

FIELD REFERENCE GUIDE

Department of Anthropology
Pennsylvania State University

This document is a supplement to the existing ethical codes and rules identified in Penn State University's student code of conduct as outlined by the Office of Student Conduct.

WHY THIS DOCUMENT EXISTS:

The Pennsylvania State University Department of Anthropology is committed to providing an environment in which students and faculty can work and learn safely. Thus, efforts must be made to **i)** provide the safest environment possible at all times and in all locations and **ii)** in the event that this goal is not met, to have reporting and responsive mechanisms in place and clearly communicated. This document is complementary to the "Goals and Expectations for Field Experiences" and the "Procedures and Definitions of University Policies on Title IX" documents that should also be provided. This Field Reference Guide has been created to accompany Penn State affiliates into the field with reference resources for reporting sexual misconduct. This document provides several important definitions as well as contact information of resources for victims and those reporting instances of sexual misconduct. Further resources for reporting incidents are available through the on-site Field Safety Coordinator and the on-campus Department Field Safety Coordinator and Student Resources Officer.

WHAT THIS MEANS FOR FIELD RESEARCH AND THIS FIELD COURSE:

The rules of Pennsylvania State University apply at all Penn State-led field stations and during all class related travel. If you experience or observe sexual or gender-based misconduct by any individual (Penn State student, Penn State staff, or an unaffiliated or unfamiliar individual), we encourage you to report this to an instructor or the on-site Field Safety Coordinator. In addition, or if you feel uncomfortable reporting misconduct to these people, there are additional contacts listed below. Multiple resources are listed below. You can contact as many or as few as you feel comfortable and necessary. The on-site Field Safety Coordinator may provide updated local resource contact information during the field experience. Not all resources will be available at all field locations.

DEFINITIONS (from http://www.psu.edu/dept/aaoffice/pdf/Title_9_new.pdf)

- **Sexual Harassment** includes unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature.
- **Sexual Misconduct** includes rape, sexual assault, sexual battery, sexual exploitation, and other forms of non-consensual sexual activity.
- **Stalking** is repeatedly following, harassing, threatening or intimidating including by telephone, mail, electronic communication or social media
- **Dating Violence** includes emotional, verbal, and economic abuse with or without the presence of physical abuse.
- **Domestic Violence** includes emotional, verbal and economic abuse with or without the presence of physical abuse.
- **Retaliation** is adverse employment, academic or other actions against anyone reporting or participating in an investigation of Title IX allegations.
- **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.

HOW TO REPORT

In case of an emergency:

- If you are on the Penn State University Park campus: call **911** or **PSU campus police (814-863-1111)**
- If you are in the United States, but not on a PSU campus: call **911**
- **Call local emergency services:** _____

Additional notes applicable to local field site:

Also written here should be notes about the normal rights, liberties, and modes of dress specific to the country in which the field site is located. Students and their field site leaders should discuss ways to ensure respect and cooperation between the local community and those attending or leading the field experience. They should also discuss possible issues that could arise and different ways to address those issues.

If this is not an emergency:

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. If you are outside of the United States, and trying to call the US, place 001 before the US phone number.

- **On-site Field Safety Coordinator**

This person is with you on-site and should already be known to you.

Name: _____

USA phone: _____

Local phone: _____

Email: _____

- **Department Field Safety Coordinator**

This is a faculty member in the Anthropology Department at the University Park campus.

Name: _____

Phone: _____

Email: _____

Office: _____

- **Student Resources Officer**

This is a graduate student in the Anthropology department or an affiliated program at the University Park campus.

Name: _____

Phone: _____

Email: _____

Office: _____

- **Call the Office of Student Conduct to report**

Name: Danny Shaha

Phone: 814-863-0342

Email: jds49@psu.edu

- **Call the Office of Affirmative Action to report**

Name: Dr. Kenneth Lehrman III

Phone: 814-863-0471

Email: kfl2@psu.edu

- **Online reporting through the PSU Title IX Website**

This is a non-anonymous online reporting form that allows you to file your complaint electronically; it will go to the Office of Student Conduct. Once they receive your complaint, the office will reach out to you.

Website: <http://title-ix.psu.edu/Reporting2.html>

Directions: Select "Submit an online report of potential sexual or gender-based harassment or violence" OR print the form "Report of potential sexual or gender-based harassment or violence", fill it out and submit to aao@psu.edu.

ADDITIONAL RESOURCES

International Resources

- **International Domestic Violence and Abuse Agencies List:**

This is 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

Website: <http://www.hotpeachpages.net/>

- **International Crime Victim Compensation Program Directory:**

This is a directory to help victims of crime find victim service agencies in the United States and abroad.

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

- **RAINN International Sexual Assault Resources**

This is a list of international centers in Australia, Bolivia, Belarus, Botswana, Canada, Estonia, Finland, Indonesia, Israel, Japan, Mexico, Namibia, New Zealand, Pakistan, Philippines, Russia, South Africa, Sweden, and United Kingdom

Website: <https://rainn.org/get-help/sexual-assault-and-rape-international-resources>

Nationwide (USA) Support

- **National Domestic Violence Hotline**

Available 27/7 to talk confidentially 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

Website: <http://www.thehotline.org/>

- **National Sexual Assault Hotline (RAINN)**

Provides confidential, one-on-one, crisis support 24/7 for anyone.

Phone: 800-656-4673

Website: <https://rainn.org/get-help/national-sexual-assault-hotline/>

Support at and around Penn State University:

- **UHS Sexual Assault Services**

This website lists PSU resources and what UHS can do for victims of sexual assault at Penn State and is available to all Penn State students, faculty, and staff.

Website: <http://studentaffairs.psu.edu/health/services/clinicalServices/SAS.shtml>

- **Counseling and Psychological Services (CAPS)**

This is available to all Penn State students, faculty, and staff. They are located at the University Park campus. Conversations with CAPS personnel are confidential unless there is threat of danger to yourself or others.

Phone: 814-863-0395

Website: <http://studentaffairs.psu.edu/counseling/>

- **Penn State Sexual Assault and Relationship Violence Hotline**

This hotline is accessible 24-hours a day, seven days a week, for all campuses by any Penn State student, faculty, or staff.

Phone: 800-550-7575

Phone (TTY): 866-714-7177

- **Center for Women Students**

This is a Penn State University Park center to support people who have been impacted by sexual violence, relationship violence, stalking, harassment, & other campus climate issues.

Phone: 814-863-2027

Website: <http://studentaffairs.psu.edu/womenscenter/>

- **Centre County Women's Resource Center**

This is a 24-hr sexual assault/domestic violence hotline that anyone (male or female, PSU affiliate or not) may call for support and/or assistance.

Office phone: 814-238-7066

24-Hour Hotline: 814 234 5050

Toll free: 1-877-234-5050

Website: <http://ccwrc.org/>

- **Centre County CanHelp Hotline**

This is a 24-hr Mental Health Emergency hotline that anyone may call for support and/or assistance.

Phone: 800-643-5432

IMPORTANT NOTES

- **Confidentiality and mandated reporters:**

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 Counseling and Psychological Services (CAPS) and University Health Services (in a clinical setting) 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 PSU offices are kept as confidential 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.

- **Protections for reporters:**

- The University strongly encourages students to report incidents violating [Title IX policy](#), regardless of whether the consumption or possession 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 typically not face University disciplinary action for their own possible drug or alcohol possession or consumption in connection with the reported incident (AD85, 2014).
- 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.