Dean of Student Life Training Video for Faculty

Introduction

Welcome to the Portland State Dean of Student Life office training for Portland State faculty. Are you curious about the campus resources available to you? Do you get questions from your students about campus programs that you don’t know the answer to? Would you like support with classroom situations, such as academic dishonesty or disruptive behavior? Are you interested in partnering with a student organization or participating in campus rec programs? Do you know how to assist students who are in distress? This training will help you navigate the resources available to you and your students through the departments in the Dean of Student Life office. This is not one of those trainings that you have to sit through but instead it is set up to allow you to select the short clips of the topics you want to see. In addition for your convenience if you would like to send a message to an email address mentioned in the video, just click on the email address.

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Video 1: What opportunities are there for students to get involved on campus?

Research and years of experience have shown us that students who are engaged with their campus are more likely to graduate and be academically successful. How can you help your students be connected to their campus community? You can encourage them to find work, internships, or volunteer opportunities on campus by visiting www.pdx.edu/connect, following PSU on Facebook and Twitter.

You can encourage them to get involved in Student Leadership or Student Organizations. They can find out more at resource fairs like Party in the Park, or searching student organization information at www.pdx.edu/connect.

Campus Recreation offers a wide variety of opportunities for students to get involved on campus. All students taking one credit or more are automatically members of the Rec center and can access six different programs that offer them their choice of recreation including aquatic lap swimming, swim lessons and classes, a weight room, cardio suite, track, three courts, a thirty two foot climbing wall, intramural sports, over twenty Rec clubs, inclusive Rec for those who want to try an activity in a modified way, a youth program for students with children, and an outdoor program that offers outdoor trips, outdoor rental equipment, and climbing classes. In addition with over 150 student employment positions, students can find volunteer, internships, and job opportunities with Campus Rec. For more information please visit our website at www.pdx.edu/recreation

Campus Recreation, 503.725.5127

Portland State University is one of the most engaging schools in the country for studying sustainability. During a student’s education there are many ways to engage in creating socially, environmentally and economically viable community.

Students can participate in the Sustainability Volunteer Program to gain experience and make friends, while working on campus sustainability projects. Students living on campus can consider joining the EcoReps Team where they can educate peers and learn more about living a sustainable lifestyle. Incoming freshman can also apply for the Sustainability Living Learning Community, to study and live with other students interested in sustainability topics. Students can also participate in a variety of student initiatives and groups. For more information on Sustainability Living Learning Community, visit www.pdx.edu/housing/urban-honors

In fall the Institute for Sustainable Solutions hosts the Solutions Generator and allocates funding for student initiatives that enhance our community. To find out more visit our online Student Sustainability Hub at www.ecowiki.pdx.edu. You can sign up for a weekly sustainability bulletin that highlights campus sustainability news, upcoming events, volunteer, and employment positions, scholarships, and travel opportunities.

You can also call the Sustainability Leadership Center at 503-725-5598 to find out more ways to get involved.

The Women's Resource Center’s Programs provide a number of ways for students to get involved. We provide opportunities for academically driven practicum, and internship opportunities, and student employment positions. Our Empowerment Project, Sister to Sister, mentoring programs, offers opportunities for returning women students to provide peer mentoring to other returning women students. (The Empowerment Project is designed for women who are returning to school after an
absence in their education. We serve the needs of women of color, women veterans, student parents, and older women who are ready to continue their education at PSU. Our leadership in Action Program provides placement for nearly 100 students per year serving in a number of capacities including event planning, committee work, office work, and even theatrical presentations (The Leadership in Action Program provides a wide variety of leadership and professional development opportunities – in some instances, for school credit. Come see how you can participate and become part of a great community!). Committee work covers a variety of topics including, Women’s Veterans Outreach, Women of Color Action Team, Men in the Movement, Body Image, Sustainability and Reproductive Justice.

Interested candidates can stop in our office in the Montgomery building, apply online at www.pdx.edu/wrc or call us at 503.725.5672 for more information.

The Queer Resource Center, or QRC, offers a range of volunteer opportunities. Any currently enrolled Portland State student can volunteer. All sexual orientations and gender identities are welcome. Students can volunteer for a small project or staff the office.

For more information please stop by our office in Smith Memorial Student Union room 458. You can also reach us by phone at 503-725-9742, email us at qrc@pdx.edu, or visit the QRC website at www.pdx.edu/queer for more information.

