

providing programs and services that enhance the personal, social, educational, and cultural development of students; and actively engaging in efforts to encourage students of color to participate in and contribute to the life of the campus.

The Office of Minority Affairs endeavors to serve the UT Martin community as a multicultural resource. The office seeks to provide educational opportunities that assist majority and minority students in identifying commonalities and recognizing, understanding, accepting, respecting, and valuing their differences.

Located in 223 Administration Building, the Office of Minority Affairs advises several student organizations, including the Black Student Association. The office also administers the Harold Conner Scholarship Program.

### **Student Health Services**

The mission of Student Health Services is to provide students with timely, quality health care throughout their enrollment and to assist students in developing a greater sense of responsibility to themselves and others by establishing good health care and habits. Student Health Services is also available to the campus community to provide resource material and educational programs.

Student Health Services is located behind Cooper Hall and has a staff of nurses and a part-time family nurse practitioner with an M.D. consultant. The staff nurses are available during the regular office hours of 8 a.m. to 4 p.m. Monday through Friday. The family nurse practitioner is available daily when classes are in session. Appointments are preferred.

To be eligible for services, one must be enrolled in classes during that semester. A health history card must be completed and on file in the Student Health office. Services include general outpatient care, first aid, limited laboratory service, vaccines, physicals, and allergy shot administration. Student Health also dispenses some prescription medications. There is no charge for an office visit; however, minimal fees are charged for prescription medications, lab tests, and vaccines. Volunteer Community Hospital is located near the university and is available for medical and surgical services and emergencies, but the student must pay his/her own hospital expenses.

Students are urged to carry health insurance to cover illnesses and accidents that may occur while they are enrolled, since this coverage is not provided by the institution. Information about insurance coverage available to students at low costs can be obtained at Student Health Services.

Note: All students are required to be in compliance with Tennessee Department of Health requirements regarding two MMR vaccines, Hepatitis B vaccines, and the vaccine for meningococcal disease. Proof of vaccinations must be on file in Student Health Services. Failure to comply will result in inability to register for classes.

For additional information, call 731-881-7750.

### **Student Life**

UT Martin offers many opportunities for students to become involved in the total collegiate experience. The Office of Student Life coordinates a number of special activities throughout the year in conjunction with various student organizations and university departments. The Office of Student Life works to support more than 100 student organizations including professional organizations, honorary societies, service organizations, special interest groups, and social Greek letter organizations (fraternities and sororities).

Student Life works closely with the Office of Campus Recreation in support of the intramural sports, club sports, and outdoor recreation programs, and with the University Center in support of the various program opportunities for students. Also, Student Life provides advisement for the Student Activities Council, and co-directs the university's First Year Initiative Program. For more information, call the Office of Student Life at 731-881-7525 or visit the Website at [www.utm.edu/~utmliife](http://www.utm.edu/~utmliife).

### **Opportunities at UT Martin**

- Professional Organizations – UT Martin has more than 50 student organizations that represent different academic disciplines or career paths. These organizations offer opportunities for students to interact with professionals in their given fields and with students with similar professional interests. Each year, several professional student organizations at UT Martin receive national recognition and honors.
- Honorary Organizations – UT Martin hosts several honorary societies that recognize students for significant academic accomplishment and exceptional leadership ability. Phi Kappa Phi is the flagship honorary organization at UT Martin.
- Service Organizations – UT Martin is home to several service oriented organizations, including Alpha Phi Omega and Up 'Til Dawn. During the academic year, these organizations engage in community service and philanthropic projects that contribute to the quality of life throughout Northwest Tennessee.
- Student Government Association (SGA) – The Student Government Association provides opportunities for students to participate in the governance of the university. When a student enrolls at UT Martin, he/she becomes eligible to participate in Student Government. Executive and Senate positions are elected on an annual basis. Representatives of the SGA, along with members of the faculty, serve on major campus committees.
- Student Activities Council (SAC) – The Student Activities Council is charged with providing student entertainment activities for the campus. Various committees include entertainment; arts, news, and views; game room; film and video; and publicity. Participation on the various committees is encouraged and open to all students. The SAC produces in excess of 75 events during an academic year. For more information, see the Web at [www.utm.edu/sac](http://www.utm.edu/sac).
- Special Interest Organizations – Ranging from the Young Republicans Club to the Second Nature Environmental Society, UT Martin hosts several student organizations that focus on the specific interests of the UT Martin community.

