

# SUPPORTING EMU DIVERSITY: A FACULTY RESOURCE GUIDE

This guide has been assembled by the Faculty Senate's Task Force on Campus Climate, Race, and Diversity Issues. It is a compilation of the resources available across campus and in the local community that support the needs of our diverse student body. The guide has two sections: Resources Available to Students and [Faculty Frequently Asked Questions](#). The first focuses on faculty as "first responders" for students in crisis, ensuring that we can help students access the resources and support they need. It also provides an overview of campus resources that address particular students' needs for faculty to use in advising. Whenever possible, we include the contact information of campus staff available for consultation. Faculty FAQ provides resources and information for faculty in their work making EMU a welcoming and equitable environment, from course design to conflict resolution. This guide will be updated annually. We welcome recommendations of additional resources not listed here (contact [cneufeld@emich.edu](mailto:cneufeld@emich.edu) or [kjudd2@emich.edu](mailto:kjudd2@emich.edu)).

In addition to the resources listed below, you can recommend that students check out the [Student Government Guide to Navigating Local and On-Campus Resources](#).

## 1. RESOURCES AVAILABLE TO STUDENTS

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## **BASIC NECESSITIES**

### **Housing insecurity:**

- [Ozone House](#) provides free, confidential and voluntary shelter and support services to homeless youth and their families, including runaways and high-risk youth between the ages of 10 and 20. (734) 662-2265; crisis hotline: 662-2222. 1600 N. Huron River Drive, Ypsilanti, MI, 48197
- [Housing Access for Washtenaw County](#) provides support for families and individuals who are homeless or are at risk of becoming homeless. Crisis hotline: (734) 961-1999. 9 South Park St., Ypsilanti
- [SOS Community Services](#) helps homeless families find permanent homes through shelter and Rapid Re-Housing. They offer food, utility assistance, bus tokens, and other resources to overcome financial emergencies without becoming homeless. [info@soscs.org](mailto:info@soscs.org). Administration: (734) 485-8730. Resource Center: 484-5411 Food pantry: 484-9945

### **Food insecurity:**

- [Swoops Pantry](#) Any student enrolled at EMU can use Swoop's Pantry: 104 Pierce Hall. In addition to food, SWOOP's also provides free feminine hygiene and reproductive health products. 104 Pierce Hall; (734) 487-4173; [swoops\\_pantry@emich.edu](mailto:swoops_pantry@emich.edu)
- Additional resources can be found in this [Student Government Guide](#)

### **Health care without insurance:**

- [The Corner Health Center](#) provides judgment-free, high-quality medical care exclusively to those between the ages of 12 and 25. Their services include: physicals, vaccinations and integrated medical care, mental health programs and counseling, sexual health and contraceptive services, OB-GYN care, pediatric care for children of the patients, diet and nutrition support and hormone therapy. Services are provided regardless of insurance status or ability to pay for care. (734) 484-3600.

### **Transportation:**

- [The Ride](#) allows EMU students to ride public transit buses for a reduced fare. Students can purchase [discounted bus passes](#) at Service EMU centers. Call 734-487-3335 between 8am and 4:30pm.

## FINANCIAL RESOURCES

- **[Student Emergency Fund](#)**: The EMU Student Emergency Fund awards a one-time monetary assistance to students who are experiencing an unforeseen crisis; to cover expenses that can impact a student's ability to continue their education. It does not need to be repaid. Students may request up to \$750. (734) 487-7696; [dfields1@emich.edu](mailto:dfields1@emich.edu)
- **Financial Aid**: 403 Pierce Hall, (734) 487-1048, [financial\\_aid@emich.edu](mailto:financial_aid@emich.edu) In-person advising is available at 268 Student Center
  - **Student Business Services**: (734) 487-3335, [ebill@emich.edu](mailto:ebill@emich.edu)
  - **Records and Registration**: (734) 487-4111, [registrar@emich.edu](mailto:registrar@emich.edu)
- **Chromebooks**: Students without access to a computer may [check out a Chromebook](#) at the EMU Eagle Study Tables (limited number available)
- **Textbooks**:
  - The EMU Library Textbook Affordability initiative helps EMU students who may have trouble affording course books. For a list of ebooks used in classes, as well as tools for finding Open Access books online see: [Ebooks Used in EMU Classes](#)
  - The Holman Success Center provides some [commonly used textbooks](#) for semester-long loans. For a list of available titles. Students can also request that the program acquire a copy of a title they need: [Book Loan Title Request Form](#)
- **[Scholarships, FAFSA, and Financial Literacy Guides](#)** A list compiled by Academic Success Partnerships
- Students participating in the [EMU Eagle Rewards program](#) can earn points for participating in campus events and activities. Grand prizes include 12 credits of free tuition and free housing for one academic year.