**Campus Employment**
There are over 2,000 student employment opportunities across campus. If you have a student who is looking to supplement their academics with real work experience please encourage them to seek employment on campus.

Students can find on campus job opportunities by inquiring with campus departments or by visiting the Career Center’s website at www.pdx.edu/careers.

**Student Awards and Commencement**
Every spring there are dozens of award ceremonies and recognition events for students. Be sure to nominate your outstanding students for university wide awards and as always we invite you to come to our commencement exercises.

Visit us at www.pdx.edu/commencement for more information.

**Important Links**
To view the web pages for any of the offices listed here, please click on the name of the office, to return to the video menu please click on Return to Video Menu.

Dean of Student Life Office    www.pdx.edu/dos
PSU Connect     www.pdx.edu/connect
Student Activities and Leadership Programs    www.pdx.edu/salp
Campus Recreation    www.pdx.edu/recreation
Sustainability Hub    www.pdx.edu/sustainability
Women’s Resource Center    www.pdx.edu/wrc
Queer Resource Center    www.pdx.edu/queer
Career Center    www.pdx.edu/careers
Commencement    www.pdx.edu/commencement
Questions? Contact the Dean of Student Life Office.
Phone: 503.725.4422
Email: askdoslife@pdx.edu
Online: www.pdx.edu/dos
Video 2: How can faculty members partner with student organizations and other campus programs?

Faculty can partner with many student organizations activities and programs throughout campus. The office of Student Activities and Leadership Programs advises over 160 student groups including many service, spiritual, advocacy, honorary, political, multicultural, and academic and career focus groups.

Faculty can find out more information by visiting our website at www.pdx.edu/salp. To get involved please call 503-725-4452.

Portland State has a number of Living & Learning Communities. These are areas in residence halls that have students who are interested in a common learning goal or a theme. For example there is a sustainability Living & Learning Community where students take the same freshman inquiry course and plan events and activities that supplement their classroom learning. Faculty can get involved by facilitating an activity and event for the several Living & Learning Communities on campus.

For more information on how to get involved with the Living & Learning Community, please contact the office of Housing & Residence Life. You can email us at housing@pdx.edu or call us at 503-725-4370.

University Success provides after hours support to all university students including advising, tutoring, workshops, counseling, and study support. Faculty can get involved in facilitating and leading workshops on topics such as resume writing, e-portfolio construction, or other skills-based topics. This is a great resource for students and faculty are encouraged to partner in any way that can benefit our students.

To find out more about partnering with University Success, please visit our website at www.pdx.edu/usuccess, you can also email us at usuccess@pdx.edu or call us at 503-725-9890.

The University Success program also offers academic coaching for students. Academic coaching is a one on one format with a peer, staff, or a faculty member that meets periodically with students on a number of academic issues. This program is geared towards first year students and issues surrounding their transition into university life. Faculty can participate in this program by volunteering as an academic coach for students. Prior academic coaches have reported that this is an extremely rewarding experience and a great way to give back to the Portland State community.

To find out more information about becoming an academic coach please email academiccoaching@pdx.edu or call 503-725-2952.

To view the web pages for any of the offices listed here please click on the name of the office. To return to the video menu please click on return to video menu.
Dean of Student Life Office  www.pdx.edu/dos
Student Activities  www.pdx.edu/salp
Housing and Residence Life  www.pdx.edu/housing
University Success  www.pdx.edu/usuccess
Academic Coaching  www.pdx.edu/usuccess/academic-coaching

Questions? Contact the Dean of Student Life Office.
Phone: 503.725.4422
Email: askdoslife@pdx.edu
Online: www.pdx.edu/dos
Video 3: What opportunities exist for faculty to participate in programs?

The offices within the Dean of Student Life offer many opportunities for faculty to get involved with campus programs. Faculty are invited to participate in intramural sports, go on trips with the outdoor program, and work out in the Rec Center for a reasonable rate along with many other possibilities.

Campus Rec offers memberships to the Rec Center to faculty members and their spouses or domestic partners. As members, faculty can participate in most Campus Rec programs including outdoor programs trips, intramural, group X classes, and they can utilize services such as personal trainers and the outdoor program equipment rental center and use spaces such as the pool, climbing center, track, weight and cardio equipment. In addition, members can bring their dependent children to the facility during designated youth hours. Campus Rec offers a variety of health promotions for members of all activity levels including Walktober a fall walking challenge, the winter HealthyU wellness challenge, and the spring Nourish Wellness Fair. There are also opportunities for faculty to be involved with the Campus Rec Advisory Board.

