Please keep and use this handbook during your stay in Martin. The handbook is for general information and some information may not be correct due to frequent changes.
Map 2: Martin Medical Complex

1. Counseling Center/Pathways
2. Community Development Center
3. Van Ayer Manor Nursing Center
4. Wesley at Martin (Senior Ministry)
5. Greenbrier Meadows (Assisted Living)
6. University Home Health
7. Martin Medical Center
8. Dentistry
9. Eye Care Center
10. Family Dental Care
11. Renal Care Group
12. Specialty Clinic
13. Wellness Center
14. Methodist Volunteer Hospital
15. Professional Arts
16. Dentistry
17. Health South Cane Creek Rehabilitation Center
18. Health South (Rehabilitation)
19. Medicare Rentals & Services
20. Gastroenterology Associates
21. Martin Pediatric & Adolescent Center
22. Martin Health Care
23. Surgical Associates of Martin
Dear Student:

Welcome to Martin, Tennessee.

All of the people in International Programs and International Admissions hope you have an enjoyable and profitable time while you are studying here.

The Instructors in The Tennessee Intensive English Program (TIEP) are committed to helping you to improve your language skills and to make cultural adjustments so that you will succeed in undergraduate and graduate programs.

The Staff in International Programs and International Admissions are ready to help you during your undergraduate or graduate study at The University of Tennessee at Martin.

The information in this handbook will be useful to you throughout your studies and may answer many questions you have about the university and the Martin community.

Please read each section of the handbook and let me know how we can help you. If you need more information about a topic, do not hesitate to ask me or a staff member.

Wishing you good luck and success,

Amy Fenning
Director of International Programs & International Admissions
Program Description

- Hours of instruction per week: 18 to 30 hours.
- 6 levels of instruction: basic to advanced, University Preparation.
- Core classes: Grammar, Reading, Writing, Listening/Speaking
- Enrichment classes at higher levels: Vocabulary, Current Topics, Global Issues, TOEFL, GMAT, and additional cultural classes.
- Average class size: 12; one teacher for every 10 students.
- Six program terms beginning in August, October, January, March, May and July.
- Mid-term entry dates in September and February.
- Spring Term 1, Spring Term 2, Fall Term 1, and Fall Term 2 have 33 days of class and 50-minute classes.
- Summer Term 1 and Summer Term 2 have 27 days of class and 60-minute classes.
- Successful completion of University Preparation (Level 6) meets the English requirement for undergraduate admission to UT Martin.

TOEFL & IELTS

- The following TOEFL Tests are accepted by UT Martin: The Institutional test administered at UT Martin, Official Score Records of the computer-based TOEFL (cBT) or the internet-based TOEFL (iBT). Institutional TOEFLs administered at other centers are not accepted. The IELTS test is also accepted by UT Martin.
- UT Martin’s Institutional TOEFL is given at the end of each term. The fee is $30.00, paid in Gooch 144. Registration is announced during the term. Unofficial scores are available the day of the test. Official scores are usually received in four weeks.
- The Educational Testing Service will not send Institutional scores to other universities. International Programs will send the scores if requested. However, you probably need to take an iBT if you plan to transfer. The iBT is given at UT Martin.
- A minimum TOEFL score of 61 iBT, 173 cBT, 500 paper-based or a minimum IELTS of 6.0 is required for all undergraduate students. A minimum TOEFL score of 71 iBT, 197 cBT, 525 paper-based or a minimum IELTS of 6.5 is required for all graduate students.
Attendance

- Each student is required to attend all classes. Failure to attend classes in accordance with a student’s visa can result in immediate dismissal from TIEP or UT Martin and immediate return to native country.
- Any student who does not progress in language studies due to poor attendance will be placed on probation. If excessive absences continue, that student will be dismissed from TIEP.
- Both “excused” and “unexcused” absences are counted and reported. “Excused” absences permit teachers to make allowances on a case-by-case basis. Absences must be recorded.
- In addition, specific attendance policies for each class are set and explained by each teacher.

Cost (Subject to change)

- Tuition $2,100.00 (each term)
- Program Facilities Fee approximately $291.00 (eight weeks)
- Room and Board costs are not included in the above costs.
- Each student must buy his own books; average cost is $250.00.
- Each student is urged to have health insurance in the U.S. This may be purchased in one’s own country or at the time of registration.
- Students may use the following methods of payments:
  Personal Check
  Debit Card or Cash
  Mastercard or VISA
  Travelers Check & Cash (exact amount)
Refund Policy

Formal withdrawal from the Tennessee Intensive English Program (TIEP) is permitted only in cases of serious personal or family illness or injury, death in the immediate family, or other severe hardships in the opinion of TIEP administrators. A formal Application for Withdrawal form must be signed by the student in order to be valid. A check request form for the amount of the refund is then sent to University Administration. The process takes approximately four weeks.

The following schedule is applied in making refunds of fees in TIEP:

- Withdrawal prior to first day of class: 100%
- Withdrawal on first day of class: 80%
- Withdrawal on second day of class: 50%
- Withdrawal on third day of class: 20%

There will be no refunds made after the third day of class for any reason.

