

As a Responsible Employee, what should I say to a student who reports to me?

Sample: Conversation with Student Who Makes A Disclosure

Scenario: When a student wants to further disclose to you

Student: Can I talk to you about something that happened to me this past weekend? It has to do with someone (partner/girlfriend/boyfriend/spouse/roommate) I've been dating/met online/in our class.

Faculty/Staff: Of course. I do want to let you know that as an employee here at SJSU, I will need to share any information about sexual harassment with the Interim Title IX and Gender Equity Officer. The Title IX and Gender Equity Officer can discuss your options to access on- and off-campus support resources to take care of your physical and emotional well-being. We care about your safety and SJSU has created this reporting requirement because sexual harassment in all its forms is unacceptable. If you want, I can help you make a phone call to the office or I can even walk you there. Someone from that office will likely reach out to you by email, and while I encourage you to discuss with them your rights and options, please know that it is entirely your choice to respond or not respond. You will not be forced to share information – your level of involvement is your choice.

If you are comfortable with that, I am here to listen to what you are able to tell me. I will only share your information with individuals like the Title IX and Gender Equity Officer who absolutely need to know; we will all strive to protect your privacy to the fullest extent. However, if you feel this is something that you would prefer to keep confidential, I encourage you to speak with our **Campus Survivor Advocate**, and I also have a list of both campus and community resources I would be happy to share with you.

Student: I would like to talk to you about it if that's ok.

Faculty/Staff: Of course, and is it alright if I close the door to keep this conversation as private as possible?

Student: Yes, I prefer that, thanks.

Faculty/Staff: Thank you for having the courage to share this with me today. It sounds like you are going through something quite difficult. I am here to offer you support and also serve as a bridge to the many helpful resources available to you. (If the student has made self-blaming comments, you can say: Many people blame themselves for the behavior and choices made by another person. Please remember that it is not your fault and you are not alone.) Here you go (website: sjsu.edu/titleix).

Contact Title IX and Gender Equity Officer to report and ask questions: You are not expected to know everything! When the disclosing student is with you or after they leave, you may find that you have questions. Use your resources so that you can provide the best response possible to the student. Additionally, as a "Responsible Employee," under the policy, you have an obligation to report information about the incident, including identities of those involved, to the Title IX and Gender Equity Officer – even if they ask to be anonymous.

After speaking with the student, please fill out and submit an online [Incident Reporting Form](#). You may also contact the Title IX and Gender Equity Office at titleix@sjsu.edu or 408-924-7290 (M-F, 8 AM–5 PM) or 669-877-0620 (after hours, voice/text) to make a report.