









M.A. TESOL Program










Guidelines for Reporting Safety Issues

August, 2018

MSU is committed to creating and maintaining an inclusive community in which students, faculty, and staff can work together in an atmosphere free from all forms of discrimination and harassment. The TESOL Program is likewise committed to a supportive, inclusive culture in which all members are able to fulfill their intellectual and professional goals.

Acts of sexual harassment, racial discrimination, or other forms of verbal or physical abuse, bullying, or aggression *should be* reported; these are actionable issues in the institution. Below are listed issues that potentially disrupt our supportive, inclusive culture, and institutional means of reporting such issues.

ISSUE	REPORTING (call, reach out to, connect with)
Threats to Yourself or Others (Physical and/or Verbal)	
If you are physically threatened or treated in any manner where you fear physical harm	 Public Safety: 911
If you are attacked, sexually harassed, or face racially discriminatory comments or behavior in any physical or digital space	 Public Safety: 911 (if imminent threat) Public Safety (non-emergency): MSU Police (517) 355-2221 Office of Institutional Equity (OIE): (517) 353-3922 Grad Program Director
If you are concerned about the behavior of a colleague/fellow student and the risk of self-harm or harm to others	 Public Safety: 911 (if imminent threat) Public Safety (non-emergency): MSU Police (517) 355-2221 Olin Health Center: (517) 884-6546
If you witness a colleague threatening self-harm or harm to others in any physical or digital space	 Public Safety: 911 (if imminent threat) Public Safety (non-emergency): MSU Police (517) 355-2221 Olin Health Center: (517) 884-6546 <i>If online, consider screen capturing the post(s).</i>
Issues with Your Advisor or Thesis Committee	
If you have questions or concerns regarding the advice that your advisor or thesis committee is giving you	 Grad Program Director CAL Associate Dean of Research and Graduate Education (Bill Hart-Davidson, 517-884-1714) The Graduate School (517) 353-3220
If you have issues or concerns related to interactions with a specific faculty member	 Grad Program Director Office of the University Ombudsperson (517) 353-8830
If you have questions about replacing your thesis director.	 Grad Program Director CAL Associate Dean of Research and Graduate Education
If you have questions about replacing the additional reader(s) on your thesis committee	 Thesis director Grad Program Director

<p>If you are concerned about consequences that you may face in the program if you replace your advisor or a committee member</p>	<p> Grad Program Director CAL Associate Dean of Research and Graduate Education (Bill Hart-Davidson, 517-884-1714) Office of the University Ombudsperson (517) 353-8830</p>
<p>If you have concerns about your thesis committee members who are not getting along and it impacts the advice or guidance you are given</p>	<p> Grad Program Director</p>
<p>Issues in Classes and in Our Campus Community</p>	
<p>If you have questions or concerns about interactions with your peers</p>	<p> Grad Program Director</p>
<p>If you have questions or concerns about in-class dynamics-- between students, between the student and instructor, etc.-- and you may not feel comfortable talking to the instructor</p>	<p> Grad Program Director</p>
<p>If you have questions about finding cross-/interdisciplinary opportunities and activities</p>	<p> Grad Program Director The Graduate School web site</p>
<p>Employment-related Issues for Teaching Assistants</p>	
<p>If you have questions or concerns about a course you are teaching</p>	<p> TA Supervisor for the relevant center or academic program</p>
<p>If you have concerns or issues with a student in a class you are teaching</p>	<p> TA Supervisor for the relevant center or academic program</p>
<p>If you have questions about things you're being asked to do as part of your assistantship (e.g., amount of work)</p>	<p> TA Supervisor for the relevant center or academic program Director of the relevant center or academic program</p>
<p>If you are not happy, satisfied, or professionally fulfilled with your assistantship work</p>	<p> TA Supervisor for the relevant center or academic program Director of the relevant center or academic program</p>