



2022

**Handbook for
Scholars and Parents**

**Tennessee Governor's School
for the Agricultural Sciences and
The University of Tennessee at Martin**



Tennessee Governor's School for the Agricultural Sciences

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Housing Information

Tennessee Governor's School for the Agricultural Sciences (TGSAS) students are housed in Cooper Hall dormitory in the new Agriculture Living/Learning Community suites on the University of Tennessee at Martin (UTM) campus. The dormitory is accessed with a student identification card; rooms are accessed with a key. Rooms are arranged as six-person suites; each suite has three bedrooms. All suites use a shared bathroom, which features two private showers and toilets and three sinks. Students need to bring towels and washcloths, sheets, and blankets. A pillow is provided. Beds are extra-long twin size; bringing a mattress pad is suggested, but optional. Male and female students are housed on separate floors.

Dormitory Room Keys

Students will be assigned room keys. For safety reasons, students are advised to lock doors each time they leave their room, even for "just a minute." UTM is not responsible for theft or damage to resident's possessions. ***Dorm keys must be returned at checkout. There is an \$85 charge for lost or unreturned keys, so students should be careful with room keys. Any keys not returned at the conclusion of TGSAS will be billed at a cost of \$30 per room key and/or \$55 per suite key.***

Telephones

Students may bring a cell phone, but it may not be taken to classes nor used during on or off campus field trips or presentations. Each dorm room has a standard telephone jack, but personal telephones must be brought and can only be used for on campus calls, local calls, and to receive outside calls. Participants may make long-distance collect calls or use a long distance credit card. Collect calls cannot be accepted. Please be courteous to your roommate and do not use the phone after midnight.

Food Services

Sodexo is UTM's food service provider. All TGSAS meals are provided daily (including weekends) beginning with an opening reception on Saturday, May 28, 2022 and through the closing luncheon on Friday, June 24, 2022. Breakfast, lunch and dinner will be served at the University Center or as prescribed by the Program Director. There will be several special meals during the program. Meals are also provided on any off-campus field trips, or a per diem is issued to each student for meals. If a TGSAS student has special dietary needs, accommodations will be made to meet those needs by the Sodexo staff. ***Please do not ask anyone to bring a special meal to you in the cafeteria or any other location without specific approval by the Program Director.***

Student Identification "Skyhawk" Cards

Students will receive an identification card, called a "Skyhawk" card. ***Students should carry it with them at all times.*** This I.D. authorizes the student's presence on campus. It is required for meals, to check out books from the library and for recreation facility use. The card also functions as a debit card for use in the library and computer labs for copying. Money can be applied to the Skyhawk card at the Skyhawk Card Office, located in the Administration Building. The Skyhawk card can also be used as a debit card on campus in the food court, bookstore, and vending machines. Counselors will instruct students on use of the Skyhawk card after arrival to TGSAS. ***The cost of replacing the Skyhawk/ID card must be paid by the student.***

Laundry

Laundry facilities are located in the basement of the dormitory. There is no charge for use of the washing machines and dryers. Students are responsible for their own laundry and should bring laundry detergent, dryer sheets and any other desired laundry products. Remember to bring plenty of towels and washcloths, since the TGSAS schedule will be full and time for doing laundry will be limited. Bed linens are no longer provided, so students need to bring a blanket or bedspread, pillow cases and at least one set of extra-long twin sheets. A mattress pad is suggested, but optional.

Personal Items and Supplies

Students need to bring personal items such as prescription or over the counter medication, an alarm clock, soap, shampoo, toothpaste, mosquito repellent, sunglasses, sunscreen, stationery, stamps, laundry detergent, sheets, towels and washcloths. A small lamp and an extension cord or surge protector might also be handy. See the **Packing Check Sheet** for more details. **Do not bring the following items:** televisions, microwaves or refrigerators. TGSAS Counselors will have access to a refrigerator, if needed.

TGSAS scholars will have access to laptop computers which may be used for word processing, e-mail, and accessing the Internet, so you do not need to bring a personal computer or word processor. TGSAS will provide some basic school supplies such as a note book and a backpack. Students need to bring paper, pens, pencils and other personal study items. Academic supplies are also available in the UTM bookstore. Parents and students must sign the Computer Use Agreement before a computer is issued.