### **Fine and Performing Arts Opportunities**

Vanguard Theatre presents two or three major theatrical productions and a series of one-act plays during the academic year. These provide the opportunity for students to participate in acting, stage-managing, and lighting, as well as designing and constructing stage sets and costumes. In addition, a series of original plays written by students in the playwriting classes is presented in the spring. These performances are directed by students from directing classes. Thus, students work together as playwrights, directors, and actors, toward the realization of a script.

**The UT Martin Dance Ensemble** is an auditioned group which performs a variety of dance styles. Student productions in the spring semester provide opportunities for dancing, choreography, stage-managing, lighting, and designing sets and costumes for dance. Two credit hours.

**The Skyhawk Marching Band** is organized fall semester and is open to all university students who have a background in marching band. The band performs for football games and presents exhibition performances at area marching band contests. Band camp is held for one week before fall semester. Marching band carries one credit hour. Pep bands are organized to perform for basketball games and pep rallies. Band scholarships are available by audition.

**The Wind Ensemble** and **Concert Band** are also open to all students with instrumental music experience. These bands perform a variety of wind band repertoire during the spring semester. Band scholarships are available by audition. One credit hour each.

**The Concert Jazz Band** rehearses throughout the academic year and is open to all students by audition. A variety of jazz, rock and popular music styles are performed for special events on- and off-campus, including concerts for area schools. One credit hour.

**Instrumental Ensembles** – Brass, Woodwind, and Percussion Ensembles are open to all students by audition. These groups perform in chamber music concerts and for other occasions. One credit hour each.

**University Singers** is an auditioned choir of about 40 to 50 voices which performs both sacred and secular music from all periods of history. The choir meets four times each week. One credit hour.

**New Pacer Singers** is an auditioned show choir of students chosen for their singing and dancing ability. The group performs mostly show tunes and popular music for campus activities, civic groups, and high schools. One credit hour. New Pacer Singers scholarships are available by audition.

**Lyric Opera Theatre** presents at least one staged production during the year, usually in the spring semester. These performances include works from the standard operatic repertoire as well as contemporary operas. Scenes from operas are also presented. One credit hour.

**Piano Ensemble** is open to qualified students by audition. The group specializes in the performance of four-hand and eight-hand piano music. One credit hour.

**Accompanying** offers opportunities for performance with vocal and instrumental soloists as well as with instrumental ensembles. One credit hour. Opportunity to accompany on a non-credit basis is also available.

**Private Instruction in Music** – Qualified students from all curricula may elect to take individual instruction in applied music in the Department of Music for credit on a “space available” basis.

**Music Recitals** – Faculty recitals are presented each year by the Department of Music. Junior and senior recitals are given by music majors, and students perform in weekly recitals on Wednesday afternoons. All recitals are open to the public.

## **Information Technology Services**

The Office of Information Technology Services provides high-quality information technology and communications resources and services through shared resources, common infrastructure, and common functions in support of the administrative and academic activities of UT Martin.

- UT Martin’s current recommended student computer configuration is available on the web site at <http://www.utm.edu/departments/its/>.

