

The University of
Tennessee at Martin
EDUCATION GRADUATE
PROGRAMS

Online
Orientation
and
Handbook

Table of Contents

Admission Requirements and Classifications	5
Time Limit.....	5
Transfer Credit.....	5
Repeating a Course.....	6
Grades and Incomplete Grade Status	6
Grades.....	6
Incomplete Grade.....	7
Grade Appeals	7
Degree Appeals (Student Special Requests)	8
Comprehensive Exam Requirement	8
Dismissal and Reinstatement Policies	8
Drop, Add and Withdrawal from the University	9
Drop Policy.....	9
Drop Fee Acknowledgement	10
Add Policy	10
Withdrawal Policy	10
Course Loads	10
Financial Aid	11
Graduate Assistantships/Graduate Teaching Assistantships	11
Access and Diversity Scholarships.....	11
Federal Direct Loan Program	11
Communication	11
Advising and Registration	12
Advising Process	12
Registration Procedures.....	12
Accessing Banner Self-Service to Register for the First Time.....	13
Navigating Banner.....	13
MyUTMartin portal.....	14
Blackboard (Bb) Information and Tutorials	14
Education Graduate Programs Bb course.....	14
Background Check Requirement.....	14
Resources.....	14
University Catalog.....	14
Library Support.....	15
Information Technology Services Help Desk.....	15
Format of Papers Written in the Education Graduate Programs.....	15
Conceptual Framework	15
(Initial and Advanced).....	15

Orientation Survey..... 17
Acknowledgement of Understanding 17

Education Graduate Programs Orientation

Welcome to the Education Graduate Program Online Orientation!

This orientation has been designed specifically for education graduate students, to help you as you get started and to answer questions throughout your program. Also remember that you may check the Frequently Asked Questions (FAQ) page on our web page. We encourage you to save a copy of the orientation for future reference or to bookmark the link

https://banner2.utm.edu/admisdocs/educ_grad_pgm_orientation.pdf . The orientation is also available through the Education Graduate Programs Blackboard (Bb) course discussed in this orientation. By opening the “bookmarks” navigation tool, you can see the topics in the orientation and go directly to each topic.

Although much of this information is a repeat of what you may find in the University Catalog, there are notes added here that refer specifically to the Education Graduate Programs. Remember that if there is a discrepancy between this orientation and the University Catalog, the Catalog prevails.

Please pay special attention to items shown in **RED**, or **highlighted** throughout the orientation.

Admission Requirements and Classifications

An applicant for admission to the Education Graduate Programs at The University of Tennessee at Martin may be accepted based on one of the following classifications: Unconditional Admission, Conditional Admission, Non-Degree Status*, Transient Status, Unclassified Status**.

*Upon admission to a graduate degree program, a maximum of two graduate courses (with at least a B in each course) earned as a non-degree and/or unclassified student may be accepted in a degree program. If a student is admitted into a degree program from non-degree status, the date of the earliest course approved for graduate credit will be used as the beginning of the six-year time limit toward completion.

**Unclassified status is for one semester only and the student is limited to a maximum of 6 graduate hours. Students may not continue in the program until a qualifying score for the Graduate Records Exam (GRE) has been submitted. Students should refer to the current University Catalog for specific details on admission requirements and classification explanations. (<http://www.utm.edu/catalog.php>)

Time Limit

The time limit for the use of graduate credit toward a master’s degree is six years (18 consecutive semesters) beginning with the earliest course applied toward the degree. For example, fall through summer semester is one year, as is spring through fall semester, and summer through spring semester. Normally, this time limit may not be extended. In exceptional cases, courses taken beyond this period may be recognized by special written examination to validate coursework. Prior approval by the College Graduate Curriculum Committee and the University Graduate Council is required. This process usually takes from two to three months, from start to finish.