## LEGAL RESOURCES

- **[EMU Student Government](#)** provides free legal services to students. Students can sign up to meet with an attorney [here](#).
- **[Washtenaw County/EMU Legal Resource Center](#)** is a non-profit charitable organization staffed by paralegal students. The Center is located in the Washtenaw County Courthouse (Suite 1112, 101 E Huron St, Ann Arbor) and students of EMU's Paralegal Studies Program assist patrons in accessing and completing appropriate legal forms for certain domestic and civil matters. You can reach the LRC Tuesday to Thursday, 9 a.m.-4 p.m. Call (734) 994-0160 or email [emu\\_lrc@emich.edu](mailto:emu_lrc@emich.edu) to communicate with a LRC student.

## SEXUAL ASSAULT

- **[Title IX Office](#)**: Encourage the student to contact the Title IX office and inform them that you are a mandated reporter. 100c Boone Hall; (734) 487-2202; [awaiwil@emich.edu](mailto:awaiwil@emich.edu)
- **[The Women's Resource Center](#)**: A safe space to find resources and support: 354 Student Center; (734) 487-4282; [emu\\_womenscenter@emich.edu](mailto:emu_womenscenter@emich.edu)

- **[Counseling & Psychological Services](#)** (CAPS): CAPS offers a support group for sexual assault survivors. 1075 North Huron River Drive; (734) 487-1118; [counseling.services@emich.edu](mailto:counseling.services@emich.edu)
- **[SafeHouse Center](#)** is a non-profit organization in Ypsilanti whose mission is to provide safety, support, advocacy and resources for survivors of sexual assault and domestic violence and their children; <https://www.safehousecenter.org/>

## **GENDER DISCRIMINATION AND INTERPERSONAL VIOLENCE**

- **[The Women's Resource Center](#)** offers advocacy and referral services, as well as providing educational programming and resources. 354 Student Center; (734) 487-4282; [emu\\_womenscenter@emich.edu](mailto:emu_womenscenter@emich.edu)
- **[SafeHouse Center](#)** is a non-profit organization in Ypsilanti whose mission is to provide safety, support, advocacy and resources for survivors of sexual assault and domestic violence and their children; <https://www.safehousecenter.org/>

## **TUTORING & MENTORING**

- **[The Holman Success Center](#)**: The Holman Success Center provides academic support for currently registered EMU undergraduates. G04 Halle Library; (734) 487-2133; [success.center@emich.edu](mailto:success.center@emich.edu); students can receive regular updates from HSC by downloading [EMU Engage app](#)
  - [Workshops](#) on key skills for academic success (note-taking, time management, study habits)
  - [Videos](#) that introduce students to academic culture and key skills for academic success
  - [Success coaches](#) work with students one-on-one to help optimize academic performance
  - [Drop-in tutoring](#) is available for students for a number of challenging Gen Ed and gateway courses. (To view which courses currently have tutoring available: [Tutoring Staff](#))
  - [Peer Academic Coaching](#) targets first-year students, with special attention given to those admitted through the EMU Edge Program
- **[The Mentor Collective Program](#)**: An international online mentoring community that provides support through mentorship. Mentor Collective matches students with a trained alumni/current students mentor based on common interests, background, academics and professional aspirations. [help@mentorcollective.org](mailto:help@mentorcollective.org)
- **[Mentoring 4 Life Opportunity for Graduate Students](#)**: Mentoring 4 Life, an NSF-funded, co-curricular academic program, helps graduate students understand how to take control of their own mentoring, how to engage in effective mentoring, and how to embark on successful careers. Students who complete the program will develop their own set of effective mentoring skills that they will be able to utilize during every stage of their professional career. Mentoring 4 Life is free to any student enrolled in an EMU

graduate program. Students who participate and complete all activities will receive special recognition on their EMU academic transcript.