Clothing

June can be quite warm in Martin. Casual and comfortable clothing is recommended for daily activities. **Blue jeans, t-shirts, and shorts, that are 6 inches or more below the inseam are acceptable. Excessively short, revealing or tight fitting clothing will not be permitted.**

All buildings are air-conditioned, so bringing a sweater, sweatshirt or light jacket is advisable. Banquets and other special occasions will require a dress or nice skirt and blouse for women. A coat, dress shirt and tie are expected for men. A couple of dressier outfits and appropriate shoes are suggested for some of the weekend activities and field trips. Jeans or other long pants, long sleeve shirts and closed toe shoes may be necessary for some field trips and classes where you might be working with animals. Students will receive two TGSAS T-shirts and polo shirts, and will need to bring **two** pairs of plain khaki pants (not cargo pants or capris) to wear with those shirts. For some of the laboratory sessions old clothes, old tennis shoes or boots, and a hat to for sun protection are needed. Remember that this is a Governor's School for the **AGRICULTURAL** Sciences and students might get dirty at times!

Attendance

In order to receive semester hour credit for courses, scholars must attend all scheduled classes and are expected to attend all meetings, workshops, performances, and field trips as well for the entire four weeks. Any exceptions or class absences must be submitted in writing and approved by the Program Director prior to your final acceptance into the program. This includes attendance at the final closing awards and recognition luncheon. Failure to complete the entire program schedule may result in a grade of "I" being recorded for each class enrolled.

Classroom Etiquette

- Respect presenters by being quiet, attentive, and sitting upright.
- Do not interrupt others during interactive discussion
- Men should remove caps/hats while in the classroom
- Behave in a mature manner at all times
- Absolutely no cell phones in class or during any presentation or program.

Respecting the Rights of Others

TGSAS Scholars are expected to exercise mature judgment by respecting the rights of others and particularly by observing the following:

- Respect the dormitory quiet hours.
- Respect the property of others
- Respect religious and cultural beliefs of others

Sending and Receiving Mail

Students need to bring stamps or purchase them. Mail is distributed to locations on campus from the UTM post office. Stamps are sold in the campus post office located on the bottom floor of Clement Hall. Mail and packages for TGSAS students are delivered to and distributed from the TGSAS office in room 253 Brehm Hall and should be addressed there **exactly** as follows:

U. S. Postal Service

Student's Name

The University of Tennessee at Martin

Governor's School for the Agricultural Sciences

253 Brehm Hall

Martin, TN 38238

UPS and Fedex

Student's Name

574 University Street

The University of Tennessee at Martin

Governor's School for the Agricultural Sciences

253 Brehm Hall, Martin, TN 38238

Outgoing mail may be placed in the same location for pick-up and delivery to the post office. A counselor will collect the mail each day and deliver it to TGSAS students.

Visitation Policy

Because there is a full schedule of activities planned, parents and friends of Scholars are asked to respect the "no outside visitors" policy at all times. Unauthorized visitors will not be permitted in the cafeteria, classroom, or residence halls; nor are they allowed on field trips or to participate in any other TGSAS activities (with the exception of the scheduled Family Visitation day).

Parents/Siblings Visitation

Parents and siblings are invited to visit their scholar on Family Visitation Day, which is **TENTATIVELY** set to begin at **8:00 a.m., Saturday, June 11th**. Only parents/guardians are allowed to take students off campus during this time. If a Scholar's parents are not able to attend Visitors' Days, he or she may be "adopted" by another participant's family for the day. However, we must have written permission from the adopted Scholar's parents or guardian before the student may be taken off campus. **All students must return to the dormitory on Saturday at an appointed time, no exceptions.** If parents would like to stay overnight, the Days Inn (800-748-9480), and Hampton Inn (800-426-7866) as well as others are located in Martin. There are also several hotels in Union City about 15 miles away. Additional information will be forthcoming.