Transfer Credit

A maximum of 12 semester hours completed at a regionally accredited institution may be transferred into a student’s master’s program if all of the following conditions are met:

1. if taken for graduate residence credit, i.e. no correspondence or extension credit allowed (see below);

2. if passed with a grade of B or better (no transfer credit will be accepted for courses graded P/F or S/U);
3. if part of an otherwise satisfactory graduate program (B average);
4. if the transferred coursework was not earned more than six years prior to the semester in which the student completes all degree requirements; and
5. if approved by the student's advisor, the appropriate graduate coordinator/designee and the dean of graduate studies. **Note:** If already matriculated at UT Martin, approval should be obtained before enrolling in the proposed course(s). Also note that in the College of Education, the College Graduate Curriculum Committee must also approve the transfer. This process will take time, at least two months, from start to finish.

Transferred work will not be counted in computing the grade point average on courses completed in the graduate program.

The total number of transferred residence courses may exceed 12 semester hours when within The University of Tennessee system. Credits transferred into the master's program will not reduce the residence requirements. No correspondence work may be used to meet master's degree requirements. No credit designated as extension credit at other institutions may be transferred into a master's program.

Repeating a Course

No graduate student will be allowed to repeat a course (or a designated "same as" course) for the purpose of raising a grade. Students wishing to repeat required courses in which they have received a grade of D or F must have the prior approval of their advisor, the graduate program coordinator/designee and the dean of graduate studies. Students in the College of Education, Health, and Behavioral Sciences earning more than two grades of C in courses required for graduation can petition and, if approved in advance of registration, replace only one C (see Grades and Grade Appeals section). Approval must be granted by both the committee and dean of graduate studies before retaking a C. Violation of these regulations will result in the deletion of the grade and credit for the invalid repeat from the official university records. A student's enrollment in UT Martin's equivalent of any non-transferrable course does not constitute a repeat.

Note: Please do NOT sign up to retake a class you have already completed without talking to your advisor. The advisor will request the Education Graduate Office coordinator to generate a memo to the Dean of Graduate Studies to grant this approval.

Grades and Incomplete Grade Status

Grades

Graduate students are required to make an overall minimum cumulative grade point average of 3.00 in courses taken for graduate credit. The cumulative GPA for graduate students is based on graduate coursework taken at UT Martin.

Graduate education students are allowed to earn two grades of C in courses required for graduation. If a third grade of C is earned in a course required for graduation, the student can petition the College of Education, Health, and Behavioral Sciences Graduate Committee to repeat one of the C grades. Students requesting to retake a course must submit a written request to their advisor who will then submit the request to the College of Education and Behavioral Sciences Graduate Committee and dean of graduate studies. If the petition to retake a class is approved, the repeated class must be taken at UT Martin. Any subsequent grades of C will make the student ineligible for continuation in the degree

program. Graduate credit is allowed only for courses completed with grades A, B, C and P (Pass or Progress). Grades of D or F are counted in computing the scholastic average but carry no credit toward graduation.

Only the subsequent grade received in any course which is approved for repeat (see section Repeating a Course) will be used to calculate the grade point average. Transferred work will not be counted in computing the grade point average of courses completed in the graduate program. The grade of P (Progress) or N (Insufficient Progress) will be assigned to students registered for thesis or final project courses.

Note: Please do NOT sign up to retake a class under these circumstances without talking to your advisor. The advisor will request the Education Graduate Office coordinator to generate a memo to the college graduate committee and the Dean of Graduate Studies to grant this approval.

Incomplete Grade

The work of a student who is passing a course satisfactorily but cannot complete all the requirements due to illness, accident, or unavoidable circumstances may be reported as Incomplete (I). A faculty member may give an Incomplete (I) to a student in a course whom the faculty member regards as deficient in English language in that course, but who is otherwise passing. The Incomplete (I) will be removed when the Department of English and Modern Foreign Languages certifies to the instructor that the student has made the necessary improvement.

It is expected that the student will remove the Incomplete during the next semester after it is received. The student granted a bona fide I by his/her instructor may have the next full semester to complete the work necessary to erase the Incomplete before it is computed as an F. Thereafter, it shall be computed as an F until changed by student action within one calendar year of receiving the I or by automatic action after one calendar year when the I shall become a permanent F. The student need not be enrolled to remove the Incomplete.