For more information please visit our website at www.pdx.edu/recreation or call 503.725.5127.

Student Legal Services welcomes faculty involvement in its advisory board. The advisory board offers an opportunity for faculty to provide input for this important student service. In addition, advisory board members make connections across campus and in the legal community.

For more information please visit our website at www.pdx.edu/sls or contact us directly at 503.725.4556.

The Women’s Resource Center has a number of opportunities for faculty involvement. Foremost is our popular Faculty Favorite Lecture Series. We host a themed lecture every month. These lectures are held on Thursday afternoons in our lounge in the Montgomery building. We enjoy topics related to our work that come from a multitude of angles.

There are many other opportunities to get involved in our work. For example, during November each year we celebrate Social Sustainability Month, featuring a number of faculty presentations, workshops and film viewing. Additionally we have a variety of presentations and events which we can help you work into your curriculum and would love for you to encourage your students to come. Either bring a class or provide extra credit. One great example of this is our Sexual Assault Education Theater presentation at the end of each term.

Please see our website at www.pdx.edu/wrc for more details and watch our calendar on the website as well for events. You can also email us at wrc@pdx.edu or call 503.725.4672 to get involved.

Residence Life offers academic coaching for students seeking faculty coaches. The academic coaching program is designed specifically to improve first year student fall to fall retention rate by leveraging both peer and professional mentor relationships. Operated under a case management model, and based on the on course curriculum, the program focuses on cultivating successful transition into university life through empowerment and personal responsibility.

To find out more information about becoming an academic coach, please email academiccoaching@pdx.edu or call 503-725-2952.
Residence Life is seeking faculty who would like to host an event in the Residence halls. Faculty who are interested in hosting event, lecture, or review session anytime should contact Res Life.

Res life can be contacted at reslife@pdx.edu or call 503-725-2450.

Faculty can become a part of the Queer Resource Center advisory board, offering input and expertise to the QRC policies, events, and students. The advisory board is a six hour commitment, with two and a half hour meetings each term. Interested faculty should email qrc@pdx.edu.

The Sexual and Gender Equity Presidential Task Force or S.A.G.E offers faculty the opportunity to work alongside students on specific policy change, intended to promote the ease with which students, staff, and faculty can access services at Portland State. Past projects include winning Trans-inclusive healthcare for the student insurance and winning domestic partnership benefits recognition for faculty. Interested faculty should email qrc@pdx.edu.

The Queer Resource Center provides panels of student speakers to share their stories around coming out, via the Queeries Speakers Bureau, and can contact queeries@pdx.edu for more information.

Faculty can also supplement their classroom experience by working with the Queer Resource Center, to further develop curriculum or to seek out recommendations for course content dealing with sexual orientation and gender identity. You may contact the Queer Resource Center by calling 503.725.9742 or visiting our website at www.pdx.edu/queer.

These are only a few of the many opportunities for involvement available to PSU faculty. Contact the Dean of Student Life office for more information on other ways you can participate: askdoslife@pdx.edu; 503.725.4422; www.pdx.edu/dos

To view the web pages or any of the offices listed here please click on the name of the office, to return to the video menu please click on Return to Video Menu.

Dean of Student Life Office www.pdx.edu/dos
Campus Recreation www.pdx.edu/recreation
Student Legal Services www.pdx.edu/sls
Women’s Resource Center www.pdx.edu/wrc
Residence Life www.pdx.edu/housing
Academic Coaching www.pdx.edu/usuccess/academic-coaching
Queer Resource Center www.pdx.edu/queer

Questions? Contact the Dean of Student Life Office.
Phone: 503.725.4422
Email: askdoslife@pdx.edu
Website: www.pdx.edu/dos
Students who are trans or gender variant are exploring their gender identity. Portland State University's Affirmative Action policy lists gender expression as a protected class and instructors must honor the name, gender identity, and pronouns that students provide to their instructors. You can take steps to provide a supportive classroom environment and resources exist on campus to assist students outside of the classroom.

The following are a few ideas on how you can support trans and gender variant students in the classroom. In classes where you would call roll or take attendance verbally consider calling all students by their last name without a Mr or Mrs. or Ms. salutation. Ahead of time survey students - ask students to tell you their preferred first name and pronoun. Interrupt classroom language that is transphobic or denigrates transsexuals.