Safety

The University of Tennessee at Martin has an exceptionally safe and secure campus, and Martin, Tennessee has one of the lowest crime rates for a city of its size in the United States. UTM is rated the sixth safest campus in the United States. Both the UTM Department of Public Safety and the City of Martin Police Department are committed to maintaining that exceptional level of safety. Crime at College, The Student Guide to Personal Safety, by Curtis Ostrander and Joseph Schwartz, also rated UTM as the second safest college town in the South and the number one rated campus community in Tennessee. UTM has wide, well-lit walking paths and the UTM Department of Public Safety patrols the campus at all hours. Nevertheless, using common sense and abiding by safety and security policies is always appropriate. TGSAS students are expected to engage in approved safety practices which include securing valuables, walking in groups, watching for suspicious activity and reporting even minor violations. After dark students should walk in groups of two or more when not in the dorm. TGSAS students should never go into another dorm or residence hall for any reason. Scholars are not permitted to be off-campus without permission from the Director or one of the Coordinators and must be in their dorm at the scheduled time each night. After curfew the residence hall will be locked for the safety of the Scholars. Someone is on duty at the front desk 24 hours every day if assistance is needed. Counselors will review the safety rules with the student during the orientation meeting on the night of arrival.

Expulsion

We want all scholars to enjoy their TGSAS experience. However, there are rules that must be followed and will be strictly enforced to ensure safety and to achieve TGSAS goals and objectives. Any student violating the following rules will be expelled promptly:

- Using alcoholic beverages and/or entering a bar without a parent or guardian
- Possession or use of illegal drugs or tobacco products
- Violence of any kind
- Stealing
- Maliciously breaking or damaging property, or vandalism of any kind
- Possession of weapon(s)
- Arriving or leaving the residence hall after curfew
- Refusing to wear a seat belt in any vehicle driven by TGSAS Faculty or Staff
- No females present in a male's room, nor males present in a female's room
- Violation of class etiquette
- Mistreatment of animals
- Bringing or riding in unauthorized autos other than parents, guardians, or TGSAS personnel.
- Exhibiting behavior that is considered potentially harmful to oneself and/or others
- Continued disruption of TGSAS class or other activities
- Failure to comply with all curfews as designated
- All scholars are expected to adhere to state and federal laws and the UTM Code of conduct.

Curfew

A curfew has been established both for safety and to encourage responsibility. On weekday evenings (Sunday through Thursday), students must be in the residence hall by 10:00 p.m., on their floor by 10:30 p.m., and in their rooms by 11:00 p.m. Students must check in with their TGSAS Residence Counselor by 10:00 p.m. to verify that they are in the building. Students are required to be in the residence hall by 11:00 p.m. and in their rooms by midnight on Friday and Saturday evenings. After checking in, students cannot leave the building. After 11:00 p.m. on weekday evenings and midnight on weekends, they cannot leave their suites until the next morning. **Parents and students are to abide by the Family Visitation curfew in respect of preplanned activities, other students, counselors, faculty and staff. Violation of any curfew is grounds for expulsion.**

Money

All basic program expenses, including room, meals, admission to cultural and social events, recreation fees, transportation, field trips, tuition and required books, are paid by TGSAS. However, it is advisable to bring enough money for the laundry facilities, snacks, personal items, etc. There will be a shuttle as needed to shop for essential items not available on campus. Students will have the opportunity to do light shopping at local stores, catch a movie or visit various restaurants on occasion. The Campus Bookstore has a wide variety of items that may be of interest. Large amounts of spending money are not recommended. Students may want to make arrangements for some extra spending money during overnight field trips away from campus. The Skyhawk card is a convenient way to make purchases on campus; funds can be applied directly to the card, which can then be used as a debit card. Traveler's checks are also a safe and easy way to bring money. ATMs are located in the University Center. These machines will accept ATM cards, Visa and Visa Check Cards.

Automobiles

Students driving vehicles to TGSAS is only permitted under special circumstances. If it is necessary for a student to drive a personal vehicle to campus, a parent or guardian must request permission (in writing) and receive approval from the TGSAS Director before the student arrives on campus. The student will be required to deposit the keys to the vehicle with the UTM Department of Public Safety until the end of the program. Students are not allowed to drive any vehicle during the TGSAS program. Keys will be returned to the student on the day of departure. UTM is a walking campus, and the staff provides all transportation during the program.