- Contact Prof. Carmen McCallum: [cmccall5@emich.edu](mailto:cmccall5@emich.edu).
- **The University Writing Center**: The University Writing Center's (UWC's) writing consultants provide in-person and online writing support through multiple means to all members of the EMU community—undergraduate and graduate students, international students, post-baccalaureate students, and faculty. 734.487.0694 [writingcenter@emich.edu](mailto:writingcenter@emich.edu).
  - Main Location: Halle Library, Rm 115
  - UWC Satellites Across Campus: Each satellite location has consultants who specialize in helping students with specific types of papers:
    - 128 Mark Jefferson: Science Success Center satellite (all sciences, including biology, chemistry, psychology, etc.)
    - Marshall (third floor): Nursing satellite (also serves subjects like social work, dietetics, HLAD/HLED, etc.)
    - 211 Pray-Harrod: Humanities satellite (writing, composition, history, etc.)
    - 115 Roosevelt and 204 Sill: CET satellite (all Game Above engineering and technology courses, e.g. aviation, interior design, CET/SET)
  - The UWC also offers in person or virtual workshops, as well as pre-recorded videos on a variety of topics to support your students' writing and thinking in your courses. See: <https://www.emich.edu/ccw/uwc/faculty/workshops.php>
  - You may also gain access to sharable UWC video links, workshop slides, and PDF handouts on writing topics by joining the UWC - Instructor Resources Canvas site by emailing [writingcenter@emich.edu](mailto:writingcenter@emich.edu).

## MENTAL HEALTH

- **Counseling and Psychological Services** (CAPS): CAPS offers individual counseling, crisis intervention, referral services, and group counseling on topics ranging from anxiety to coming out. 1075 North Huron River Drive; (734) 487-1118; [counseling.services@emich.edu](mailto:counseling.services@emich.edu)
  - Note: Even if a student has “maxed out” the 12 allotted sessions, CAPS will not turn away a student in crisis.
  - [Self-help resource](#) for students to share with students or on a syllabus
  - [Faculty Resources](#)

## SUPPORTING INDIVIDUAL STUDENT COMMUNITIES

### Students of Color

- **The Center of Race and Ethnicity** (CORE) 356 Student Center; (734) 487-2377; [core\\_dci@emich.edu](mailto:core_dci@emich.edu). In addition to coordinating the Black and Brown Student Experience at orientation, the center offers advice and support to students as they navigate a predominantly white institution as persons of color, e.g., dealing with

microaggressions, navigating difficult conversations with faculty, housing issues, etc. The Center also offers [Scholarships for Students of Color](#)

- [Student Organizations](#): A good way to meet or discover one's community. Select for the "Multicultural and Racial Identity" Category.

### **Students with Disabilities**

- [Disability Resource Center](#) (DRC): The DRC works collaboratively with students, faculty and staff to create an accessible, sustainable, and inclusive educational environment for all students. 246 Student Center; (734) 487-2470; [drc@emich.edu](mailto:drc@emich.edu)  
Encouraging students with disabilities to register with the DRC helps them establish, manage and understand the accommodation process, and gives them access to alternative media services and other resources to support their success, such as:
  - [Downloadable software](#), eg. voice recognition, text-to speech, assistive on-screen keyboards):
  - College and career guides for students with disabilities.
  - Guides targeted for assisting with online learning
  - Scholarships and Financial Resources
- [The TRiO SSS Program](#)

### **First Generation Students**

- [The TRiO Student Support Services \(SSS\) Program](#)s: NOTE: TRiO SSS is a program that students must sign up for. There are a limited number of spots available.
- TRiO SSS provides opportunities for first generation students, students with low income status, as well as students with disabilities. The program assists students with basic college requirements and works to motivate students toward the successful completion of their postsecondary education. As part of EMU's TRiO SSS Program, students have access to tailored cultural activities to help them acclimate to the university and develop strong relationships with their peers, instructors and advisors. 902 Hoyt Hall; (734) 487-4887; [triosss\\_emu@emich.edu](mailto:triosss_emu@emich.edu)
  - Contact: Director Anthony Webster [awebste6@emich.edu](mailto:awebste6@emich.edu)
  - Program Coordinator: Josiah Pankiewicz [jpankiew@emich.edu](mailto:jpankiew@emich.edu)
- [The Mentor Collective Program](#)