There are a variety of services of particular interest to trans students through student legal services. Student Legal Services can assist trans students with legal procedures such as legal name and gender changes. Student Legal Services also advises on many family law issues affecting trans students, such as domestic partnerships and divorce. For more information, please visit our website at: [www.pdx.edu/sls/](http://www.pdx.edu/sls/) or contact us directly at: 503-725-4556.

Students can receive support through the Queer Resource Center for crisis support or coaching, and if your student has questions about medical support for transition, contact the QRC.

Please stop by our office in Smith Memorial Student Union room 458. You can also reach us by phone at 503-725-9742. Or you can email us at qrc@pdx.edu or visit the website at [www.pdw.edu/queer](http://www.pdw.edu/queer).

To view the web pages for any of the offices listed here, please click on the name of the office. To return to the video menu, please click on ‘Return to Video Menu’

Dean of Student Life Office  [www.pdx.edu/dos](http://www.pdx.edu/dos)
Student Legal Services  [www.pdx.edu/sls](http://www.pdx.edu/sls)
Queer Resource Center  [www.pdx.edu/queer](http://www.pdx.edu/queer)

Questions? Contact the Dean of Student Life Office. Phone: 503.725.4422
Email: askdoslife@pdx.edu
Website: [www.pdx.edu/dos](http://www.pdx.edu/dos)
Video 5: What information can a faculty member share about a student’s educational record?

The Family Educational Rights and Privacy Act, better known as FERPA, of 1974, as amended, also sometimes referred to as ‘The Buckley Amendment’, is a federal law regarding the privacy of students’ educational records and the obligations of the institution primarily in the areas of release of the records and the access provided to these records.

An education record is defined as any record that directly identifies a student and is maintained by the institution or educational agency, or by a party acting for the institution or educational agency. A key distinction of education records is that education records are shared. Education records can exist in any medium including the following: handwritten, typed, computer generated, video tape, audio tape, film, microfilm, microfiche, email, and others.

Records can include information such as student ID number, grades and exam scores, grade point average, gender, age, conduct record, race and ethnicity.

When can educational records be shared? A legitimate educational interest on the part of an instructor is usually limited to the academic history and degree attainment. Records such as financial aid, health, or conduct records are usually released within a very specific set of circumstances. A regular exception in the case of conduct is when a student is reported in your course for academic dishonesty. You have the right to know the outcome and consequences of any student you refer through this process.

To find out more information on FERPA, please visit the Dean of Student Life website at:
www.pdx.edu/dos/ferpa-facts.

To view the web pages for any of the offices listed here, please click on the name of the office. To return to the video menu, please click on ‘Return to Video Menu’.

Dean of Student Life Office www.pdx.edu/dos
FERPA Facts www.pdx.edu/dos/ferpa-facts

Questions? Contact the Dean of Student Life Office.
Phone: 503.725.4422
Email: askdoslife@pdx.edu
Website: www.pdx.edu/dos
Video 6: How can faculty address disruptive behavior in the classroom?

The majority of students act in an appropriate and respectful manner. However, there are occasions when students will test the limits of acceptable classroom behavior. It is important to address this behavior so that a proper learning environment is created. If a student’s behavior obstructs or disrupts your ability to teach, or the ability of others to learn, you should take the following steps:

Clearly articulate expectations regarding attendance, tardiness, active class participation, contacting the instructor after hours, cheating, use of electronic devices, and appropriate conduct on the course syllabus. Specify the consequences, for example, reports to the Dean of Student Life Office, and follow through in a fair and consistent manner. The Dean of Student Life Office staff can assist you in drafting these documents. If any of the behaviors mentioned above are taking place, speak to the student privately and address them directly about your expectations. If the behavior is so egregious that immediate action is needed, feel free to ask the student to leave the class and file a report with the Dean of Student Life Office.

Keep in mind that students can be removed for the day, but have the material right to be a student in the course until permanent action is taken by the Dean of Student Life or Campus Public Safety Office. A referral or report to the Dean of Student Life Office can be in the form of a phone call or online submission. Our office regularly consults with faculty, staff and students in determining how situations should be handled with both integrity and an ethos of care. For referrals or reports, call the Dean of Student Life Office at 503.725.4422, or visit www.pdx.edu/dos/student-code-conduct.
Contact the Campus Public Safety Office at 503.725.4407 (non-emergency), or email at cpso@pdx.edu.