Emergency Situations

In an emergency situation, students should notify the UTM Department of Public Safety (campus security) immediately, which operates on a 24-hour basis. They should report any suspicious activity or emergency by calling **911** (for emergencies), **7777** (UTM Department of Public Safety) or, if you are off-campus, **731-881-7777**. The UTM Department of Public Safety answers all 911 calls that are placed from a campus telephone. Emergency telephones that automatically dial the UTM Department of Public Safety are located across campus. The emergency telephones can be found are in the following locations:

Between lot 17 and 19 – S of Ellington Hall	Fine Arts – S side	Child Care Center – SW corner of parking lot
Fitness Trail – N side of loop	Sociology – S side	University Village – E, N and S sides
Student Life Building – SW side	EPS building – NE Corner	Between lots 9 and 10 – S of University Village
Library – E side (and in elevator)	McCord Hall – S side	Farm Teaching Facility (Graves Stable) W side
Center of Lot 13 – E of Cooper Hall	Lot 22 – N of Elam Center	Walking/running track – W side by soccer field
Lot 22 – N of Elam Center	Tennis Courts – N of Lot 2	Walking/running track – S of lot 2, near the pond
Administration Building – Center of lot 15	Gooch Hall – S side	Administration Building – N of main entrance

UTM Police officers are visible during patrol. While staying in the dorm, you should call the UTM Police directly or report any incidents or concerns to your Counselor, the Head Resident or the Assistant Head Resident. They can get to a telephone quickly. Some carry radios and can contact the UTM Police directly.

In the event of a medical emergency, students should notify either their Counselor, the Head Resident, the Director, one of the Coordinators or UTM Police. They will arrange for proper treatment. If a student needs treatment for a minor illness or injury between the hours of 8 a.m. to 4 p.m. on Monday - Friday, you will be taken to UTM Student Health Services. The Governors School covers the cost of this service. If further (non-emergency) treatment is needed or after 4 pm, it can be provided at a local walk-in-clinic. In case of a major medical emergency, students will be taken to Volunteer Hospital, which is within five minutes of the campus. Payment for major medical treatment is the individual responsibility of the student's parents or guardians.

UNIVERSITY FACILITIES

Library

The Paul Meek Library, which has been expanded from 65,000 to 120,000 square feet, features an Innovative Interfaces automated system which includes the Online Public Access Catalog (OPAC); an after-hours study area equipped with a CCTV surveillance system; a Special Collections area; group-study rooms; a student computer lab; and a faculty multimedia lab. The Media Services area is also located in the library and is the home of cable channels 42, 43 and 44. The Paul Meek Library houses the area's most extensive educational and classic film video collection, with over 3,000 titles available. The Media Services Department supports UTM's film history classes by offering an excellent selection of classic Hollywood and international feature films.

The Special Collections Department is a regional repository for historic documents and records located on the UTM campus. Its primary function is to identify, select, and organize unique documents and records whose enduring research value makes them worthy of continued preservation and conservation. The Department's research room and library also serve as a resource center for local and state history and genealogical research.

Student Identification Cards must be presented to borrow books or other material from the library. The library reserves the right to limit the number of books or other materials, which can be borrowed by one individual.

Library Summer Hours of Operation

Monday – Thursday	7:50 a.m. – 10:00 p.m.
Friday	7:50 a.m. - 5:00 p.m.
Saturday	1:00 p.m. - 5:00 p.m.
Sunday	2:00 p.m. – 10:00 p.m.

Student Health Center

The Student Health Center is conveniently located near UTM's residence halls and is available for students with minor health issues. The Student Health Center is open Monday through Friday from 8 a.m. to 4 p.m. and is staffed with nurses, a part time nurse practitioner, and a physician, who is available for consultation.

