

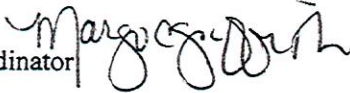


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Department of Diversity and Equal Opportunity

Nordic House, P.O. Box 756910, Fairbanks, Alaska 99775-7500

To: UAF Deans, Directors and Vice Provost

From: Margo Griffith
Director and Title IX Coordinator 

Date: November 8, 2017

Subject: Off-Campus Student Placement in Outside Agencies, Study Away and Research Activities- Title IX Information Dissemination

As part of the February 2017 Voluntary Resolution Agreement (VRA) the University of Alaska entered into with the U.S. Department of Education Office of Civil Rights, the University is required (action item J) to develop and implement a procedure designed to assure Title IX specific information is provided to students when placed in off-campus educational programs or activities. In addition, the operator(s) or sponsor(s) of any educational program or activity at which the University places students must also be notified of student Title IX rights and that they should not take action that affects students who have reported sexual or gender-based discrimination as defined under BOR P&R Chapter 01.04.

The Provost's Office has designed a web page (<http://www.uaf.edu/provost/>) for student placements that contains MOU/MOA information, procedure documents, and the guide for distribution to students and outside entities. These forms are linked from the UAF Title IX website (helpful handouts/ department tools and resources) to ensure that the most up-to-date documents are provided. For more information on the VRA, go to: <http://alaska.edu/titleIXcompliance/ocr-review/>

Within the procedure documents, you will find information detailing responsibilities, requirements, procedure, and compliance for distribution to both students and outside entities. The guide provided to students is an editable document where activity information can be customized by units and departments to fit individual needs. If there are questions, please contact the Title IX office at uaf-TIX@alaska.edu or (907) 474-7300.

Thank you to you and your units for efforts supporting this action, making UAF off-campus programs and activities a safer and more welcoming learning environment for our current and future students. Together, we will make a difference!

cc: Daniel White, Chancellor
Susan Henrichs, Provost
Evon Peter, VCRNE
Gary Gray, VCSA
Kari Burrell, VCAS
Larry Hinzman, VCR

Logging Title IX Student Placement Form Dissemination

<http://uaf.edu/provost/>

UAF - RECORDING PLACEMENT OF STUDENTS: SUBMISSION FORM FOR STUDENTS AT EXTERNAL ENTITIES, AND RESEARCH/FIELD WORK

This form is to be used to enter students who are currently or will be placed (practicum, etc) at external entities. This form is to also be used for students who are being placed in field/research work.

If a Memorandum of Understanding was created for the practicum, per General Counsel, the language specifies what will work for the purpose of the Voluntary Resolution Agreement which is required to be included in all Memorandum of Understanding between UAF and the external agencies:

'The University of Alaska Fairbanks and the [ENTITY] subscribe to the policy of equal opportunity and will not discriminate on the basis of race, color, religion, national origin, age, sex, sexual orientation, gender identity, veteran status, physical or mental disability, marital status, pregnancy or parenthood. Both institutions shall abide by these principles in the administration of this agreement and neither institution shall impose criteria which would violate the principles of non-discrimination. [ENTITY] agrees that it will comply with all federal and state laws, Board or Regents' Policy, and University Regulations governing discrimination and harassment while using university facilities.'

University of Alaska is committed to providing a safe and healthy educational and work environment in which educational programs, employments, and activities are free of discrimination. Title IX of the Educational Amendments of 1972 is a federal law that specifically prohibits discrimination on the basis of sex or gender. (Chapter 01.04 Sexual and Gender-Based Discrimination).

Any questions regarding Title IX and the VRA, feel free to contact the Department of Diversity and Equal Opportunity's Title IX Office at 474-7300 or you can visit their website at <http://www.uaf.edu/titleix>. The procedure and student placement template documents are located on the Title IX website under helpful handouts/ departmental tools and resources.

For inquiries regarding student placement tracking, MOU-MOAs, and any Office of the Provost related items, please contact Jen Hoppough at 474-7096/jahoppough@alaska.edu or 474-6634.