Not all referrals of disruptive behavior are dealt with via our conduct system. Sometimes the behavior is a cry for help, and we will work to alleviate the concerns through working with our Coordination Assessment Response and Education or CARE team. Made up of professionals from across our campus, our work focuses on students in distress and/or presenting a safety concern. Instructors are important partners in resolving these matters, and supporting students in their continued success. CARE Team: 503.725.4422; www.pdx.edu/dos/care-team.

Remember that as an instructor, you are empowered to manage your classroom in a way that all students are able to learn. As you experience challenging behavior, know that you have support and are not alone in this process. Our goal is to support you as instructors and students as they learn the limits of acceptable behavior on campus.

Important Contacts in the Dean of Student Life Office:

- Michele Toppe, Dean of Student Life
- Domanic Thomas, Assistant Dean of Student Life, Director of Conduct and Community Standards
- Chenae Garcia, CARE Team Case Manager

To view the web pages for any of the offices listed here, please click on the name of the office. To return to the video menu, please click on ‘Return to Video Menu’.

Dean of Student Life Office  www.pdx.edu/dos
Campus Public Safety Office  www.pdx.edu/cps
CARE Team  www.pdx.edu/dos/care-team
Questions? Contact the Dean of Student Life Office. Phone: 503.725.4422 Email: askdoslife@pdx.edu
Online: www.pdx.edu/dos
Video 7: What should faculty do to address academic dishonesty?

Academic integrity is critical to maintaining fair and knowledge-based learning at Portland State University. Cheating is a serious violation. It undermines the bonds of trust and honesty between the members of our academic community, degrades the value of a degree, and puts at risk those who may eventually depend upon our students’ knowledge and integrity.

Examples of cheating include but are not limited to: cheating on an examination, copying the homework of someone else, submitting for credit work done by someone else, including plagiarism and paraphrasing without citing sources, stealing examinations or course materials, and tampering with the grade record or another student’s work, or knowingly and intentionally assisting another student in any of the above.

If you are unsure whether or not academic misconduct has occurred, the Director of Conduct and Community Standards can be contacted and is available for a consult. This may take the form of reviewing materials or the situation to determine if it fits within the conduct code and if a complaint should be submitted. Contact Domanic Thomas, the Director of Conduct and Community Standards, at 503.725.4452 or email conduct@pdx.edu.

When an instructor believes that a student has been academically dishonest, there are a few things to do and consider. The student should be made aware of the situation. This can be done via email or in person, and can simply outline how you came to this conclusion and the next steps.

Report the matter to the conduct office. This can be done via our online submission system at www.pdx.edu/dos. Any documentation or statements you can provide would also be helpful.

Give a proper grade for the assignment or exam, which in most cases is a zero. The process does not allow for grading to go beyond the assignment and give an automatic ‘F’ for the course.

After a complaint is made by an instructor, our conduct process begins. Our office receives the complaint and it is processed. If enough information exists to move forward, the student is contacted to attend an administrative review meeting. If found responsible in the meeting, the student is assigned to complete certain sanctions. Depending on the extent of the dishonesty, or if they have ever been held responsible in the past, the student may be dismissed either via suspension or expulsion. A student has an opportunity to submit an appeal request if certain criteria are met. If granted, our Vice President for Student Affairs or a designee will make a final determination.

To view the web pages for any of the offices listed here, please click on the name of the office. To return to the video menu, please click on ‘Return to Video Menu’.

Dean of Student Life Office  www.pdx.edu/dos
Student Conduct  www.pdx.edu/student-conduct-at-psi
Conduct Process Flow Chart  www.pdx.edu/dos/the-student-conduct-process

Questions? Contact the Dean of Student Life Office.
Phone: 503.725.4422
Email: askdoslife@pdx.edu
Website: www.pdx.edu/dos
Video 8: What resources are there for a student in distress?

Faculty and staff are in a good position to recognize students who are in distress and can support their efforts to cope. It is not uncommon for students to experience trauma and some level of distress during their time on campus. Frequently, faculty and staff are in a position to recognize students needs and offer valuable assistance, even when the student has not initiated the contact. When a student mentions these types of traumas, it is appropriate to offer referrals to support services.