Extracurricular Activities

- Publications: The International Quarterly- a publication written by TIEP students in English which includes short stories, poems, recipes, cartoons, etc.; published at the end of each term, and The Spirit, a weekly newsletter with cultural tips, news and coming events.

- International News Board: a bulletin board of international news articles; located down the hall from the International Programs Office.

- Social Activities: The Office of International Programs and International Admissions sponsors social gatherings and trips to major cities, parks, and recreational areas throughout each term.
Classroom Behavior

- **Cell Phones**: Make sure your cell phone is turned off while in classroom.

- **Cheating**: Considered a very serious offense in the United States and can be a reason for dismissal from school. Cheating includes giving or receiving answers during a test, copying assignments from another student, and using material copied from any printed matter as your own writing.

- **Coming late to class**: Disturbs teachers and students. Students who come late give the impression of not being interested in the course. Some teachers will not allow a student to enter the classroom once the class has begun. **BE EARLY FOR CLASS!**

- **Addressing a teacher by first name is not done in the United States; teachers should be addressed as Dr./Mr./Mrs./Ms. (family name).**

- **Participation**: English teachers encourage students to participate by asking questions, giving opinions, and sharing ideas. Teachers enjoy students who are willing to discuss topics in class. You do not need to stand when a teacher calls on you. Please be quiet when another student is called on.

All TIEP students have the right to study and learn English in a positive environment. Student behavior that disrupts the educational environment may result in a letter of reprimand or dismissal from the program.

- Attending class or field trips under the influence of alcohol or illegal drugs
- Violence or threats of physical violence
- Causing a disturbance in class
- Not following the teacher’s instructions
- Other unacceptable conduct is also included in this policy

**Student Complaints And Questions**

If you are dissatisfied with something at TIEP (an experience, an interaction, or some communication that you have had with any TIEP employee), please speak directly to that person about how you feel. If the response from that person is unsatisfactory, you can make an appointment to see the Academic Coordinator with issues related to classes or with the Director for any other issue. He or she will be able to advise you of your options.
Grading System

After a student is enrolled in classes, progress in English is evaluated in several ways:

- class attendance and punctuality
- active or appropriate participation in class
- completed homework assignments
- quizzes and tests

Grades

Letter grades are assigned to each class according to the following ranges:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100%</td>
<td>Excellent</td>
</tr>
<tr>
<td>B</td>
<td>80-89%</td>
<td>Very Good</td>
</tr>
<tr>
<td>C</td>
<td>70-79%</td>
<td>Average or Good</td>
</tr>
<tr>
<td>D</td>
<td>60-69%</td>
<td>Poor</td>
</tr>
<tr>
<td>F</td>
<td>0-59%</td>
<td>Significant Problems</td>
</tr>
</tbody>
</table>

A grade of “A”, “B”, or “C” indicates successful completion of a class. A grade of “D” indicates a student is not ready to advance and needs to repeat that class. A grade of “F” may indicate insufficient effort, excessive absences, or a failure to complete assignments.

Most importantly, the letter grade indicates the skill level of a student based on homework, quizzes, tests, classwork, projects, participation in class activities, and other assigned components of a course as evaluated by the instructor. Attendance has a significant impact on all of these.

The teacher has sole responsibility for assigning grades.

A Grade Point Average (GPA) is included on the Grade Report for each term to indicate the student’s overall performance for that term.
Advancing

A student must complete all four core classes in Level 4 with a grade of “C” or higher before advancing to any Level 5 class.

Likewise, a student must complete all four core classes in Level 5 with a grade of “C” or higher before advancing to University Preparation.

This means that a student who has not successfully completed one or more of the core classes in Level 4 or Level 5 will repeat the core class or classes and take non-repetitive, content-oriented enrichment classes that will reinforce language skills. The combination of core courses and enrichment courses will fulfill the program hours required for students with F-1 visas.

Students must attend all classes, and students in Level 4 and Level 5 must have a term Grade Point Average of 1.5 to advance.

A student successfully completes University Preparation based on a review of the student’s performance in three areas—Academic Skills, Critical Listening, and University Experience—by a committee.
Most forms that you will need to keep your visa current are available in the Office of International Programs. You can obtain help from either the Director of International Programs or the administrative assistants.

Your Passport

Keep your passport valid. It is your most important piece of identification. You cannot renew your visa unless your passport is current. You cannot leave the U.S. without a valid passport.

Your I-20

This form is issued to you to attend UT Martin initially. The form I-20 ID is to be retained by you at all times. It serves as a record of all transactions about your status and is needed for re-entry into the U.S.

If you plan to leave the U.S., you need to have your copy of the I-20 signed again by the Director or other authorized official from the office of International Programs before you depart.

If you wish to transfer to another school, you must consult with our office for proper transfer procedures. We must release you in SEVIS from UT Martin to the school to which you transfer.