Your email address (mcgriffith@alaska.edu) will be recorded when you submit this form. Not you? [Switch account](#)

* Required



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STUDENT NOTIFICATION PROCEDURES

PLACEMENT OF STUDENTS WITH OUTSIDE AGENCIES, STUDY AWAY AND RESEARCH ACTIVITIES OFF-CAMPUS

Student notification of Title IX rights when engaged in off-campus programs: The University of Alaska is committed to providing a safe and healthy educational and work environment in which educational programs, employment, and activities are free of discrimination. Title IX of the Educational Amendments of 1972 is a federal law that specifically prohibits discrimination on the basis of sex or gender. It establishes the principle that all students should be free to participate fully in their educational experiences regardless of their gender. Sexual and gender-based discrimination are actions that violate Title IX protections for students as defined in BOR P&R 01.04.

The educational principles and concepts that are taught in the classroom are reinforced in learning and work environments through internships, practicums, research programs, study away programs and other off-campus learning experiences. Students gain real-world professional experiences that are a valuable part of their education. These off-campus experiences are an extension of the classroom experience and students who participate in these programs are protected by Title IX.

Purpose: The University will inform students of their rights under Title IX and provide instructions on how to report a violation prior to their travel to and participation in programs or research activities off-campus.

RESPONSIBILITIES:

- Internship/ project coordinator, faculty member or designee in charge of coordinating or supporting the off-campus learning or research activity is responsible for distributing the ***UAF Title IX Reference & Resource Guide: Placement in Off-Campus Educational and Research Activities*** (Guide) to students.
- Department designee must record distribution of the Guide to students and third parties on the distribution log located on the Provost's website at: <http://www.uaf.edu/provost/>
- The Title IX Coordinator is responsible for overseeing and reporting on compliance.
- The Title IX Coordinator will be the procedures and Guide template owner.
- The templates are located on the UAF Provost's website, linked from the UAF Title IX website's helpful handouts, departmental tools section.

REQUIREMENTS:

1. Students will receive a hard copy of the Guide prior to traveling to and/or starting the off-campus activity.
2. Students cannot participate in the off-campus activity until they receive the Guide.
3. Students must receive the Guide at least once for each off-campus program or research activity.
4. Departments within each academic unit should download the template at the beginning of each semester and will be responsible for adding the **Internship / Project Coordinator and Department Contact Information** to the template prior to use. Providing the correct contact information to students is a high priority, and checking the text of the guide for correctness before each use mandatory. If the program is an academic year long, verification of updated contact information is necessary each semester.

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PROCEDURE:

1. Inform Students of Title IX Protection

NOTE: UAF's multiple locations and activities necessitate flexibility in distributing materials to and communicating with students. Each can be accomplished in several ways:

1.a The internship/project coordinator, faculty or designee identifies the students who will be involved in off-campus learning and research activities.

1.b The internship/ project coordinator, faculty or designee obtains one copy of the Guide for each student and distributes it. Copies of the Guide must be distributed in person (preferred), by mail, or by email (with instructions to print).

NOTE: Posting the Guide online for student reference is best practice. However, online viewing is not a substitute for a hard copy as required above.

1.c **Prior** to the student engaging in the off-campus learning or research activity, the internship/project coordinator, faculty member or designee will distribute the Guide and make themselves available to answer any questions or refer students to an appropriate source of information.

2. Documentation

Each internship/ project coordinator, faculty member or designee will submit information on the distribution log:

- Students names
- Location of the program or activity
- Date the material was distributed
- Method of distribution
- Whether the student participated in the program or activity

NOTE: Any notations related to a student dropped course, faculty withdrawal, student had a current copy of the guide from another class, etc. must be emailed to the Title IX Coordinator at uaf-TIX@alaska.edu.

3. Recording Distribution of the Guide to Students and Compliance

The Title IX Coordinator will review the compiled data at the end of each semester.

Effectiveness Requirements:

The Title IX Coordinator will monitor compliance and issue a corrective action request of the appropriate unit through the Provost or Vice Chancellor for Research depending on the context, if out of compliance.

Measure	Checking Item	Checking Frequency	Who
Students receive Guide	UAF Student Placement Distribution Log	At the end of each semester	Department of Diversity and Equal Opportunity

REFERENCES:

- Title IX of the Educational Amendments of 1972.
- University of Alaska Voluntary Resolution Agreement with the Department of Education Office of Civil Rights, February 17, 2017.



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THIRD PARTY NOTIFICATION PROCEDURES

PLACEMENT OF STUDENTS WITH OUTSIDE AGENCIES, STUDY AWAY AND RESEARCH ACTIVITIES OFF-CAMPUS

Third Party notification of student Title IX rights when engaged in off-campus programs: The University of Alaska is committed to providing a safe and healthy educational and work environment in which educational programs, employment, and activities are free of discrimination. Title IX of the Educational Amendments of 1972 is a federal law that specifically prohibits discrimination on the basis of sex or gender. It establishes the principle that all students should be free to participate fully in their educational experiences regardless of their gender. Sexual and gender-based discrimination are actions that violate Title IX protections for students as defined in BOR P&R 01.04.