Examples of Trauma/Distress:

Health Problems
- Illness
- Car or bike accident
- Hospitalization

Problems in social relationships
- Changes in close relationships
- Lack of family support
- Isolation

Traumatic or stressful events
- Failure of courses
- Significant financial distress
- Homelessness

Often students may not tell faculty or staff members directly when they are experiencing distress, but their behaviors will indicate the challenges they are facing. When you notice these concerning or unusual behaviors, it’s appropriate to ask the student for more information in order to identify the best next steps for support. If you are unsure how to have this conversation with a student, you can contact the Dean of Student Life Office to consult and identify next steps.

Behavioral Indicators:

Changes in academic performance or behavior
- Poor performance or preparation
- Excessive absence or tardiness

Use of drugs or alcohol
- Repeatedly engaging in risky behavior
- Mention of addiction

Unusual behavior or appearance
- Depressed or lethargic mood
- Significant change in personal hygiene or dress

Reference to suicide, homicide, or death
- Expressed feelings of helplessness
- Inappropriate references to death and dying

Consulting with the Dean of Student Life Office is not a FERPA violation, and it is an appropriate starting point when you are unsure which steps to take with a student in distress.
Dean of Student Life Office; 503.725.4422; www.pdx.edu/dos; askdoslife@pdx.edu
Ethos of Care/Reaching Students in Distress
At Portland State University, we believe in creating an ethos of care on campus. That includes reaching out to students in distress. When you notice a behavior that is concerning, offer to meet with the student in your office hours or after class discreetly. When you meet with the student, clearly identify behaviorally specific concerns that you have, leaving out any judgement, opinion, or diagnosis. Take time to listen to the student’s concerns, and offer services on campus to support the student. Clearly state the boundaries of your role as a faculty or staff member. Your conversations with students are not confidential, and your main goal is to help the student learn material. By connecting them with support services, you are supporting their educational goals.

When students experience trauma, demonstrated care by university community members and their resulting referrals are a critical agent for student success. If you are unsure where to refer a student in distress, the Dean of Student Life Office is the best option to connect a student to a campus and community resource. The Dean of Student Life Office is home to the C.A.R.E. team, a multidisciplinary consult team who coordinates care, assesses risk, responds to campus incidents, and educates the university community about serving students in distress. The C.A.R.E. Team includes members from the following campus departments:
Dean of Student Life Office, Director of Conduct and Community Standards, Campus Public Safety Office, Housing and Residence Life, Women’s Resource Center

The Dean of Student Life Office is also home to support services for students in distress including the Women’s Resource Center, the Queer Resource Center, and Student Legal Services. The Dean of Student Life Office staff is always available to consult about student behavior and assist you in making referrals and response decisions to best support student growth.

Student Health and Counseling Services provides individual and group counseling sessions for students in distress. During business hours, there is always a staff member available for students who walk in with a need for immediate counseling. If you have questions about how to make this referral, you can consult with the staff at counseling and psychological services office or the Dean of Student Life Office during the day. When Student Health and Counseling is closed, the Multnomah County crisis line can be of service to students for counseling and mental health related referrals. They are available 24 hours a day, 7 days a week at 503.988.4888. If you or a student in distress requires immediate response, it is best to contact our Campus Public Safety Office. They provide 24 hour immediate emergency response to all Portland State University crises. The staff can also consult about and track safety concerns on campus. Campus Public Safety Office, 503.725.4404.

To contact the center for Student Health and Counseling Services, please call 503-725-2800. To reach the Multnomah County Crisis Line, please call 503-988-4888. And to get in touch with the Campus Public Safety Office, please call 503-725-4407.

To view the web pages for any of the offices listed here, please click on the name of the office. To return to the video menu, please click on ‘Return to Video Menu’.

Dean of Student Life Office www.pdx.edu/dos
C.A.R.E. Team www.pdx.edu/dos/care-team
Student Health and Counseling Services www.pdx.edu/shac
Campus Public Safety Office www.pdx.edu/cpso
Questions? Contact the Dean of Student Life Office.
Phone: 503.725.4422
Email: askdoslife@pdx.edu
Website: www.pdx.edu/dos
Responding to Sexual Violence
Faculty members are often in a position to learn about challenges students are facing in their personal lives. And it is important to know where to refer students for support and information. If a student discloses to you that they are struggling with relationship problems, intimate partner violence, stalking, sexual misconduct or assault, or any other gender based violence, there are a number of issues you should be aware of when planning a response.

First, let the student know that you are concerned for their safety and well-being, and that there are campus services that can support them. Second, remind students that you can offer privacy but not confidentiality. As a staff member you are required to report disclosures of sexual assault and harassment to the Dean of Student Life Office or the Office of Equity and Compliance.