Important Reminders

- Apply for an extension of stay before your I-20 document expires. If an I-20 expires, a student is considered to be "a visa overstay" and out-of-status.
- Have your documents checked by the Primary Designed School Official (PDSO) or Designated School Official (DSO) in Gooch 144 before leaving the United States for any travel outside the country.
- Report a change of address to the PDSO or DSO in Gooch 144.
- Report a change of major to the PDSO or DSO in Gooch 144.
- Register and complete each term or semester as a full-time student. Failure to do so will result in your being out-of-status and could require you to return to your country immediately.
It Is Your Responsibility To Keep Your Immigration Documents (I-20) and Passport Current.

To Remain In Status, You Must Attend School Full-time For A Minimum Of Two Semesters in Regular Curriculum or Four Terms in TIEP Before Taking Off One Semester or Term for Vacation in the U.S.
Your Employment

• F-1 students who are maintaining status may work part-time (not more than 20 hours per week) on campus while in session. F-1 students do not need INS authorization to work on campus. During vacation periods and school breaks, F-1 students may work full-time on campus if you are returning to classes the following term.

• Off-campus employment is limited to students enrolled in academic programs in colleges and universities. Students in English language programs are not eligible. Working off campus requires special authorization by Immigration and is available only in certain situations, such as a severe economic need arising after entry into the United States.

• Optional Practical Training (OPT): Students who have completed their course of study by receiving a Bachelor’s or Master’s degree may be employed full time for one year in their field of study. Optional practical training requires consultation with the Primary Designated School Official (PDSO) in Gooch 144 and work authorization from the INS. Be sure to complete the application process at least three months before intending to begin working. A student may not be employed until after receiving authorization.

Paying Your Taxes

• International students who earn income while in the United States must file an appropriate IRS form each year. April 15 is the day most Americans must file tax returns. Don't miss the deadline; a person will be penalized if he is late.

• Sources of U.S. income may include on-campus employment, scholarships (from US), assistantships (from US), etc. International students do not have to pay taxes on interest paid to them by U.S. banks. Note that "income" is not limited to wages paid in cash but also includes that portion of a student's scholarship or assistantship that is applied to housing and meal expenses.
Tax Forms

1040NR-EZ: Most international students who work use this IRS form. During "tax season", these are available in the main office of International Programs, Gooch 144.

W-2: "Wage and Tax Statement" is a form issued annually by employers (normally during the month of January). Copies of the W-2 must be filed with federal tax forms.

Social Security Card

The card bears a unique nine-digit identification number. Before a student can begin to work in the United States, it is necessary to obtain this card. An international student can get a social security card only if he has a job offer (either on campus or Optional Practical Training).
Legal Situations

While in the United States, international students enjoy the basic freedoms that U.S. citizens enjoy. It is important, however, that you realize you are legally responsible for all laws, including university, local, state, and national. You, as a student and guest in the U.S., are required to obey all the laws in the same manner and with the same protection and punishment as a U.S. citizen.

Certificate of Driving

- In the State of Tennessee, international students will be permitted to drive providing they have an International Driver’s License or a valid license from their own country, but for only 30 days. After that, international students must apply for a Tennessee Certificate of Driving.
- To obtain a this certificate, students will have to take a written and a driving test; a proof of residency is required. The cost is less than $30.00.

Owning a Car

- By law, owners must have a minimum of liability insurance.
- The proof of insurance must be in the car during operation.
- In the State of Tennessee, a car must have: a "Title" which shows the ownership, "Plates" which show the registration number of the car, and a "Certificate of Registration".

Drinking Age

- All states in America have a legal drinking age of 21. Anyone below this age cannot buy, possess, or drink alcohol. Breaking this law is a criminal offense and brings fines, a one-year suspension of the driver’s license, and other penalties.
- No alcoholic beverages are allowed on the UT Martin campus
- No open container of any alcoholic beverage is allowed in a vehicle.

Drugs

- The United States prohibits the use, possession, or sale of marijuana, heroin, cocaine, and other illegal substances.
- The use, possession, or sale of these drugs is a serious offense and brings heavy punishment and deportation.
Legal Situations

Shoplifting

- Most stores in America use TV cameras and alarms to prevent this form of theft. A person caught shoplifting is treated as a thief and punished in the same way. While shopping, make sure you keep all purchases in your hands or in the carts provided until you pay for them.
- In big stores the "EXIT" and "ENTER" signs are clearly marked on the door. Use the proper entrances and exits.

Insufficient Funds (Banks)

- You must keep an exact account of all checks written and the balance left in your bank account.
- Do not write a check if you do not have the money in the bank to cover it. Most stores charge a heavy fine for these "bad checks" and often hand them over to the police. In addition, the bank will charge at least a fee of $25.00 for each "bad check".
- If a bank should by mistake give you more money than you deserve, you are required to return the extra money, even if it was the bank's error.

Littering

Throwing garbage or paper on university property, local and state highways and streets is considered a criminal offense. A person arrested for criminal littering is fined $500.00 and is required to remove litter from streets, roads and highways for a period of 14 days to 6 months.

Jaywalking

Crossing a street without using the crosswalk is dangerous and illegal. Police will issue tickets for jaywalking.

Be careful at crosswalks, drivers do not always stop!