### **Students from the Foster Care system**

- [The Mentorship, Access, and Guidance in College \(MAGIC\) Program](#) supports students who have aged out of the foster care system, who frequently navigate college without family support systems or role models, and who face high incidences of housing and food insecurity.
  - Contact: Le'Shay Webb ([lwebb18@emich.edu](mailto:lwebb18@emich.edu))

### **Immigrant and Undocumented Students**

Although EMU does not specifically offer services for immigrant and undocumented students, there are local resources that you can point your student to:

- [Washtenaw Interfaith Coalition for Immigrant Rights](#) (WICIR) provides social service and legal referrals, accompaniment to ICE check-ins etc., and have a hotline for matters related to ICE detention (Hotline: (734) 355-2707).
- [Michigan Immigrant Rights Center](#) (MIRC) does legal and advocacy work. (734) 239-6863
- Scholarships for DACA/undocumented students:
  - [GetSchooled.com](#)
  - [Immigrantsrising.org](#)
  - [Scholarships.com](#)

## International Students

- [Office for International Students and Scholars](#) (OISS): OISS assists students with visa and insurance paperwork and the challenges of cultural shock, language learning, and finding community. 240 Student Center; (734) 487-3116. If you have concerns about an international student, you can fill out a [CARE report](#) or contact the OISS directly
  - Contact Esther Gunel [egunel@emich.edu](mailto:egunel@emich.edu)
- [CAPS Information for International Students](#) 1075 North Huron River Drive; (734) 487-1118; [counseling.services@emich.edu](mailto:counseling.services@emich.edu)
- [The University Writing Center](#)
- [The English as a Second Language Program](#) provides support for language improvement strategies, meeting classroom expectations, plagiarism & citation, and tutoring through Graduates Assistants or additional coordination with the Holman Success Center. 317 King Hall; (734) 487-0338.
  - Contact ESL/IEL Student Support Service Specialist: Nathan Clements [nclemen2@emich.edu](mailto:nclemen2@emich.edu).

## LGBTQ+ Students

- [The LGBT Resource Center](#) supports the success and development of gender and sexual minoritized students through affirmation, empowerment and advocacy. (734) 487-4149; 354 Student Center.
  - Contact Amy Finkenbine ([afinkenb@emich.edu](mailto:afinkenb@emich.edu)) (pronouns: she/they)
- The LGBTRC guide to [navigating campus](#) offers info on gender inclusive bathrooms and assistance for updating records and pronoun designations.
- [Gender Inclusive Housing](#) (Evelynn Benn Behm [ebenn@emich.edu](mailto:ebenn@emich.edu)) SPECTRUM is a specialized living and learning environment that creates a supportive and inclusive community for students who identify as LGBTQ+

## Older Adult Students

- EMU is a member of the [Age-Friendly University Global Network](#) and is committed to creating an age inclusive learning environment. For more information contact: [Agefriendly\\_EMU@emich.edu](mailto:Agefriendly_EMU@emich.edu)
  - Contact: Cassie Barragan [cbarrag1@emich.edu](mailto:cbarrag1@emich.edu)
- [Aging Studies Community Resources](#)



## Parents / Child Care

- [The Collaborative](#): Ypsilanti YMCA Child Development Center. A collective community-centered response to providing quality child care to low-income families in Ypsilanti and to EMU students with children.
  - Contact: [dmazyck@annarborymca.org](mailto:dmazyck@annarborymca.org)
- Lactation Support: There are clean, secure and user-friendly lactation rooms for women affiliated with the University and visitors. For locations visit: [Lactation Support / Nursing Mothers](#)

## Transfer Students

- [MICUP-BEAT Program](#) The Baccalaureate Education Achievement Track (BEAT) provides support for all students entering EMU from community colleges, focusing on mentoring for academic success, acclimatizing to university life, and finding community on campus.
  - Contact: Amir Franklin [afrank14@emich.edu](mailto:afrank14@emich.edu)
  - Do you have a transfer student who is struggling? Faculty can [refer transfer students to BEAT](#) for support
  - [Scholarships for transfer students](#)