The educational principles and concepts that are taught in the classroom are reinforced in learning and work environments through internships, practicums, research programs, study away programs and other off-campus learning experiences. Students gain real-world professional experiences that are a valuable part of their education. These off-campus experiences are an extension of the classroom experience and students who participate in these programs are protected by Title IX.

Purpose: The University will inform students of their rights under Title IX and provide instructions on how to report a violation prior to their travel to and participation in programs or research activities off-campus.

RESPONSIBILITIES:

- Internship/ project coordinator, faculty member or designee in charge of coordinating or supporting the off-campus learning or research activity is responsible for distributing the *UAF Title IX Reference & Resource Guide: Placement in Off-Campus Educational and Research Activities* (Guide) to third parties.
- Department designee must record distribution of the Guide to students and third parties on the distribution log located on the Provost's website at: <http://www.uaf.edu/provost/>
- The Title IX Coordinator is responsible for overseeing and reporting on compliance.
- The Title IX Coordinator will be the procedures and Guide template owner ensuring details are up-to-date.
- The templates are located on the UAF Provost's website, linked from the UAF Title IX website's helpful handouts, departmental tools section to ensure use of the most updated template versions.

REQUIREMENTS:

1. The Guide will be provided to Third Parties each academic year and prior to student participation in activities at their sites.
2. Departments will download the template and be responsible for adding the **Internship/ Project Coordinator and Department Contact Information** to the template prior to use. Providing the correct contact information to students and third parties is a high priority, and checking the text of the guide for correctness before each use is required. If the program is an academic year long, verification of updated contact information is necessary each semester.

3. The internship/ project coordinator, faculty member, or designee will not place students at a site until the Third Party has received the Guide.

PROCEDURE:

1. Informing Third Parties of Title IX Protections for Students at Their Site

NOTE: UAF's multiple locations and activities necessitate flexibility in distributing materials to and communicating with students. Each can be accomplished in several ways.

1.a The internship/ project coordinator, faculty member, or designee identifies the third party sites that will host off-campus learning program or activity.

1.b The internship/project coordinator, faculty member, or designee obtains one current copy of the Guide for each third party site.

1.b Prior to student participation at the site, the internship/ project coordinator, faculty member, or designee will distribute the Guide and answer questions or refer Third Parties to the appropriate source of information. Copies of the Guide must be distributed in person (preferred: by mail, or by email (with a request to print the document and an acknowledgement of receipt).

NOTE: Also posting the Guide online for Third Party reference is best practice. However, online viewing is not a substitute for a hard copy as required above.

2. Documentation

Each internship/ project coordinator, faculty member or designee will submit, at a minimum, the below information on the UAF student placement distribution log:

- Location Site
- Date Guide was distributed
- Method of distribution
- Comments (examples: multiple students at this site, several copies provided for multiple departments on site, etc.)

3. Recording Distribution of the Guide to Students and Compliance

The Title IX Coordinator will review compiled data at the end of each semester.

Effectiveness Requirements:

The Title IX Coordinator will monitor compliance and issue a corrective action request of the appropriate unit through the Provost or Vice Chancellor for Research depending on the context, if out of compliance.

Measure	Checking Item	Checking Frequency	Who
Third Parties receive Guide	UAF Student Placement Distribution Log	At the end of each semester	Department of Diversity and Equal Opportunity

REFERENCES:

- Title IX of the Educational Amendments of 1972.
- University of Alaska Voluntary Resolution Agreement with the Department of Education Officer of Civil Rights, February 17, 2017.

The electronic version is located at: <http://uaf.edu/provost/>

{Customize contact information as applicable}

UAF TITLE IX REFERENCE & RESOURCE GUIDE

Placement in Off-Campus Educational Programs and Research Activities

DOCUMENT PURPOSE

The University of Alaska Fairbanks (UAF) affirms the commitment to a safe and healthy educational and work environment in which educational programs, employment, research activities, study abroad programs and other off-campus activities are free of sexual or gender-based discrimination (Title IX) by providing an environment in which students and employees can learn and work safely. Thus, efforts must be made to:

- I. Provide the safest environment possible at all times and in all locations and,
- II. Have reporting and responsive mechanisms in place and clearly communicated.