Wearing seat belts is required by Law.
Campus Facilities

University Center

- **Cafeteria**—For students who want to eat meals on campus, the University Center has a large cafeteria and a Food Court which includes several fast-food restaurants.
- **Watkins Auditorium**—Students can see current, popular American movies on Sunday nights in the University Center.
- **Barnes & Noble Bookstore**—Students can buy their books and school supplies in the bookstore.
- **Post Office**—There is a post office where students can buy stamps, send packages and letters, and receive mail.

_Notify the Post Office and the Office of International Programs about any change of address._

- **Information Desk**—At the information desk students can cash checks, buy tickets to some events, for example, concerts, and get information about campus activities.

Recreation/Organized Sports

- UT Martin has a modern, fully equipped physical education complex which contains a swimming pool, racquetball courts, a large gymnasium, indoor and an outdoor running track, a field house and exercise room, among other features.
- There are also soccer and football fields, a golf driving range, a number of tennis courts, and a 1.5 mile walking and jogging trail.
- Students can participate in intramural sports and co-educational recreation activities throughout the school year.
- For spectators, UT Martin has a full varsity season in American football, basketball, baseball, softball, volleyball and tennis.
Campus Facilities

Library

- The Paul Meek Library is a modern facility with numerous volumes, a variety of newspapers and magazines in several languages, a helpful staff and research librarians, study rooms and a 24-hour daily study area.

Computer Labs

- Computer labs are located in all academic buildings and the library.

Music and Theater

- Musical Performances: Students and faculty members in the UT Martin Music Department offer many free recitals in addition to a variety of band, orchestral and choral performances.
- Private Instruction: Students are able to receive individual instruction in instrument and voice. Contact the Music Department in the Fine Arts Building.
- Vanguard Theater: Vanguard Theater offers two major productions each year, in addition to original one-act plays and a summer repertoire. Students pay a reduced rate for tickets.

International Week

International Week gives international students the opportunity to share with American students and Martin residents about their country, their customs and traditions, their songs and dances, their food and native dress.

The week-long celebration includes activities such as films, displays of objects from many nations, International Food Fair/Café, and demonstrations of art and skills of the international students.

International Café is a very special event in which students buy, cook, and sell their country’s food for the Martin community.
Fire Safety

Please read the rules and instructions which are posted in your dorms concerning fire safety. All dorm rooms are equipped with overhead alarms. Also, fire extinguishers are located on all floors. Be familiar with these and with exits (doors and path that get you outside the quickest) in the event of a fire.

When an alarm rings, ALL STUDENTS MUST evacuate rooms and dormitory immediately. This is true for practice drills or false alarms.

On-campus Housing

• There are three types of University housing:

  1. Housing for married students in University Courts and Grove Apartments. The rent is monthly for one, two, and three-bedroom apartments. Rent includes cable TV, Internet connection and local phone service.

  2. Residence Halls for single students; private rooms are occasionally available at an additional cost. Rent includes cable TV, Internet connection, water, electricity and local phone service.

  3. Sometimes there are apartments available for single students.

• The University usually keeps a dormitory open during vacation periods. Toward the end of semesters and before holidays, Housing posts information about housing arrangements (made by the Housing office) throughout the dorms. Read notices posted in your dorm.

• Every dormitory has its own policies on "open house" (this is when you may have a guest of the opposite sex). It is your responsibility to learn about your dorm's open house rules.

• It is against the law to have alcoholic beverages or to have a weapon of any type on school property.

• A housing contract binds you to a dormitory room for the academic year (Fall and Spring semesters).

• Burning candles is NOT permitted in dormitories.

• Smoking is not allowed in any university dormitory or apartment.
Off-campus Housing

- There are several types of living accommodations:
  1. Single Rooms - Rooms usually contain only one bed, a desk, and toilet facilities. Sometimes toilet and kitchen facilities are shared with other tenants on the same floor.
  2. Apartments - Apartments are of two types: furnished (rarely available) or unfurnished. The average rent for a one-bedroom apartment, unfurnished, in the Martin area is $330.00 per month. Apartments, whether furnished or unfurnished, should include a stove, sink, and a refrigerator. Furnished apartments will include beds, sofa, chest of drawers, desks, lamps, chairs, etc.

- After locating suitable housing, students will probably have to request the Weakley County Municipal Electric System to turn on the electricity. Additionally, a request for water service will probably have to be made at City Hall. For each utility, a deposit must be paid.

- Occasionally, utilities may be included in the rent.

- To order the installation of a telephone, contact Frontier Communications at 1-800-921-8101. Frontier Communications requires a substantial deposit on the installation of a phone.

Rental Agencies

1. Alexander Real Estate 587-4244
2. Fuller Partners 587-3157
3. Century 21 587-9547
4. Martin Rental Company 587-2937
It is recommended that all students open an account at a local bank. It is not wise to carry large sums of cash or to keep large amounts of money in your dormitory room. Local businesses will not accept out-of-town bank checks.

