.edu/titleix/sexual_misconduct_resource_guide.pdf.

FEDERAL AND STATE GOVERNMENTAL REPORTING OPTIONS

U.S. Department of Education, Office for Civil Rights (ED-OCR): Enforces Title IX and other civil rights laws in educational programs and activities at most* educational institutions. www.ed.gov/ocr

***U.S. Department of Health and Human Services, Office for Civil Rights (HHS-OCR):** Enforces civil rights laws in public health sciences education programs. <https://www.hhs.gov/ocr/index.html>

U.S. Equal Employment Opportunity Commission (EEOC): Federal agency that enforces civil rights laws in most employment settings. www.eeoc.gov

Kentucky Commission on Human Rights
<https://kchr.ky.gov>

Indiana Civil Rights Commission
<https://www.in.gov/icrc>



**Sexual Harassment
in the
Internship Setting:
Rights and Resources**

You have the right to be free from sexual harassment or any other unlawful discrimination in internships, co-ops or clinical placements.*

UofL is here to support you and help ensure that you are in a safe work environment. The university strongly encourages you to bring any conduct at your internship or co-op placement site that makes you uncomfortable to the attention of your internship coordinator or the UofL Title IX office.

Once you make a report, a wide variety of outcomes are possible and will depend on the individual facts of your situation. UofL will help you to explore ways to protect you from a discriminatory work and learning environment. Even if you decide not to pursue a formal complaint, speaking up potentially helps other students since the university will be aware of concerns about the work environment at work sites where others may be placed.

Finally, it is important to understand that neither your internship site/employer nor UofL may retaliate against you for having made a good-faith report of sexual harassment against an internship site host. “Good faith” does NOT require that your complaint result in a formal finding of sexual harassment; it simply means that, when you filed the report, you held an honest belief that your report was true. If you believe that you have been subjected to unfavorable treatment as a result of your having reported problems at your placement site, please report that to your internship coordinator or Title IX office, just as you might make an initial report of harassment.

*Legal disclaimer: This brochure is intended to provide information of a general nature and does not constitute legal advice or create an attorney-client relationship; please contact private counsel or local legal aid organization for advice pertaining to a specific situation.



Blame, minimization and denial

- preventing interns from interacting with others in the office
- blaming the intern for being too attached to supervisor to do better work
- demeaning or minimizing the intern's work

Threats and/or coercion

- offering workplace benefits (promotions, favorable reviews, bonuses, desirable work assignments) in exchange for dates or sexual favors
- threatening termination or other negative consequence for refusing a superior's or coworker's advances
- telling interns they have no say in the matter

Emotional abuse

- spreading gossip about the intern in the workplace, using “head games”
- deliberately ignoring the intern
- denying appropriate supervision and guidance of the intern

Intimidation

- using looks, gestures, or threatening bodily presence to make the intern uncomfortable
- breaking items in the office or other behavior that hints at violence

Misuse of supervisory authority

- overt favoritism that harms the intern
- manipulating work hours without justification
- conditioning pay increases or decreases on intern's willingness to do as told
- expectations and guidelines for the intern that are highly subjective and prone to uneven enforcement

Isolation

- assigning intern to an office space where the intern does not interact with others
- failing to keep the intern informed as needed on work matters
- using the intern as the supervisor's personal errand-runner instead of assigning substantive work