This reference guide has been created to accompany UAF students, employees and affiliates into off-campus activities with resources for reporting sexual or gender-based discrimination. This document provides several important definitions as well as the contact information of resources for those reporting instances of sexual or gender-based discrimination.

DEFINITIONS:

For detailed information on University of Alaska's Board of Regents Policy & Regulations 01.04 Sexual and Gender-Based Discrimination, go to: <http://alaska.edu/bor/policy-regulations/>

Sexual and gender-based discrimination can be committed by individuals of any gender, can occur between individuals of the same gender or different genders, can occur between individuals involved in intimate or sexual relationships, or can occur between strangers or acquaintances. Discrimination refers to being adversely treated or affected, either intentionally or unintentionally, in a manner that unlawfully differentiates or makes distinctions on the basis of an individual's sex or gender.

This includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, unwanted and repetitive messages of a sexual or gender-based nature, unsolicited and unwelcome transmission of images of a lewd or sexual nature, or other verbal or physical conduct of a sexual nature that inhibits an individual's ability to learn or work.

- **Sexual Contact** includes contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch themselves with or on any of these body parts; or any other intentional bodily contact of a sexual nature. Sexual contact includes contact through clothing. Sexual contact does not include normal caretaker responsibilities.
- **Sexual Misconduct** includes rape, sexual assault, sexual battery, sexual exploitations, and other forms of non-consensual sexual activity.
- **Coercion** is the use of pressure to compel another person to engage in any sexual activity against that person's will. Coercion may include express or implied threats of physical, emotional, or other harm. Coercion invalidates consent.

- **Consent** is the voluntary, informed, un-coerced agreement through words or actions freely given, that a reasonable person would interpret as a willingness to participate in mutually agreed-upon sexual acts. Consensual sexual activity happens when each partner willingly and affirmatively chooses to participate. A person who is incapacitated cannot consent.
- **Dating Violence** is behavior(s) used to exert power and control over a dating partner. Examples of power and control may come in the form of emotional, verbal, financial, physical, or electronic media abuse.
- **Domestic Violence** is a pattern of coercive, controlling behavior in which one intimate partner uses physical violence, coercion, threats, intimidation and emotional, psychological, electronic media or economic abuse to control and change the behavior of the other partner.
- **Force** is the unwelcome use or threat (whether express or implied) of physical violence to compel another person to engage in any sexual activity against that person's will. Force invalidates consent.
- **Incapacitation** is when individuals are in a state or condition in which they are unable to make sound decisions. This can be due to sleep, age, unconsciousness, alcohol, drug use, or mental and/or other disability. For example, someone who is unable to articulate what, how, when, where, and/or with whom the person desires a sexual act to take place is incapacitated.
- **Stalking** is repetitive and/or menacing pursuit, following, or interference with the peace and/or safety of an individual(s).
- **Retaliation** is adverse action or harassment against individuals who report sexual or gender-based discrimination, including sexual harassment or sexual assault, or who participate in the university's investigation and handling of such reports in any way.
- **Title IX Violation** is the collective term used for incidents involving discrimination, harassment, sexual harassment, sexual misconduct, stalking, dating violence, domestic violence, and/or retaliation and is covered under UA's Sexual and Gender-Based Discrimination Policy 01.04.
- **Hostile environment** is when discrimination under this sex and gender-based discrimination policy is sufficiently serious (i.e., severe, pervasive, or persistent) and is both subjectively and objectively offensive so as to deny or limit a person's ability to participate in or benefit from the university's programs, or to interfere with a university employee's ability to perform the employee's job.
- **Confidential Employee:** Any University employee who is a licensed medical, clinical or mental-health professional (e.g., physicians, nurses, physicians' assistants, psychologists, psychiatrists, professional counselors and social workers, and those performing services under their supervision), when acting in his or her professional role in the provision of services to a client who is a University student and (2) any University employee providing administrative, operational and/or related support for such health care providers in their performance of such services. Student employees, with the exception of those working in Residence Life, are not designated responsible employees at the University of Alaska.
- **Responsible Employee:** All University employees are required to report sexual misconduct to the Title IX office within 24 hours. Student employees working in Residence Life facilities are responsible employees. <http://www.alaska.edu/titleIXcompliance/responsible-employee/>

WHERE DOES THIS APPLY?