- Online services are available 24 hours from anywhere and anytime.
  - The myUTMartin portal provides single sign-on access for students to many of the online resources available to UT Martin students. The myUTMartin portal is customizable by the individual student to provide the information that they desire.
  - Register, view and print schedules, view course schedules, view adviser information, view and print grades, view and print unofficial transcripts.
  - Apply, view, accept Financial Aid information.
  - View and pay fees by student or approved parent.
  - See how changing majors affects graduation.
  - View graduation requirement checksheets.
  - At the student's discretion, elect to receive electronic refunds.
  - All students are given email accounts that utilize Microsoft Outlook Web Access 2003 for email, calendar, task management, address books and more.
  - Faculty can advise students, view and print rosters and course schedules, and enter grades via Banner Student Information System web interface for faculty and the myUTMartin portal.
- Residence halls and campus apartments
  - All residence halls and campus apartments have ports for high-speed connection to the Internet.
  - 72 cable TV channels with four premium movie channels
  - Telephone service with optional low-cost long distance service
  - Voice mail
  - The new apartment style residences also have 802.11b wireless.
- Assistance
  - The Information Technology Services Helpdesk is located in the Boling University Center. Technicians are available to assist students, faculty, and staff via the web, email, or telephone 24 hours a day, 7 days a week. Walk-in assistance is available during University Center hours.
  - Resident Network Assistants assist students with connecting to the UT Martin network and upgrading their systems for proper security.
  - Information Technology Services utilizes the talents of UT Martin students to assist in meeting the needs of the campus by hiring students as workers in a variety of areas.
- Security
  - The corporate anti-virus software is available to all students, faculty, and staff and is required prior to connecting to the UT Martin network.
  - Network authentication is required for access from the residences.
  - The Skyhawk Card is utilized for access to secured areas, vending machines, laundry facilities, and printing.
- State-of-the-art technology
  - One-third of student-use and classroom computers are replaced each year, providing students access to new technology.
  - Microsoft Office 2003 is currently available in the general purpose labs.
  - Students have access to file storage space on a Windows 2000 server for assignments and money on their SkyHawk card to print from any general purpose lab.
  - The general purpose student labs are available almost 24 hours per day every day.
  - Wireless notebooks are available for checkout and use in the Library.

- Color printers and scanners are available.
- A multi-media station is available in the Library for students to produce and convert all types of digital media for assignments and portfolios.
- Digital Printing Services is equipped with new state of the art digital printing capabilities for student, faculty, and campus use.
- UT Martin has an Interactive Video Network with 4 classrooms on the Martin campus and T1 connections to classrooms in Jackson, Selmer, Camden, Paris, Lake County, McKenzie, Ripley, Knoxville, and Memphis for teaching courses through the video network.
- Network
  - UT Martin is connected to the Internet through a 45 megabit DS3
  - 802.11b wireless is available in academic buildings and the Library and University Center, including the ability to print from the wireless network.
- Classrooms
  - Classrooms are equipped with Internet connections.
  - Multi-media computer units are available permanently or through mobile units for use in classrooms and auditoriums.
  - Laptop connections to the projectors are also available.
  - Blackboard, the campus online course management system, provides an online interface between faculty and students for specific course assignments, documents, and course learning activities.
  - One-third of the classroom technology is replaced every year.
  - One hundred classrooms are equipped with technology.
  - One-third of the full-time faculty members receive new computers every year. The faculty computer rotation allows faculty to always be ahead of the technology curve. For the 2006-2007 year, all full-time faculty members will have had the opportunity to receive a multi-purpose convertible laptop/tablet computer.
  - The Instructional Technology Center provides training and consulting services to faculty for online and blended courses. Workshops, regularly scheduled monthly training events, and individualized instruction on a variety of software and classroom technology is available on a continuing basis. State-of-the-art equipment for faculty technology needs is housed in the ITC facility in the Paul Meek Library.
- The UT Martin Computer Store
  - Students can take advantage of UT volume discounts on hardware, software, and accessories through the Computer Store, located in the Boling University Center. Information Technology Services also services what we sell through the Computer Store.

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 Student and Alumni 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 Student and Alumni 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 Student and Alumni 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 Student and Alumni Employment Information 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. The Office of Disabilities (in 203 Clement Hall) 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.