## Veterans

- [Lt. Col. Charles S. Kettles Military and Veteran Services Resource Center](#) provides dedicated academic and personal support, tailored to address the unique needs of veterans and provides assistance with navigating benefits paperwork. 202 Pierce Hall; (734) 487-3119; If you are concerned about a veteran in your class, let them know that they can contact:
  - Michael C. Wise (Lt. Col. Retired) [mwise2@emich.edu](mailto:mwise2@emich.edu)
  - Wayne Doyle (Lt. Col. Retired) [wdoyle1@emich.edu](mailto:wdoyle1@emich.edu)

## Women

- [The Women's Resource Center](#) encourages and supports women in their personal growth, academic enrichment and professional development, offers advocacy and referral services, and provides educational programming and resources to help women reach their full potential. 354 Student Center (734) 487-4282; [emu\\_womenscenter@emich.edu](mailto:emu_womenscenter@emich.edu)
- EMU Changing the Cycle now has free organic cotton tampons and pads available in [several bathrooms across campus](#).



## 2. FACULTY FREQUENTLY ASKED QUESTIONS

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## DIVERSITY and INCLUSION CONSIDERATIONS IN COURSE PREPARATION

Where can I find out about religious holidays that will impact my syllabus planning?

- [Interfaith Calendar](#)

Where can I get help figuring out accommodations and accessibility issues for students with disabilities in the classroom?

- [The Disabilities Resource Center \(DRC\)](#) offers resources for faculty, including a [Handbook](#), a [FAQ page](#), and a [video series](#), as well as many practical tips on topics like universal classroom design, and working with different members of the Disability community.  
For more information on accessibility in the classroom, contact DRC Director, LaMarcus D. Howard: [lhoward7@emich.edu](mailto:lhoward7@emich.edu)
- Help students find accessible textbooks: [Accessible Textbook Finder](#), [Bookshare](#)
- Consult Halle library's information on creating accessible Word, Excel and Powerpoint files, as well as captioning services: [Creating Accessible Resources](#)

**I am concerned about a particular course where I am seeing trend in moderate to high drop out/fail rates particularly among historically marginalized students:**

- Consider creating a [Supplemental Instructor](#) for your course through the Holman Success Center. Supplemental instruction at EMU offers support for gateway undergraduate courses, such as general education and/or program gateway courses with high enrollment and moderate-to-high drop or fail rates. SI also supports a small number of courses within majors that include difficult and highly-concentrated content where students often request help.
- Instructors who wish to improve student engagement or success are also welcome to contact the Holman Success Center for assistance.
  - Tracy Sonntag ([tsonntag@emich.edu](mailto:tsonntag@emich.edu))

**How can I address the high cost of textbooks that my students require?**

The EMU Library Textbook Affordability Initiative provides:

- a large number of [course ebooks](#) purchased with grant and foundation funds
- a [Textbook Alternatives guide](#) instructors can use to explore free or low-cost text options
- an [online form for instructors to request library ebook versions](#) of course books
- increasingly popular consultations with a [subject specialist librarian](#) on finding free or less expensive options for course readings,
- presentations or workshops for departments on how to find and use open resources and alternatives, which can be tailored to specific disciplines.

Questions on the Initiative can be directed to a [subject librarian](#) or to Kate Pittsley-Sousa at [kate.pittsley@emich.edu](mailto:kate.pittsley@emich.edu)

## **CONCERNING INTERPERSONAL DYNAMICS**

### **Individual Student Concerns:**

**I am worried about a student who may be in crisis, but they have not communicated with me about their situation. Is there anything I can do?**

- [Office of Wellness and Community Responsibility](#) (OWCR)- During the campus closure the OWCR will be offering on demand Wellness Check-Ins. These online meetings will provide students with an opportunity to work with an OWCR staff member to generate plans for maintaining or enhancing emotional, spiritual, intellectual, physical, environmental, financial, occupational, and social wellness. Faculty and Staff may request that the OWCR reach out to a student and offer this service by emailing us at [EMU\\_OWCR@EMICH.EDU](mailto:EMU_OWCR@EMICH.EDU).