First State Bank
109 University Street
Phone: 587-9561

Reelfoot Bank
408 N. Lindell Street
Phone: 587-5373

Regions Bank
242 Lindell Street
Phone: 587-3131

UT Federal Credit Union
103 Hurt Street
Phone: 587-5451

Services Provided

• Checking Accounts
• Savings Accounts
• Travelers checks can be purchased at all banks.
• All banks provide ATM (Automated Teller Machine) card(s). Treat your ATM card like money. Do not leave it on a desk or table or open drawer. Memorize your Personal Identification Number (PIN), and do not carry your PIN with your card. Never tell anyone your PIN.
• When opening any account, a student must sign a signature card.

Services Not Provided

• American banks do not have the responsibility for having enough money in your checking account. This is your responsibility.
• American banks will not take money from your savings account to pay for your checks. Only you can change money from your savings account to your checking account.
• Loans are almost impossible for foreign students to obtain.
Checks
Never write a check if you do not have enough money in your checking account to pay for that check. This is called writing a "bad" check. Writing bad checks can result in a fine or imprisonment. You will have to pay the bank $25.00 each time the check "bounces" and the merchant involved $25.00 to $30.00 for every bad check. If a check is turned over to the County Court, the cost or fine is expensive.

Debit Cards
Also known as a checking card, a debit card allows you to withdraw from or deposit money to your bank account using an automatic teller machine (ATM) and to make purchases at stores that accept the card. Debit cards usually carry a credit-card logo (such as MasterCard or Visa) and can be used in place of a check or credit card. Debit cards are not credit cards, however; and they can be used only for money you have in your checking account. You cannot spend more than you have.

Receiving Money From Home

- The safest and fastest way to receive money from home is by Wire Transfer. Your family should have money wired to:
  a. The xxxxxxxx Bank, Martin, Tennessee 38237.
  b. Give the bank’s routing number, xxxxxxxx.
  c. Your complete name and savings or checking account number xxxxxxxx.

  If your family follows these instructions, your money should be here in 2-3 days. If your parents do not supply this information, it may take 2-3 weeks to receive your money. How quickly you receive you money depends on your bank. Some are faster than others.

- Your family may also send you NUMBERED cashier’s checks purchased from a bank in your home city which has a business arrangement with a U.S. bank, such as the Bank of America. Without routing numbers, Martin banks will need 1-4 weeks to clear the checks in New York banks. The time involved depends on the swiftness of the mail service in your country.

- Another way of receiving money from home is by TELEX. This method may take from 3 days to 3 weeks, depending on the country involved.

  The TELEX toll-free number is: 1-800-325-6000.
UT Martin urges all students, including international students, to have good health insurance plans. Since health services are very expensive in the U.S., it is considered very good practice for any student planning to study in the United States to have health insurance.

A good health insurance program is available for The University of Tennessee students. If an international student does not have a comprehensive insurance plan from his/her country, that student may purchase the UT Martin program.

If a student has a health insurance plan from his/her home country, an insurance card with beginning and ending dates of coverage must be presented when receiving medical services.

OTHER HEALTH INFORMATION

- Student Health Services (Map 1 #16), located in a house behind Cooper Dormitory, provides medical attention for minor illnesses, first aid for minor injuries, and preliminary diagnostic services. There are nurses and a doctor with daily hours.

- A health insurance program is available for UTM students which provides a policy with 24-hour-a-day coverage and protection. Also the policy includes dental treatment for accidental injury.

- Volunteer Community Hospital is located in Martin, Tennessee. It is a fully staffed, 100-bed hospital. The hospital is adjacent to the UTM campus.

- International Programs staff in Gooch 144 will help you make appointments with doctors or dentists if you need help.
### Health Services

#### Medical

<table>
<thead>
<tr>
<th>Clinic</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Martin Pediatric Clinic (Map 2 #21)</strong></td>
<td>142 Mt. Pelia Rd., Martin</td>
<td>587-9542</td>
</tr>
<tr>
<td>Dr. Susan Brewer</td>
<td>pediatrician</td>
<td></td>
</tr>
<tr>
<td><strong>Martin Medical Center (Map 2 #7)</strong></td>
<td>117 Kennedy Drive, Martin</td>
<td>587-9511</td>
</tr>
<tr>
<td>Dr. James Shore</td>
<td>family practice</td>
<td></td>
</tr>
<tr>
<td>Dr. Anna Hopla</td>
<td>internal medicine/Nephrology</td>
<td></td>
</tr>
<tr>
<td>Dr. Susan Lowry</td>
<td>family practice</td>
<td></td>
</tr>
<tr>
<td>Dr. Walter Fletcher</td>
<td>C.F.N.P.</td>
<td></td>
</tr>
<tr>
<td>Stefanie L. Gray</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Leslie Ary</td>
<td>C.F.N.P.</td>
<td></td>
</tr>
<tr>
<td><strong>Martin Specialty Clinic (Map 2 #12)</strong></td>
<td>143 Kennedy Drive, Martin</td>
<td>587-5321</td>
</tr>
<tr>
<td>Dr. David Jones</td>
<td>internal medicine</td>
<td></td>
</tr>
<tr>
<td>Dr. Anant G. Dalvi</td>
<td>pulmonary</td>
<td></td>
</tr>
<tr>
<td>Dr. Stephen Young</td>
<td>cardiologist</td>
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</tr>
<tr>
<td>Jack Baltz</td>
<td>C.F.N.P.</td>
<td></td>
</tr>
<tr>
<td><strong>Hinds Medical Clinic (Map 3 #6)</strong></td>
<td>215 Hawks Road, Martin</td>
<td>587-3454</td>
</tr>
<tr>
<td>Dr. Michael Hinds</td>
<td>internal medicine</td>
<td></td>
</tr>
<tr>
<td><strong>Surgical Associations (Map 2 #23)</strong></td>
<td>300 Peach St., Martin</td>
<td>587-2525</td>
</tr>
<tr>
<td>Dr. Elizabeth Duncan Lund</td>
<td>obstetrics-gynecology</td>
<td></td>
</tr>
<tr>
<td><strong>Gastroenterology Associates (Map 2 #20)</strong></td>
<td>148 Mt. Pelia, Martin</td>
<td>587-5170</td>
</tr>
<tr>
<td>Dr. Nikhil Patel</td>
<td>gastroenterologist</td>
<td></td>
</tr>
</tbody>
</table>