Dean of Student Life Office: 503.725.4422; www.pdx.edu/dos; askdoslife@pdx.edu
Office of Equity and Compliance: 503.725.5919; diversity@pdx.edu; www.pdx.edu/diversity/office-of-equity-compliance

Student Resistance to Reporting
We are federally mandated to take action in cases such as these and work to maintain the rights and privacy of all students involved. Many students will be concerned about having the incident reported. You are encouraged to accompany the student to the Women’s Resource Center, where you, the student, and the student’s advocate can discuss the reporting process together to ensure the student’s needs are respected throughout the process.

Such reports should be made to the Dean of Student Life Office at 725-4422 or the Office of Equity and Compliance at 725-5919. The Women’s Resource Center is located on the first floor of the Montgomery Building.

The staff at the Women’s Resource Center have specific training working with students who may fear reporting. Many students are fearful to report because they are worried that their privacy concerning their sexual orientation or gender identity and by extension their safety will be compromised. The Women’s Resource Center also works collaboratively with resources on and off campus to address student concerns around their faith, international student status, or other barriers and issues.

The Interpersonal Violence Program at the Women’s Resource Center provides advocacy services to students. We can help students clarify their options and make informed decisions about how to improve their safety. If a student chooses to make a report, we can accompany them through those processes.

Interpersonal Violence Program: www.pdx.edu/wrc/interpersonal-violence-prevention-and-advocacy

Please see our website at www.pdx.edu/wrc for more details, or call 503.725.5672.

Preventing Sexual Violence
Please let us know if you would like to integrate more information about sexual violence prevention into your curriculum. Every quarter, we bring performances of Sexual Assault Education Theater into classrooms and we are happy to schedule one for you.
Services for Victims of Sexual Violence
Students affected by domestic or sexual violence may be eligible for assistance through Student Legal Services. Student Legal Services attorneys are experienced in representing students in restraining order and stalking hearings. Student Legal Services is also available to advise on the myriad of other legal issues that can arise as a result of sexual assault. Unfortunately, Student Legal Services cannot assist if the assault or violence was perpetrated by another Portland State student, faculty, or staff. However, Student Legal Services has a number of referral resources that may be available in this situation.

For more information, please visit our website at: www.pdx.edu/sls or contact us directly at: 503-725-4556.

After hours referrals should be made to the Portland Women’s Crisis Line. The Portland Women’s Crisis Line can be contacted at any time. They can be reached at 503-235-5333, or toll free at: 1-888-235-5333.

To view the web pages for any of the offices listed here, please click on the name of the office. To return to the video menu, please click on ‘Return to Video Menu’.

Dean of Student Life Office   www.pdx.edu/dos
Office of Equity and Compliance  www.pdx.edu/diversity/office-of-equity-compliance
Women’s Resource Center    www.pdx.edu/wrc
Student Legal Services    www.pdx.edu/sls

Questions? Contact the Dean of Student Life Office.
Phone: 503.725.4422
Email: askdoslife@pdx.edu
Website: www.pdx.edu/dos
Video 10: What training or classroom presentations are available through the Dean of Student Life departments?

The offices within the Dean of Student Life offer many trainings or presentations that could be brought to a multitude of classes. Student Legal Services is fortunate to have several lawyers on staff who are experts in different fields of law. Student Legal Services staff is available to give presentations to classes on a wide variety of legal topics including immigration issues, family law, debt, credit reporting, and bankruptcy, criminal law, confidentiality, and a host of other topics. Student Legal Services also collaborate with faculty to give co-curricular presentations on areas of topical interests to students, such as landlord tenant law, law school information, bankruptcy and debt issues.

Please contact us directly at 503-725-4556 to discuss or schedule a class presentation. www.pdx.edu/sls

The Women’s Resource Center can come to your class to give a number of presentations that range from 5 to 20 minutes long. Our programs serve all students of all genders and we have population specific services for women veterans and returning adult students that are an addition to our general programming. Additionally the Women’s Resource center provides educational and technical trainings about interpersonal violence topics to our colleagues and students. These can be customized to be anywhere from 30 minutes to several hours long. Contact us if you are interested in a sexual assault 101 training, consent 101 training, or a specialized training related to your department or to fit with your curriculum. In the past we have created interpersonal violence training for Residence Life, Athletics, the Conduct Committee and more.

