

The services provided by Information Technology Services are in place to provide a flexible infrastructure to meet the rapidly changing needs for instruction, all types of learning, research, and administrative functions.

## Cooperative Education Program

Cooperative Education is the integration of classroom theory with practical experience by means of alternating specific periods of attendance at the university with specific periods of employment.

The following factors are used to adhere to this definition: (1) The student's work should be related to his/her field of study and individual interests within the field. (2) The employment must be considered to be regular, continuing, and an essential element in the educational process. (3) The working experience will ideally increase in difficulty and responsibility as the student progresses through the academic curriculum.

Any UT Martin instructional unit that develops an academic program which permits students to rotate the semesters at the university and the periods of employment may participate.

### Academic Credit

Cooperative Education students enroll in (*Academic Major*) **201C-202C-203C-204C-205C-206C (1, 1, 1, 1, 1, 1) Cooperative Education Experience** and receive one semester hour credit per work period. Academic qualifications and career training positions, as available, are determined by the coordinator of Employment Information Services or the academic adviser from the participating instructional unit who assigns a Pass (P) or Fail (F) grade for the courses. Normally, failing grades will not be given except in cases where students have been dismissed by their employers for unsatisfactory performance or students leave their jobs prior to completion of a work period without proper approval from their academic adviser or the coordinator of Employment Information Services. In order to receive credit, students must submit a work report, and employers are requested to submit an Employer's Rating Form for each work period.

Students majoring in programs which require, or accept, internship credit for professional experience may elect to enroll in (*Academic Major*) **301C-302C (2-6, 2-6) Cooperative Education and Internship Experience** and receive two to six semester hours credit per work period. To receive this experience, approval of the academic adviser and the coordinator of Employment Information Services is required. To enroll, students must have at least junior status. An academic adviser from the participating instructional unit is assigned to help coordinate the internship experience and assign letter grades. The students are required to maintain all work reports necessary to satisfy the cooperative education requirements plus any additional assignments.

No more than 12 total credit hours for the entire **Cooperative Education Experience** and/or **Cooperative Education and Internship Experience** may be earned. Internship credit hours count toward the requirements of the baccalaureate degree and are not additive. The specific instructional units under which the students participate in the program determine the degree requirements for which the work experience substitutes.

### Student Status

To be eligible for the Cooperative Education program, students must have completed the freshman year and have a 2.3 GPA.

Student fees are assessed according to the current per semester hour rate as shown under Financial Information. Information about the program and how to apply can be obtained in the Office of Counseling and Career Services, 731-881-7740.

## **Services for Students with Disabilities**

It is the policy of the university to provide reasonable accommodations (academic adjustments and auxiliary aids) to assist students with disabilities in negotiating the university system. PACE (Program Access for College Enhancement) serves students with learning disabilities and ADD. For additional information on services to students with disabilities, call the coordinator of disability services at 731-881-7744. Also see the university's 504/ADA statement listed in the front of this catalog.

## **Student Success Center**

UT Martin coordinates its learning support activities through the Student Success Center. Help for students begins with placement tests, which students take during orientation. The tests help advisers know students' appropriate beginning levels. One test may show, for example, that students need greater reading skills; they may choose to take a reading course which will help them deal with the increased size and difficulty of the college reading load.

Once in classes, students will find a range of available aid. They may get drop-in help for writing needs in the Writing Center, 209 Andy Holt Humanities. A Math Lab operates on the fourth floor of the Andy Holt Humanities Building on Monday through Thursday evenings and in the Humanities Building basement during the day. Students often want to learn how to manage their time effectively, how to succeed in a particular course, or how to prepare for a particular examination. To learn what labs, courses, tutoring, printed and computer materials, and counseling UT Martin offers, students may inquire at the Student Success Center, 210 Clement Hall, or may call 731-881-7744.

The CLEP (College-Level Examination Program), DANTES (Defense Activity for Nontraditional Education Support), and GED (General Education Development) tests are administered in the Student Success Center. The GED is provided weekly, by appointment. Computer-based testing is available for GRE, GMAT, TOEFL, PRAXIS, NBPME, CBSAT (Talent Search), and NBPTS by appointment or drop-in basis. For more testing information, contact the Testing Center in the Student Success Center, 210 or 211 Clement Hall, or call 731-881-7744.

The Student Success Center is partially funded by a Title III-Strengthening Institutions Grant from the Department of Education.

## **Study Skills**

UT Martin Study Skills, located in 206-210 Clement Hall (731-881-7744), offers students help with time management, note taking, and other study skills related to academic performance. Films, tapes, written materials and individual counseling are all available resources.

## **Veterans Service**

The University of Tennessee at Martin is fully approved by the State Approving Agency to provide training under the Vocational Rehabilitation and War Orphans' Assistance programs, the Veterans Readjustment Benefits Act of 1966, and the Veterans Educational Assistance Program.