The Medical Information Sheet that was returned to the TGSAS office provides essential information in the event that a scholar becomes ill or injured. Volunteer Hospital, a general medical/surgical facility, has a 24 hour emergency room and is located approximately two blocks from the campus. The Scholar's parents or legal guardians are obligated to pay any medical expenses incurred at the hospital or outside the realm of the Student Health Center. A copy of the Scholar's Medical Information Sheet, Compliance form, and insurance card will be made available if needed at the Student Health Center, walk-in-clinic and/or hospital during TGSAS.

Any Scholar with special dietary or medical needs will be accommodated. A questionnaire, included in the registration packet, was sent to each Scholar. That questionnaire requested information on any special dietary or medical needs and will be used to address those needs prior to the beginning of TGSAS. Allergy shots cannot be administered by the Student Health Center; however, arrangements can be made with one of the local physician's offices or walk-in-clinics.

Student Recreation Center

TGSAS students will have free access to a 96,000 square foot Student Recreation Center. This state-of-the-art, fitness facility offers a full line of cardiovascular equipment, weight training equipment, strength training equipment and an aerobics room. Racquetball courts, basketball courts, and other indoor activities are also available.

Elam Center

TGSAS students may also use the Elam Center located on the west side of the campus. Inside are an Olympic sized swimming pool and jogging balcony. Outside are sand volleyball courts, a 400 meter track, soccer field, softball field, tennis courts (some lighted) and a well-lit fitness trail.

Emergency Contacts

In an emergency, students can be contacted directly. (Those numbers will be available upon check in.) If a student is in class or involved in an elective, plenary or other activity, messages may be left with the main desk in your dorm, the **UTM TGSAS Office at (731) 881-7211 (recommended)**, or the **UTM Department of Public Safety at (731) 881-7777**. Each office will have TGSAS student schedules and will locate or give them a message, as appropriate. Numbers where pertinent TGSAS and UTM faculty and staff can be reached after hours or on weekends are listed below:

Contact	UTM/TGSAS
Dr. Joey Mehlhorn	731-881-7275
Mrs. BeLynda Jones	731-881-7211

UT-Martin and TGSAS Policy for Cell Phones and Other Electronic Devices

Cell phones are not permitted to be taken to class or other TGSAS educational activities. You are expected to act in a professional manner with regard to cell phone use during TGSAS. A cell phone may not be used as a calculator during a test; you may only use approved devices.

Scholars are expected to adhere to UTM/TGSAS policy as follows:

Cellular phones, pagers and other electronic devices shall not be used in a manner that causes disruption in the classroom, library, or within University owned or University operated facilities; nor will these devices be used in an inappropriate manner. This includes texting and abuse of cellular or other electronic devices with photographic capability. Utilizing these devices for purposes of photographing test questions or other forms of academic misconduct or illegal activity, such as photographing individuals in secure areas such as lavatories, dorm rooms, or locker rooms, when a person has a reasonable expectation of privacy, is prohibited and grounds for expulsion.

Dates to Remember

**TGSAS Registration and Orientation
Cooper Hall**

May 28, 2022- 8:30 – 10:30 a.m.

Opening Luncheon - 11:30 a.m.

Boling University Center

**Tentative Family Visitation Day
June 11, 2022 - 8:00 a.m. – 5:00 p.m.**

**TGSAS Overnight Field Trips
Dates TBA**

**TGSAS Graduation Day
Dorm Check - Out
June 24, 2022 - 8:00 – 10:15 a.m.**

**TGSAS Graduation
Boling University Center
June 25, 2021 - 10:30 a.m.
GSP Presentations and Graduation Ceremony**

For Additional TGSAS Information Contact

Dr. Joey Mehlhorn, Director

Telephone: 731-881-7275

Email: jmehlor@utm.edu

or

Mrs. BeLynda Jones, Administrative Specialist

Telephone 731-881-7211

Email: bjone124@utm.edu

*Tennessee Governor's School for the Agricultural Sciences
Department of Agriculture and Natural Resources
253 Brehm Hall
The University of Tennessee at Martin
Martin, Tennessee 38238*

Visit the TGSAS Website at: <http://www.utm.edu/departments/tgsas>

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Notice: This Grantee is a recipient of taxpayer funding. If you observe an employee engaging in any activity which you would consider illegal or improper, please call the State Comptroller's office toll free hotline at 1-800-232-5454

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