The rules of University of Alaska (UA) apply at all University owned or operated sites, University sanctioned events, clinical sites and during all academic or research related travel. If you experience or observe sexual or gender-based misconduct by any individual (UA student, employee, affiliate, unaffiliated or unfamiliar individual), we encourage you to report this to an instructor or internship coordinator. If you feel uncomfortable reporting misconduct to these individuals, there are additional contacts and resources listed in this document. You can contact as many or as few as you feel comfortable and necessary. University of Alaska takes immediate, effective, and appropriate action to respond to reported acts of gender discrimination, sexual harassment and sexual violence. As a UA student, employee and affiliate, you have many rights related to Title IX Regulations.

YOUR RIGHTS UNDER TITLE IX:

- You have the right to a fair, impartial, and prompt investigation of your complaint.
- You have the right to be protected from further discrimination, both while the investigation is happening, and after to assure that your academic environment is free of hostility.
- You have the right to an alternative placement to minimize any disruption to your academic progress, and other interim measures.
- You have the right to identify witnesses who can attest to the alleged discriminatory behavior.
- You have the right to be notified of any updates or delays, and outcomes regarding the investigation and any pertinent sanctions.
- You have the right to appeal.
- You have the right to be protected from retaliation if you report an incident.
- Reporting sexual harassment/sexual violence will not impact your University of Alaska standing.
- You have the right to file civil or criminal complaints, outside of the processes of the institution.

REPORTING OPTIONS:

Emergency Situation

- If you are on the UAF campus: call **911**
- If you are in the United States, but not on a UAF campus: call **911**
- If outside of the United States, call your campus police dispatch who will connect you directly with the party you wish to contact: 001-907-474-7721.
- Prior to traveling outside of the United States, familiarize yourself with emergency reporting protocols and numbers of that country. Have contact information readily available if the need arises.

Non-emergency Situation

Non-emergency situations are those in which there is no immediate threat of harm to you or another person, but you would still like to report an incident or are in need of assistance or counsel because an incident has already occurred.

Confidential or Anonymous Reporting Options:

If you are on a University of Alaska Fairbanks campus:

- UAF Resource and Advocacy Center 474-6360, <http://uaf.edu/rac/>
- Students only: UAF Student Health and Counseling 474- 7043, <http://www.uaf.edu/chc/>
- Employees only: Employee Assistance Program Counselors (800) 697-0353 or <http://www.alaska.edu/benefits/employee-assistance-progr/>
- Online reporting UAF Title IX Office at: <http://www.uaf.edu/titleix/>
- Online reporting UA Confidential Hotline: www.alaska.ethicspoint.com or 1-855-251-5719

Non-Confidential Reporting Options:

- **UAF Title IX Office (responsible employee):** (Online report can be anonymous)
Online Report: <http://www.uaf.edu/titleix/>
Phone: (907) 474-7300
Office Location: Nordic House, 1656 Columbia Circle, Fairbanks, AK 99775
- **Name of Agency (Third Party) Contact:** *{delete this section if not applicable}*
This person on-site and should already be known to you. Contact will ensure safety and help you with reporting to UAF if you request assistance.
{Agency Name}
Name:

Phone:
Email:
Office Location:

- **Name of Department Name (responsible employee):**

{Department Name}

Name:
Phone:
Email:
Office Location:

- **Dean of Students Office (responsible employee):**

Phone: (907) 474-7317
Email: uaf-deanofstudents@alaska.edu
Office Location:
Website: <https://uaf.edu/deanofstudents/>

ADDITIONAL RESOURCES:

Familiarize yourself with your location of travel prior to departure.

National and International Resources

- **U.S. Department of State:**

- *Students Abroad:* <https://travel.state.gov/content/studentsabroad.html>
Information on countries, locations of embassies/consulates, safety and security information
- *Female Traveler:* <https://travel.state.gov/content/passports/en/go/Women.html>
- *LGBTI Travel:* <https://travel.state.gov/content/passports/en/go/lgbt.html>

- **Cellular Abroad Travel Blog:** <http://www.cellularabroad.com/blog/>

- **United Nations:** Statistics on gender based violence <https://unstats.un.org/unsd/gender/vaw/>

- **International Domestic Violence and Abuse Agencies List:** <http://www.hotpeachpages.net/>
An international inventory of hotlines, shelters, refuges, crisis centers and women's organizations, searchable by country, plus an index of domestic violence resources in over 70 languages.