#### Dental

<table>
<thead>
<tr>
<th>Dentist</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. C. E. Baker</td>
<td>Kennedy Drive (Map 2 #10)</td>
<td>587-5344</td>
</tr>
<tr>
<td>Dr. Greg Moore</td>
<td>Kennedy Drive (Map 2 #8)</td>
<td>587-4742</td>
</tr>
<tr>
<td>Dr. Chris Moore</td>
<td>Kennedy Drive (Map 2 #8)</td>
<td>587-4742</td>
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<tr>
<td>Dr. Ronald Foley</td>
<td>Kennedy Drive (Map 2 #16)</td>
<td>587-9670</td>
</tr>
<tr>
<td>Dr. Stooksberry</td>
<td>Kennedy Drive (Map 2 #16)</td>
<td>587-9670</td>
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<tr>
<td>Dr. Thomas Gallien</td>
<td>Kennedy Drive (Map 2 #15)</td>
<td>587-6066</td>
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<tr>
<td>Dr. Woody Forbes</td>
<td>Kennedy Drive (Map 2 #15)</td>
<td>588-1050</td>
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#### Optometrical

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<thead>
<tr>
<th>Optometrist</th>
<th>Address</th>
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<tr>
<td>Dr. A. Peter Bukeavich</td>
<td>Kennedy Drive (Map 2 #15)</td>
<td>587-2020</td>
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<tr>
<td>Dr. Donald Wright</td>
<td>Kennedy Drive (Map 2 #15)</td>
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<tr>
<td>Dr. Donnie Davis</td>
<td>Kennedy Drive (Map 2 #9)</td>
<td>587-3555</td>
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<tr>
<td>Dr. Russ Gilliam</td>
<td>Kennedy Drive (Map 2 #9)</td>
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<tr>
<td>Dr. Daniel Donaldson</td>
<td>Kennedy Drive (Map 2 #9)</td>
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Supermarkets

All foods are located in one store. You will find fresh fruits, vegetables, canned goods, baby foods, meats, bread, cleaning supplies, paper products, and frozen foods.

- Save-A-Lot - Skyhawk Parkway
- E.W. James & Sons - University Commons
- Walmart Superstore - Martin, TN

Drugstores and Pharmacies

This is where you can buy the medicine your doctor has ordered for you.

- Van’s Pharmacy - University Commons
- Wal-Mart Pharmacy - inside Wal-Mart
- CVS pharmacy - University Plaza

Clothing Stores

There are several places in town to purchase clothing. If you want inexpensive clothing, you can find it at these stores:

- Super Wal-Mart
- The Fashion Bug - University Plaza
- Factory Connection - University Plaza

Discount Stores

These are department stores where you find a large variety of things, from clothing to toys, from drugs to garden supplies. They often have lower prices than many of the small specialty stores.

- Super Wal-Mart
- Dollar General - near University Plaza
- Dollar Tree - University Commons

Furniture Stores

If you are furnishing an apartment, you can find furniture at these stores:

- Tuck’s — Elm Street
Laundries and Dry Cleaners

A laundromat has coin-operated machines for cleaning your clothing inexpensively. A dry cleaner will clean your nicer clothes for you.

• Comet Dry Cleaners - 45 by-pass
• Laundromat - St. Charles Street
• Laundromat - Elm Street (next to Len Haven Motel).

Restaurants

You should leave a tip on the table for the servers. It is customary to leave a tip ($) of 15% of your total bill for the waiters. At fast food restaurants, it is not necessary to tip.