You may consider bringing your class to one of our amazing community education theater performances, where your students with have the opportunity to rehearse for real-life situations, where they may be able to help prevent sexual violence.

Please see our website at www.pdx.edu/wrc/ for more details. You can also email us at wrc@pdx.edu or call 503.725.2795.

The Queer Resource Program offers an array of programs and presentations on topics such as gender, queer ally training, privilege, and developmental transitions. For more information please stop by our office in Smith Memorial Student Union room 458. You can also reach us by phone 503-725-9742 or you can email us at qrc@pdx.edu.

Dean of Student Life staff are all available to facilitate conversations about academic integrity, honesty, respectful classrooms and what it means to be a positively contributing member of the community. These presentations can also address how to help students and faculty support students who may are disruptive or may be in distress. 
The Dean of Student Life Office staff are:
Michele Toppe, Dean of Student Life
Domanc Thomas, Assistant Dean of Student Life, Director of Conduct and Community Standards
Chenae Garcia, CARE Team Case Manager

Please contact us directly at: 503.725.4422 to discuss or schedule a class presentation.
To view the web pages for any of the offices listed here, please click on the name of the office. To return to the video menu, please click on ‘Return to Video Menu’.

Dean of Student Life Office   www.pdx.edu/dos
Queer Resource Center       www.pdx.edu/queer
Women’s Resource Center    www.pdx.edu/wrc
Student Legal Services     www.pdx.edu/sls

Questions? Contact the Dean of Student Life Office.
Phone: 503.725.4422
Email: askdoslife@pdx.edu
Website: www.pdx.edu/dos
Video 11: Other faculty/Dean of Student Life partnership possibilities?

There are a number of other opportunities for faculty to partner with the Dean of Student Life Office to assist students. Many Dean of Student Life departments employ graduate assistants and other student employees. And most departments are willing to customize internships and practicums for academic credit.

The Women’s Resource center has worked with faculty in a number of different disciplines and departments (Social Work, Women Gender & Sexuality Studies, Postsecondary Adult & Continuing Education, Public Administration). Women’s Resource Center: 503.725.5672; wrc@pdx.edu

Campus Recreation provides a number of other similar opportunities for students working in relevant departments (Engineering, Community Health, Accounting, Marketing, Business). Campus Recreation: 503.725.5127; www.pdx.edu/recreation

Student Legal Services offers internships to students in any department or program and tailors work to meet the student’s interests (Child & Family Studies, Criminology, Law & Legal Studies). Student Legal Services: 503.725.4556; www.pdx.edu/sls.

Most Dean of Student Life departments are willing to work with any program to create an internship for credit.

Faculty Partnerships
Some Dean of Student Life departments offer limited services to eligible faculty and staff. The following are examples of these services: Student Legal Services is happy to provide faculty and staff with free notary services during our notary hours. Please see our website for the current notary walk-in hours. Student Legal Services will also provide legal referrals to faculty and staff upon request. Please contact their office for an immediate referral. Student Legal Services: 503.725.4556; www.pdx.edu/sls.

The Student Affairs Outreach Coordinator is available to assist faculty with obtaining information or regalia for commencement. They can also assist with campus tours for new faculty. Student Affairs Outreach Coordinator: 503.725.5249; outreach@pdx.edu.

The Queer Resource Center can provide expertise around developing curricula that addresses gender identity issues. Queer Resource Center: 503.725.9742; www.pdx.edu/queer.

To view the web pages for any of the offices listed here, please click on the name of the office. To return to the video menu, please click on ‘Return to Video Menu’.

Dean of Student Life Office  www.pdx.edu/dos
Campus Recreation  www.pdx.edu/recreation
Student Legal Services  www.pdx.edu/sls
Women’s Resource Center  www.pdx.edu/wrc
Queer Resource Center  www.pdx.edu/queer
Student Affairs Outreach Coordinator  www.pdx.edu/studentaffairs
Commencement  www.pdx.edu/commencement

Questions? Contact the Dean of Student Life Office.
Phone: 503.725.4422
Email: askdoslife@pdx.edu
Website: www.pdx.edu/dos
Video 12: Wrap Up

Thank you for completing this training! Our doors are always open to you for any further questions you may have.

The Dean of Student Life Office is open 8am-5pm Monday through Friday.
Phone: 503.725.4422
Email: askdoslife@pdx.edu
Website: www.pdx.edu/dos