Note: It is the student's responsibility to be sure the work is completed and turned in, and to be sure that the grade is changed.

Grade Appeals

When a graduate student wishes to appeal a grade, the appeal process must be initiated within the first three weeks of the next semester. The aggrieved student shall first discuss the matter with the faculty member involved to see if there is some error or misunderstanding which can be resolved between them. Failing this, the student may take the matter to the department chair. If the teacher in the case is the department chair, the student shall go to the dean. If the teacher in the case is a dean, the student shall go to the Vice Chancellor for Academic Affairs.

If the problem is not resolved, the student may request a hearing before the University Council. If the council decides in favor of the instructor, the grade which has been given to the student will stand and there will be no further appeal. If the council finds in favor of the student, the matter will be remanded to the instructor for reconsideration.

The final decision of the professor stands affirmed and cannot be challenged regardless of the recommendation of the board.

Degree Appeals/Student Special Requests

Individual student petitions concerning deviation from degree requirements (course substitutions, transfer credit, etc.) should be initiated by the student and be prepared in consultation with the student's advisor on a Student Special Request form and forwarded to the Education Graduate Office (205 Gooch Hall).

Special Requests will be submitted to the appropriate departmental Graduate Committee and the College of Education, Health, and Behavioral Sciences Graduate Committee for final approval. Special Requests which involve exceptions to University degree requirements must also receive approval from the University Graduate Council after receiving approval from the college committee. If the Graduate Council denies the student's request, it may not be resubmitted to the council. The "Student Special Request" form is available online at <http://www.utm.edu/departments/gradstudies/newforms/StudentSpecialRequests.pdf>. A fillable Graduate Student Special form can also be found at <http://www.utm.edu/departments/edgrad/forms.php>.

This process could take up to three months. We encourage you to discuss transfer or substitution of classes with your advisor as soon as possible after starting the program. Please be prepared to provide a course description from the catalog or a syllabus for the course. If the class to be transferred/substituted is taken elsewhere after your program is started here, you must request that university to send an updated transcript to Graduate Studies after the grade is assigned. If the request is approved by the advisor, the student special request should be forwarded to the Education Graduate Programs office for routing to the appropriate committees. Substitutions may not show up on the CAPP report until the last semester of study.

Comprehensive Exam Requirement

All graduate students must pass a final comprehensive examination which consists of an oral and/or written examination on all work, resident and transferred, offered for the degree. These examinations shall be held during the semester in which the student expects to receive the degree, at least three weeks prior to the end of that semester. During the semester that a graduate student takes (repeats) his/her comprehensive exam, he/she must be enrolled in a graduate class at UT Martin or pay a fee equal to one credit hour (in-state rate).

Comprehensive exam requirements for all students in Education are specifically defined for each major/concentration in the university catalog, on the Education Graduate Programs webpage (www.utm.edu/edgrad), and within the Education Graduate Programs Announcements Bb course. Please refer to one of the above sources for details.

Dismissal and Reinstatement Policies

1. Graduate students admitted on a conditional or unclassified basis must maintain a 3.00 cumulative GPA or be dismissed.
2. Graduate students who fail to maintain a cumulative 3.00 average will automatically be placed on academic probation. Such students will be continued on probation until a 3.00 cumulative average is achieved as long as they maintain a 3.00 semester average on graduate work during

the probationary period. If they fail to achieve a 3.00 semester average any semester during the probation period, they will be dropped from the graduate school.