- **International Crime Victim Compensation Program:**

<http://ovc.ncjrs.gov/findvictimservices/search.asp>

- **RAINN Sexual Assault Resources:**

- **International:** <https://rainn.org/get-help/sexual-assault-and-rape-international-resources>
- **National:** Provides confidential, one-on-one, crisis support 24/7, Phone: 800-656-4673, <https://rainn.org/get-help/national-sexual-assault-hotline/>

- **National Domestic Violence Hotline:** Available 24/7 for anyone experiencing domestic violence, seeking resources or information, or questioning unhealthy aspects of their relationship. Phone: 1-800-799-7233, Phone (TTY): 1-800-787-3224, <http://www.thehotline.org/>

IMPORTANT NOTES:

Privacy, Confidentiality and Responsible Employees

Given the personal nature Title IX violations, many victims are understandably reluctant to come forward. As such, it is particularly important that they understand how to report and how that report will be handled. Reports made to the confidential resources are confidential and can be anonymous. Except in rare, extreme circumstances, nothing will be shared with anyone outside of these offices without explicit permission. Information shared with other UAF offices is kept as private as possible, but some information will be shared

with the Title IX coordinator, who is expected to be made aware of all reported Title IX violations. Reports of sexual and/or gender-based discrimination must be reported by employees to the Title IX office within 24 hours unless the employee is designated as a confidential resource.

Amnesty Protections for Reporters

The University strongly encourages all individuals to report incidents violating University of Alaska's Sexual and Gender-Based Discrimination policy regardless of whether the consumption of drugs or alcohol was involved. Therefore, students who act responsibly by reporting information about violations of Title IX policy to the appropriate authorities will not face University disciplinary action for their own possible drug or alcohol consumption in connection with the reported incident as detailed in the amnesty policy. Title IX also protects against retaliation, defined as adverse employment, academic or other actions against anyone reporting or participating in an investigation of Title IX allegations.

UAF GOALS AND EXPECTATIONS

Off-Campus Educational and Research Activities

UNIVERSITY OF ALASKA FAIRBANKS GOALS:

Provide a safe environment for students, faculty, and staff regardless of location. Ensure that students, faculty, and staff have appropriate access to resources to address and assist with the resolution of interpersonal conflicts of any nature, including but not limited to sexual or gender-based discrimination (Title IX). Enable rapid communication between the involved parties, the department, and other offices on campus with relevant expertise in the event of any such conflict.

EXPECTATIONS FOR PARTICIPANTS IN OFF-CAMPUS ACTIVITIES:

Students, employees and affiliates who participate in any University of Alaska (UA) program are expected to uphold the highest standards of professional conduct while involved in an off-campus educational or research activity. Furthermore, employees are obligated to remain in compliance with UA's Employee Conduct expectations and/or appropriate Union Collective Bargaining Agreement. Students are obligated to remain in compliance with UA's Student Code of Conduct.

All participants in off-campus educational and research activities are also expected to be aware, respect, and comply with the customs, cultural norms, expectations, and laws of the country that they are working in. Not only does this ensure a safe environment, it also ensures good relations between the local community and those attending or leading the off-campus educational and research activities. All participants are also expected to follow the UA Sexual and Gender-based Discrimination policies.

Given their position of authority, faculty and staff managing, accompanying or supporting students and others during off-campus educational or research activities are expected to maintain a safe working and learning environment by communicating, prior to travel/ commencement of the activity, the reporting and safety resources available to participants for reporting incidents, resolving any issues, remaining alert for evidence of misconduct, and setting a professional tone throughout the activity.

Faculty and staff not designated as confidential resources are required to report incidents to the Title IX office at their home campus within 24 hours. Informing a supervisor who is present on site is one appropriate action, but the reporter should be aware that additional reporting may be necessary to appropriately resolve the situation. Confirm that the report was submitted to the Title IX Office.

EXPECTATIONS FOR AN INTERNSHIP/ PROJECT COORDINATOR OR DEPARTMENT:

The Department, Internship Coordinator, Faculty or Program Manager will communicate a non-exhaustive list of resources for reporting incidents, resolving interpersonal conflicts of various natures to all participants in department sponsored field activities.

EXPECTATIONS FOR A THIRD PARTY EDUCATIONAL PROVIDER:

Third party providers will assist and cooperate with University of Alaska, as necessary, in any process or investigation related to Title IX policy and compliance responsibilities related to the obligations of University of Alaska as a public institution of higher education. Third party providers agree to take no action affecting any student placed at their agency that would be prohibited by Title IX.