Note: If you are concerned specifically about a student's mental health, submit a CARE report instead.

**What should I do when a student discloses experiencing sexual discrimination or assault?**

- [EMU Sexual Misconduct and Sexual Discrimination Policy](#) (8-14-2020):  
All regular EMU employees are Mandatory Reporters, except for those few employees who are considered Confidential Employees (as described in Section XIV). A Mandatory Reporter is required to immediately report to the University's Title IX Coordinator and DPS all relevant details (obtained directly or indirectly) about an incident of Prohibited Conduct that involves any member of the EMU community ("students", "employees" and "third parties") as a Complainant, Respondent, and/or witness.

Online reporting: <http://www.emich.edu/title-nine>.

Contact the Title IX Coordinator: Anika Awai-William: [aawaiwil@emich.edu](mailto:aawaiwil@emich.edu)  
734.487.2202; 100C Boone Hall.

**What can I do if I suspect that a student is experiencing domestic/interpersonal violence but I don't know how to approach them about it?**

- Contact the Director of the [Women's Resource Center](#)

**I am concerned about a student whose challenges with English as a foreign language are impeding their ability to successfully complete the coursework.**

- Contact ESL/IEL Student Support Service Specialist: Nathan Clements  
[nclemen2@emich.edu](mailto:nclemen2@emich.edu).
- Note that students can take IEP (Intensive English Program) classes as electives.  
Faculty can refer students to courses like ESLN 412 (Academic ESL Writing, which meets the Gen Ed Effective Communication requirement)

**BEHAVIORAL ISSUES**

**When should I submit a CARE report?**

[The Student Intervention Team \(SIT\)](#) addresses reports of troubling (inappropriate, disruptive, or harmful) student behavior in order to recommend proactive and non-punitive approaches aimed at helping students achieve success. Reporting categories include: distressed behavior; general mental/emotional health; medical; self harm; suicidal thoughts/statements; Title IX; bias incident.

- [CARE Report form](#): Tip: Although the form asks for the details of an "inciting incident," if there has not been a specific incident, simply use the comments section to clarify your concerns.

**Links to consult:**

- [Code of Community Responsibility](#)

- The Student Handbook provides some guidance on [reporting incidents](#) on campus
- For general information, see the [resources provided by the Office of Wellness and Community Responsibility](#) (OWCR)

#### Conflict between students:

- If the incident is a violation of the [Student Code of Community Responsibility](#) submit an [OWCR Incident report](#)
- If you are worried that the student is struggling or presents a threat to the community but has not violated the Code of Community Responsibility, submit a [CARE Report](#)

#### Conflict between instructor and student:

- If the incident is a violation of the [Student Code of Community Responsibility](#) submit an [OWCR Incident report](#)
- If you are worried that the student is struggling or presents a threat to the community but the student has not violated the Code of Community Responsibility, submit a [CARE Report](#).
- If the behavioral issue is related to a student's disability, contact LaMarcus Howard at the DRC ([lhoward7@emich.edu](mailto:lhoward7@emich.edu)) and the staff at the OWCR (EMU\_OWCR@EMICH.EDU)

#### The Role of the Ombuds Office: <https://www.emich.edu/ombuds/>

The Ombuds Office office provides timely, objective and strategic information in a confidential manner to assist with the interpretation of university policies and procedures. The office is a neutral body working to ensure adherence to EMU policy, confirm due process, and assist with resolution and prevention of both academic and non-academic concerns.

- Refer students to the Ombuds Office for issues like grade grievances, late withdrawals, etc.
- Faculty can consult the Ombuds Office for advice on university policy while creating syllabi, or before/during a negotiation of an issue with a student.
- [Book an appointment](#) with the Office of the Ombuds

## **CAMPUS COMMUNITY**

### **What should I do if I see racist/antisemitic/etc. vandalism or flyers on campus?**

- Notify DPS and your Dean's Office immediately

### **Who should I contact if I witness a racist/antisemitic/etc. incident perpetrated by a faculty colleague or administrator?**

- Submit a [complaint](#) to the The Office of Diversity and Affirmative Action

**Who should I contact if I am concerned about an interaction between EMU campus police and EMU students, faculty, or Ypsilanti residents?**

- [EMU Public Safety Oversight Committee](#)