3. Students may be reinstated to Graduate Studies only one time and should begin the process by consulting with the appropriate graduate coordinator/designee. Reinstatement, however, is not automatic and requires approval of the dean of graduate studies. The approval will be based upon recommendation of the appropriate graduate committee (for students dropped from the program for reasons outlined in #1 above) or upon recommendation of the appropriate coordinator/designee (for students dropped from the program for reasons outlined in #2 above). The student will be notified when the petition will be brought before the committee and will have an opportunity to appear in person to present his/her case. The dean of graduate studies will notify the student of the decision regarding the appeal.
4. A student may appeal a negative decision for reinstatement by sending a written statement to the Graduate Council (c/o Graduate Studies Office). The student will be notified when the petition will be brought before the Council and will have an opportunity to appear in person to present his/her case. The dean of graduate studies will notify the student of the Council's decision.

(Note: Contact the Education Graduate Programs office for the date of the next scheduled meeting of the Appeals Committee.)

Drop, Add and Withdrawal from the University

Drop Policy

Within First Eight Weeks. With permission of a student's advisor, a course may be dropped during the first eight weeks of the semester. Drops executed during the first week will leave no record on the student's academic transcript. A drop executed during the second through eighth week will result in a grade of W (withdrawal).

After First Eight Weeks. Courses may not be dropped after the first eight weeks of a semester unless it can be clearly demonstrated that one of the following exists:

1. serious illness or injury of the student as verified by the student health service or private physician;
2. serious personal or family problems as verified by a minister, physician, or other appropriate professional; or
3. a necessary change in work schedule which conflicts with the class being dropped, as verified by the student's employer submitted in writing on company letterhead.

In the event of such certification, and the approval of the student's advisor and the registrar, the student will receive the grade of W (withdrawal). Under normal circumstances a student may not drop a course after the last day of class or after administration of the final exam, whichever occurs first.

Note: A student will not be permitted to drop a course after the first eight weeks of the semester simply to avoid a poor grade.

Students should consult the summer term timetable for the appropriate summer deadlines published on

the Academic Records website (<http://www.utm.edu/departments/registrar/dates.php>) or the important dates and registration website (<http://www.utm.edu/departments/registrar/registration.php>).

Drop Fee Acknowledgement

Effective fall 2009, a fee of \$25 per course will be assessed for courses dropped after the official late registration period.

Add Policy

Adding Courses. With permission of the student's advisor, a course may be added through the first week of class for the fall and spring semesters. All course section adjustments must be completed during the first week of the semester. Students should consult the summer term timetable for the appropriate summer deadlines published on the Academic Records website at <http://www.utm.edu/departments/registrar/registration.php>.

Withdrawal Policy

Withdrawal from Graduate Studies. If a student no longer wishes to be a graduate student, he/she must complete a "Withdrawal from Graduate Studies" form available in the Graduate Studies Office or online (<http://www.utm.edu/departments/gradstudies/newforms/GradWithdraw.pdf>). If the student later wishes to be readmitted to Graduate Studies, he/she must complete an application for admission, pay the non-refundable application fee and meet admission requirements in effect at that time.

Withdrawal from University. All official withdrawals (dropping the student's entire schedule) from the university are processed by the Division of Student Affairs. Withdrawals executed during the first week of the fall and spring semesters will leave no record of the courses for which the student signed. Withdrawals executed after the first week of the semester will result in a grade of W (withdrawal) in all courses for which the student signed. Students should consult the summer term timetable for the appropriate summer deadlines.

Under normal circumstances a student may not drop a course after the last day of class or after administration of the final exam, whichever occurs first.

(Note: A link to process a withdrawal from the university is provided through Banner Self-Service. Go to the Student tab and select the Registration option.)

Course Loads

A full load is nine semester hours. Four hours will be considered a half-time load and six hours will be considered a three-quarter load. Undergraduate hours taken to meet degree requirements will be included with all graduate hours to determine course load.

The maximum load for a graduate student is 15 semester hours during fall and spring semesters, three semester hours during Maymester and six semester hours per session during summer. To register for more than the maximum during any semester requires approval of the appropriate Graduate Coordinator/designee.

Students who are employed full-time must secure permission from the appropriate Graduate Coordinator/designee to enroll for more than six hours of graduate coursework. Graduate assistants and others who have part-time duties with the university may enroll only for an appropriate fraction of the maximum load such as follows:

Assistants employed 20 hours per week—maximum of nine (9) semester hours.
Assistants employed 15 hours per week—maximum of 12 semester hours.
Assistants employed 12 hours per week—maximum of 15 semester hours.