Burger King - University Plaza
New Steak House - Dresden Highway
Dairy Queen - Sharon Highway
Damron BBQ - Dresden Highway
Domino’s Pizza - near campus
Huddle House – Commons
Human Palace
KN - North Lindell
La Cabana - downtown
La Canasta - near campus
Long John Silver’s - University Plaza
Los Portales - University Plaza
McDonald’s - Union City Highway
The Opera House - downtown
Pizza Hut - University Plaza
Sammies
Snappy Tomato Pizza - University Plaza
Sonic - North Lindell
Subway - Union City Highway
Subway - Walmart
Taco Bell - Union City Highway
Jack’s Sports Bar & Grill - across Lovelace Street from Gooch
The Hearth - North Lindell
Wendy’s - across Lovelace Street from Gooch

Tennessee has a state and local sales tax of 9.75% on all goods bought.
Leisure Time

In Martin

- Cine Theater: Located in University Plaza.
- Virginia Weldon Park: Located in Martin behind the Post Office. The park has picnic tables & playground equipment.
- Martin Sports Complex: Located on highway 45 next to high school, has walking track, shelter, baseball fields and play area.
- Cadillac’s: Located on Church Street in Martin. No entrance fee is charged.
- Dale’s: Located on Church Street in Martin. No entrance fee is charged.
- Cheer’s: Located on Lindell Street in Martin. No entrance fee is charged.

Important Note about Alcohol:

A person must be 18 years old in Tennessee to enter a bar and 21 years old to drink alcoholic beverages. Most bars require that a person have two identifications to verify age. A UT Martin I.D. and one other I.D. are usually sufficient. It is illegal to purchase beer or alcohol in a restaurant or shop and give it to someone else to drink who is under 21. It is also against the law to drive while intoxicated. A person who is drinking is responsible for his own behavior. Alcohol is not allowed anywhere on campus.
Leisure Time

Parks and Campgrounds

- Reelfoot Lake State Park: Park facilities include picnic areas, camping, a natural history museum, boat trips, and restaurants.

- Columbus Belmont State Park: Park facilities include picnic areas, camping, a Civil War information center and museum.

- Fort Donelson: A National Park dedicated to the Civil War battle fought there. There are a Civil War museum, tours, and munitions demonstrations.

- Paris Landing, Kentucky Lake: Facilities include swimming, camping, fishing, boating, and picnic areas, and boats can be rented.

- Land Between the Lakes (L.B.L.): A man-made wilderness, which includes the following areas:
  - Fort Henry Hiking Trails: Located at the Piney Campground road. Trails are marked and are of various lengths. All are in wooded areas.
  - Piney Campground: Facilities include showers, bathrooms, and cooking grills.
  - Bison Range: A large herd of American bison (buffalo) is fenced in for viewing. Hiking trails go around the fenced range.
  - The Environmental Center: It has many interesting natural history displays devoted to the kinds of wildlife and plants found in the L.B.L. area.
  - The Empire Farm: This is a restored pioneer farm, which is lived on year round. Guided tours are provided and a small museum is maintained at the Empire Farm.
  - Rushing Creek Campground: This is the most isolated of the L.B.L. campgrounds. Facilities include showers, bathrooms, cooking grills.

It is a federal crime to deface or damage property, pick flowers, or molest animals in the L.B.L. area. Alcoholic beverages are also forbidden. A license must be purchased for fishing. A fee is charged for camping.
Memphis (About three hours from Martin)

- Memphis Pink Palace Museum: The Pink Palace is a museum dedicated to the natural and cultural life of the Mid-South. IMAX Theater, planetarium and laser light shows.
- The Memphis Queen Line Riverboats: Cruise the Mississippi River on a paddle wheeler. Sightseeing and sunset dinners. For reservation call 800-221-6197.
- Graceland: Home of Elvis Presley. See his mansion, the pink Cadillac and his jet "Lisa Marie".
- Overton Square: A two-block shopping and entertainment area in the heart of Memphis includes restaurants, shops.
- Mud Island: 52-acre river park and entertainment complex. Includes Mississippi River Museum, a 5000-seat amphitheater, swimming pool, shops and restaurants.

Nashville (About three hours from Martin)

- Opryland Hotel: One of the nation’s most spectacular hotels. Tropical gardens, specialty shops and many restaurants.
- Music City Queen: Sightseeing and specialty cruises on the scenic Cumberland River.
- Music Valley Wax Museum: More than 50 country music stars. Across from Opryland Hotel.
Leisure Time

St. Louis (About four hours from Martin)

- Forest Park: Site of the 1904 World's Fair, it contains an Art Museum, Science Center, Zoo, Jewel Box and History Museum.
- Missouri Botanical Garden: Features the largest traditional Japanese garden in north America.
- Gateway Arch: The nation's tallest manmade monument. Ride to the top, two theaters, museum of Westward Expansion and Museum store.
- Union Station: Once the world's largest train station, now with 100 shops and restaurants.
- Old Cathedral: St. Louis' earliest church. It is 164 years old and is a national monument.
- Six Flags: Outdoor amusement park famous for its numerous roller coasters.
- Anheuser-Busch Brewery: Tours include the Brewhouse, Clydesdale stables, large cellar, packaging plant, hospitality room and gift shop.

Gatlinburg and the Great Smoky Mountains (about seven hours from Martin)

The Cherokee Indians called this land Shaconage - "Place of the Blue Smoke". We know it today as the Great Smoky Mountains National Park, and it is one of America's great national treasures. Millions of visitors come each year to stand atop the mile-high peaks, walk silently through the ancient forests, or fish for trout in the rushing streams.