Financial Aid

Graduate Assistantships/Graduate Teaching Assistantships

A limited number of graduate or graduate teaching assistantships are available on campus. Students should direct all inquiries to the Graduate Studies office. Assistantships carry a fixed stipend and provide a waiver of all tuition charges, including out-of-state fees, for GA's with at least 30 percent appointment. International students may not apply for an assistantship until they have completed at least one term of full-time work at UT Martin. Graduate assistants/teaching assistants are expected to enroll in no more than the appropriate fraction of the maximum course load.

Assistants employed 20 hours per week—maximum of nine (9) semester hours.
Assistants employed 15 hours per week—maximum of 12 semester hours.
Assistants employed 12 hours per week—maximum of 15 semester hours.

Graduate Assistant or Graduate Teaching Assistant responsibilities vary according to assignment.

Access and Diversity Scholarships

The University of Tennessee at Martin is strongly committed to increasing the enrollment of graduate students from underrepresented groups. Access and Diversity scholarships are available for qualified groups. Recipients are selected based upon the nomination by graduate coordinators/designee. For further information, see http://www.utm.edu/departments/gradstudies/A&D_scholarships.php.

Federal Direct Loan Program

The Department of Education offers Unsubsidized Stafford loans and Graduate Plus loans to students to help pay educational expenses. To be eligible, a student must complete a FAFSA, be admitted to a graduate program, be enrolled in at least 6 hours and have good standing with the university. The aggregate amounts of guaranteed student loans shall not exceed \$138,500, including undergraduate loans. Students will be notified of eligibility.

For more information concerning the various types of financial aid available, students should contact the Office of Student Financial Assistance located in 205 Administration Building or visit their website at <http://www.utm.edu/departments/finaid/index.php>.

Communication

The Office of Education Graduate Programs will use your UT Martin student email account as the “official” method of communication for all correspondence related to your degree program. Additionally, all education graduate students are enrolled each term in the “Education Graduate Programs Announcements” Blackboard (Bb) course and students are expected to review information posted in this course a minimum of once a week to stay abreast of important information regarding the graduate programs. **While announcements may be posted to your UT Martin email account, many announcements are posted ONLY on the Blackboard announcements course. If it is posted there, it is considered that you have been notified.**

Advising and Registration

Advising Process

Before registering **each** term, students must contact their advisor to discuss their course plan. Students should maintain regular contact with their advisor regarding scheduling and academic progress. Advisor holds are automatically placed on student records every semester at the end of the add/drop period and must be lifted prior to registration **each** semester. (Note: These holds will keep you from registering, but if it is your last semester, it does not have to be removed after the add/drop period.)

Students may acquire the projected course rotations and degree program check sheets available online at www.utm.edu/edgrad (links at the bottom of the page) or in the Office of Education Graduate Programs. The course rotation and degree program check sheets will assist with long-term planning for the student and faculty advisor.

Registration Procedures

Currently enrolled students may preregister during advance registration periods online at <http://www.utm.edu/portaldown.php>, and select “Banner Self-Service.” **Students who preregister are responsible for paying fees and confirming attendance by the due date or their schedules will be purged from the system. This is a second step in the process. After you pay fees, go back to the Student Menu and choose the option for “Confirming your Attendance.” This is required even if your fees are being paid by loans, scholarships, or grants.** Once the schedule has been purged, the student must re-register and there is no guarantee that you will be able to get back into those classes. **No graduate student may register until they have been formally admitted to the graduate program and completed the online orientation.**

To register:

Go to My UT Martin Portal and log on.
Go to Banner Self-Service.
Click Student Services.
Click Registration (add/drop classes,...)
Click third item in list, Look Up Classes to Add.
Select term and click submit.

If you type the first letter of the subject, it will take you there rather than scrolling down. For instance, to get to Secondary Education, type an S and scroll through until you find Secondary Education. You can hold down the CTRL key and select other subjects, such as Teacher Education, Special Education, or Educational Leadership. Click the button for course search.

For the courses you need, click the button that says “View Sections.”

Write down the CRN for the appropriate courses as discussed with your advisor. Keep in mind that courses with a second that says NCx are online only, sections that are indicated with HOx are hybrid, and sections that have other letters should be off-campus.

If you are not in Query Mode, I believe you can select a block under the “Select” in the line showing the course and CRN and that will put you into that class, if you are eligible for it. But generally, you need to go back to the menu and choose “Add/Drop Classes.” That is not available until registration opens up. Choose “Add/Drop

Classes,” go to the bottom of that screen and type the CRNs in the boxes at the bottom of the page, one CRN per block. Then select Submit Changes and verify that you are registered in the correct classes.

Accessing Banner Self-Service to Register for the First Time

You will use the Banner Self-Service system to view course schedules, register for classes, drop or add classes, view financial information, check grades, view CAPP report, etc. You will need to know how to enter and use the Banner system throughout your time at UT Martin. After the first time, you can go into Banner, Blackboard or your email through the myUTMartin portal. Please note: Always **log off** Banner Self-Service and close the browser when working from a campus lab computer or other public computer. Otherwise the next person to log on through the portal may be able to see YOUR account rather than theirs.

Logging onto and Navigating Banner

Please go here: <http://www.utm.edu/otutor.php> to view tutorials for the MyUTMartinPortal and Banner. The following tutorials are available (links are clickable).

[How to login and use the myUTMartin Portal](#)

[How to use UTM Gmail](#)

[How to use Blackboard](#)

[How to use Banner](#)

[How to use Google Docs](#)

[How to change your UTM password](#)

[How to save files in the student computer labs](#)

Listed below are things you can do in Banner.

A. Check Your Registration Status and Academic Holds.

1. From the **Student - Registration Menu**, be sure to check your **Check Your Registration Status**; this allows you to check your account for any Holds, Academic Standing, etc. that would restrict you from completing registration.
2. For more information on **Hold Codes & Contact Persons**, go to <http://www.utm.edu/departments/registrar/holds.php>. There is a “hold table” to explain all holds and numbers for people to contact regarding particular holds.
3. You may need to setup an appointment with your advisor in order to get the Advisor Hold removed. To find the name of your advisor, click the **Who Is My Advisor?** link under the Registration option. (Note: Students in the Education Graduate Programs receive notification of their advisor’s name when they are admitted, change majors, or if the advisor changes.)

B. Have an Address Verification Hold! -- Read below. You may have this hold each term.

1. Go to the Student menu, by clicking **Students** then click **Student Records (online payment & confirm plan to attend, holds, grades, CAPP, and more)**.
2. Click Address Verification.
3. Read Notification and click **I Agree**.
4. Follow Instructions and review addresses; Click Continue when, if any, changes are made;
5. You will see that the hold was removed.

C. Adding/Dropping classes and reviewing your schedule

1. Go to Banner Self-Service and select Registration to **select a term, add/drop classes, and review your schedule**.
2. Click **Select Term** and choose the respective term for Adding/Dropping classes.
3. Next select **Add/Drop Classes**; type in CRN of the class you want to add.
4. If you do not know the CRN you want to add select **Look-Up Classes** from the **Student - Registration Menu**. There you can search for the CRN to add (instructions shown above).
5. Once you Look-Up your class, just select the class by clicking the check-box, and click on **Register**. **If you can’t select the box, you could be in Query Mode, or the class may be closed.** Write down the CRN and go through Add/Drop Classes to add the class.
6. Each time you change your classes, your new schedule changes are immediately shown.
7. To Drop a class, just select **Drop/Delete** in the combo box below the **Action** column. **NOTE: If you accidentally drop a course, you are not guaranteed the course will be available if you try to add it again.**
8. Select **Submit Changes** to complete your new schedule changes.
9. Select **Student Detail Schedule** from the **Student - Registration Menu** to review your schedule changes.