Nestled in the foothills of the Great Smoky Mountains, the three towns of Gatlinburg, Pigeon Forge and Sevierville will delight the visitors with their host of attractions. A shopper's paradise, the area abounds with craft stores, boutiques, art galleries, antique malls and over 200 brand-name outlet stores.
It may seem unfair, but people will judge your country by what they see you doing. If people have a good impression of you, you and your fellow students will always be welcomed in the community. Be very careful about customs. They are not the same in every country; and sometimes a good custom in one country is considered to be very bad behavior in another country. While in America, you should try to learn American customs; that will make your life far more pleasant.

**Foods**

- American food may not be the same as that of your country. Part of the fun of living abroad is the chance to try different foods though you may need a week or two to get used to a new diet. Americans are very concerned about the quality, nutritional value of food, and, above all, the cleanliness of their food and its surroundings.

- Your first visit to a restaurant will show you that Americans with good manners have many customs concerning eating: waiting to be seated, putting only small portions of food in the mouth, chewing and drinking noiselessly, using only the fork to lift food from the plate to the mouth, and not belching after a meal.

**Roommates**

- Having a North American roommate is a great opportunity to learn English and to learn about America. You will usually find they are happy to have you as a roommate and are patient and understanding about your language problems.

- Neatness and cleanliness in the room, especially in the bathroom, are most important for developing good friendly relationships. Especially, you should always be considerate of their need for privacy and quietness.

**Cleanliness**

- Americans are very concerned about personal cleanliness of both their bodies and clothing. Strong body smells and odors in unwashed clothing are very objectionable. For this reason, Americans bathe using soap daily and even several times a day if it is necessary to keep their bodies clean and fresh. American men usually do not use strong smelling perfumes or lotions on their bodies.

- Clothing is also kept fresh and clean by frequent laundering or dry cleaning. Clothing worn a day is usually washed with soap before it is put on again.
Native Language

- When you are relaxing, it is good to be able to use your native language. However, you should try to speak English as much as possible, especially when someone who does not understand your language is present. Otherwise, you may be considered rude and unkind to that person.

- It is very bad manners to talk about a person or that person’s property in your own language, especially in public places. Before you speak your native language with a friend(s) in front of people who do not understand your language, it would be better to explain why you are doing this and apologize to the other people present.

Time

- Americans are very concerned about time. Punctuality in keeping appointments is considered very important.

Dating—Against the Will is Against the Law

- Dating customs vary widely all over the world. In the United States dates are usually based on the assumption that men and women have equal rights and dignity. Either the man or the woman may make the initial invitation. A date is not regarded as preliminary to marriage or an invitation to have sex.

- The United States has very strict laws about sexual relationships between an adult and a minor (under 18). These laws should not be treated lightly because the penalty for an offense can be a very long period in jail.

- Both American men and women expect that a date will be a happy experience and a meaningful one in which they are treated with respect and friendship.

Social Situations

- If you accept an invitation or make an appointment, you are expected to keep it and to arrive at the appointed time.

- If you cannot meet or if you are going to be late (5 minutes for an appointment, 15 minutes for a dinner invitation), you should call and inform the person of this fact.

- It is not fashionable or polite to be late, and it is quite rude not to appear if you have made an appointment or accepted an invitation.
Ways to Travel

Personal Car

• A Tennessee Driver’s Certificate is required after a 30-day residency.

• The car title which is given to you at the time of car purchase must be recorded at the County Court Clerk’s office. Title registration and license plates cost is about $50.00.

• Liability insurance for a car is mandatory. Collision insurance is not mandatory, but recommended. The owner of a car is responsible for any damages incurred while any other person is driving the car.

• Students at UT Martin must have a parking permit (sticker) for their cars. The permit is purchased at the Department of Public Safety in Crisp Hall. $60.

• It is your responsibility to notify the Department of Motor Vehicles (DMV) in Nashville when you change your address (your change of address).

Personal Bicycle

The Department of Public Safety in UT Martin requests that anyone who rides a bike to campus register it with their office. Registration is free and it will help to identify your bicycle if it is lost or stolen.

Rental Car

• Weakley County Motors (Martin) 587-3141
• Union City Ford (Union City) 731-885-8833
• Enterprise (Dyersburg) 731-285-8588
• Enterprise (Union City Wal-Mart) 731-884-0200

Air Travel

For longer trips, Memphis, Nashville, Jackson and Paducah are the main airports.

If you need help planning your trip, please come to Gooch 144 and we will help you have an enjoyable time during your adventures.
Telephone Numbers

Emergency 911

Campus Police  881-7777 on campus 7777
City Police  587-5355
Fire Department  587-3151
Hospital  587-4261
Martin Medical Center  587-9511
Student Health Center  881-7750 on campus 7750
Student Housing  881-7730 on campus 7730
International Programs  881-7340 on campus 7340

Amy Fenning (Home) xxxxxxxx
Vachik Lazarian (Home)  587-5286
Glen Byrd (Home)  587-1926