MyUTMartin portal

The MyUTMartin portal allows the student to access Banner, Blackboard, and Email using a single user name and password. See the above links for online tutorials. Students unable to access the portal 3-4 days after registration should contact the Helpdesk at 731.881.7900 for assistance.

Blackboard (Bb) Information and Tutorials

Information Technology Services provides numerous tutorials to assist students with issues they may encounter as they become familiar with the various technology components used for registration and courses in which they enroll. Go to <http://www.utm.edu/otutor.php>. There are also links through the Education Graduate Programs website through the “Useful Links” button (www.utm.edu/edgrad).

Education Graduate Programs Bb course

Each semester, all education graduate students are enrolled in the “Education Graduate Programs Announcements” Bb course. The information and announcements posted within this course are specific to each major and the email notifications and information contained within this course will serve as the official means of communication between the Education Graduate Office and all Education graduate students. **It is the student’s responsibility to monitor this course for updates in order to stay abreast of all information and/or changes that apply to them and are relayed through this course.** All students are expected to review course information a minimum of once per week.

Background Check Requirement

Pursuant to Public Chapter 454, all students who wish to be admitted to teacher training programs in Tennessee must now submit to a criminal background check and fingerprinting. This is state law. All counseling students are also asked to provide a background check.

All graduate students are **required** to submit and successfully pass a Criminal Background Check the semester prior to any field experience and/or internship course in which they plan to enroll. NOTE: Initial Licensure majors are required to complete the criminal background check as part of the admission to teacher education process. This will take place while enrolled in TCED 780. **In order to avoid problems once the semester has started, please complete the forms and procedures according to Background Check Requirement policy.** The background check forms and procedures are located on the Education Student Services website (<http://www.utm.edu/departments/ess/>) and in the Education Graduate Programs Announcements Bb course. Students who are currently teaching or otherwise have a current background check should check with the Education Graduate Programs Coordinator regarding fulfillment of this requirement.

Resources

University Catalog

The current university catalog and previous catalogs through 1997 are available online at <http://www.utm.edu/catalog.php>.

Library Support

The Paul Meek Library contains a special collections department, computer lab, group and individual study rooms, a full service coffee bar and 24 hour study area. The Library has an extensive collection of over 508,000 volumes, 1,103 DVD's, 24,282 videotapes and more than 1,129 current periodical subscriptions as well as access to many full text periodicals and e-books.

The Library resources are accessible online at <http://www.utm.edu/library.php>.

Information Technology Services Help Desk

The Information Technology Services Help Desk is available to all faculty, staff, and students who encounter any type of computer issues. For assistance, you may contact the Help Desk at 731.881.7900. For additional information, including hours of operation, please visit their website at <http://www.utm.edu/departments/its>.

Format of Papers Written in the Education Graduate Programs

Graduate faculty members expect students to follow the *Publications Manual of the American Psychological Association, 6th Edition*, (second printing, October 2009) format in all assignments. APA resource information is available on the Education Graduate Programs Bb course you will be enrolled in after you register for courses. A copy of the APA manual can be purchased at the university bookstore or other major bookstores. We would like to impress upon you the need to properly cite your materials as you write your papers. Plagiarism in any form is NOT acceptable; the consequences could possibly be your dismissal from the program. All instances of academic dishonesty will be reported to the Office of Student Affairs.

Conceptual Framework (Initial and Advanced)

As you complete the orientation, please become knowledgeable of the philosophical background of our graduate programs as explained in the conceptual frameworks and outcomes below.

Initial Framework (applies to Initial Licensure majors)

Outcomes of the Initial Conceptual Framework

“Educators as Facilitators of Learning”

The foundation and implementation of all initial licensure programs and experiences in the TEP are focused on those knowledge, skills, and dispositions that enable candidates to become facilitators who understand human development and create learning environments that encourage all students to grow. Based on the beliefs of the Unit faculty the knowledge base for the Initial Conceptual Framework is reflected in the following groups of outcomes:

Knowledge, Skills, and Application - Candidates will:

- demonstrate subject-matter expertise.
- make the subject meaningful to all students.
- demonstrate knowledge of curriculum development and design.
- demonstrate the use of information technology as a teaching/learning tool.
- understand the importance of professional, state and national standards to teaching.
- exhibit evaluative skill in designing experiences to effectively achieve the goals of instruction.
- create positive learning environments that promote responsible student behavior.
- exhibit the capacity to help and assist all students, especially those experiencing difficulties, those who are under prepared, and/or those with exceptionalities.
- apply knowledge about data collection in practice.

Reflective Practice – Candidates will:

- reflect on appropriate and inappropriate practice.
- reflect on the nature of all students and the learning environment.
- reflect on strategies for enhancing learning.
- monitor their own teaching strategies and behavior in relation to student success.
- modify lesson/unit plans and instructional approaches according to the needs of all students.
- appropriately use assessment techniques to guide their reflection on student progress and as a means for improving student learning.

Professional and Ethical Behavior – Candidates will demonstrate:

- ability to articulate basic values and beliefs.
- value for professional interactions, self-respect and respect and understanding for cultural diversity.
- belief in intellectual freedom, equity, tolerance, and due process.
- an understanding of the professional codes of ethics in their specialty and the consequences of violating those propositions.
- active participation in collegial activities designed to make the entire school a productive learning environment for all students.
- active involvement in professional organizations.

Advanced Framework

Outcomes of the Advanced Conceptual Framework

“Professional Educators as Leaders and Enhancers of Human Development”

Knowledge, Skills, and Application – Candidates will exhibit an understanding of:

- how all students develop and learn.
- their area of expertise and appreciate how knowledge in this area is created, organized, linked to other disciplines, and applied to real-world settings.
- how to create multiple paths, including use of information **technology**, to the subjects they teach to develop problem-solving abilities in students.
- how to adjust practice based on observation and knowledge of students’ interests, abilities, skills, knowledge, family circumstances and peer relationships.
- how to be a “change agent.”

Human Relations – Candidates will:

- engage all groups of students to ensure a disciplined learning environment.
- organize instruction to allow the schools’ goals for all students to be met.
- engage all students in appropriate behavior in and out of the classroom.
- be prepared for contributing to the effectiveness of the school through collaboration with other professionals on instructional policy, curriculum development, and staff development.
- work collaboratively and creatively with parents and community resource personnel, engaging them productively in the work of the school.

Inquiry – Candidates will:

- stay abreast of current research, and when appropriate, incorporate new findings in their practice.
- make decisions grounded in both the literature and their experience.
- apply the practice of data collection, observation, and reflective thinking.
- use **information technology** in designing and executing a plan for research.
- read and interpret published research of others.
- apply the research findings appropriately to an educational setting for the benefit of all students.

Professional and Ethical Behavior – Candidates will:

- serve as a role model to students and Educational colleagues while serving as professional liaison to members of the community.
- employ respect for and understanding of cultural **diversity** as the responsibilities of the profession are modeled.
- exhibit academic integrity in the study and presentation of curricula content.
- cultivate the ability to cope with the unexpected and act wisely in the face of uncertainty.

- understand the importance of engagement in lifelong learning so that they demonstrate and encourage the same in all students.
- take advantage of available resources and participation in professional development opportunities for continuous learning.

Integration of **Diversity**, **Technology**, and **Assessment** are emphasized throughout the Initial Conceptual Framework and the Advanced Conceptual Framework.

Orientation Survey

In an effort to continually improve the information contained in the Education Graduate Programs Orientation, suggestions are always welcome. Please email any suggestions to teach@utm.edu.

Acknowledgement of Understanding

By clicking submit, I agree that I have read and understand all information contained in the Education Graduate Programs Orientation. I understand that the Orientation will be available for future reference in the Education Graduate Programs Announcements Bb course I will be enrolled in upon registration.