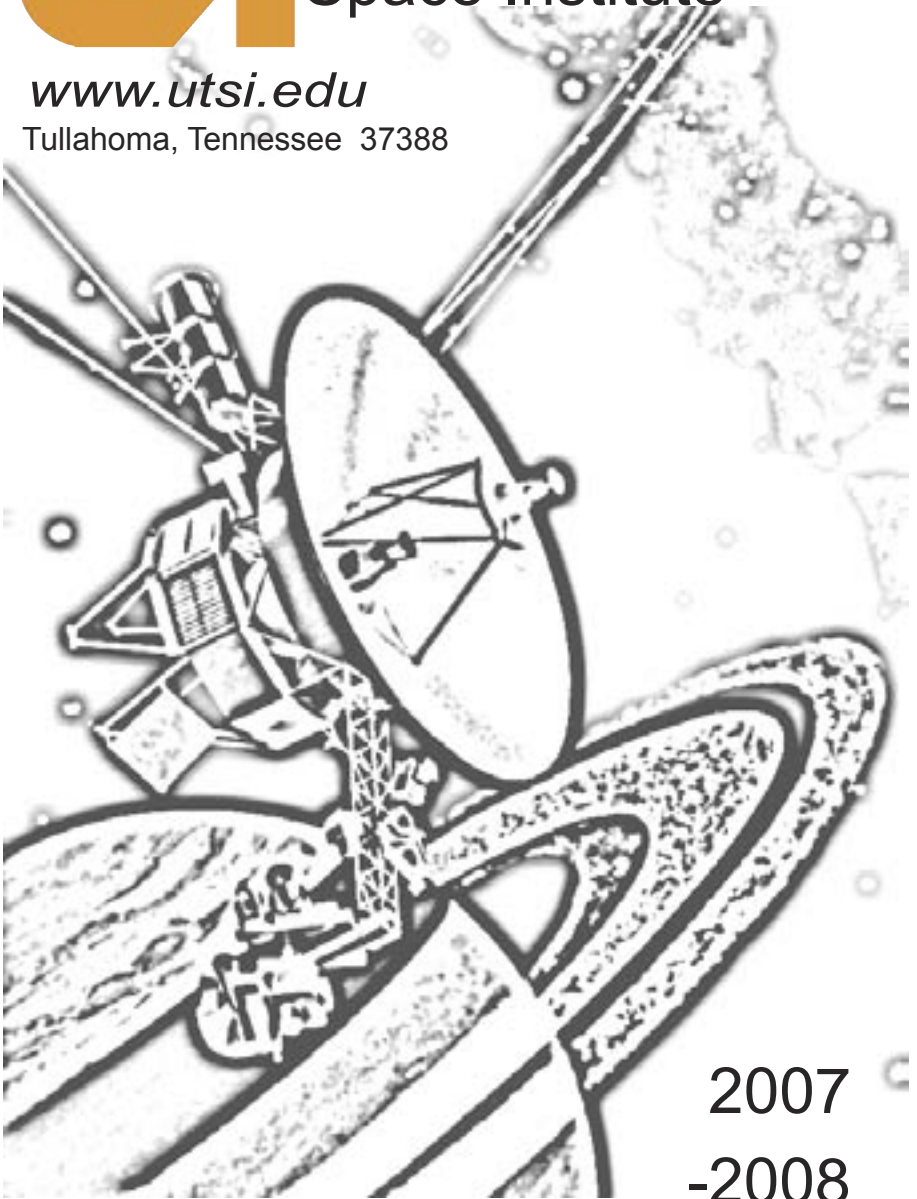




Space Institute

[www.utsi.edu](http://www.utsi.edu)

Tullahoma, Tennessee 37388



2007

-2008

# Student Handbook

**DIRECTORY**  
<http://www.utsi.edu>  
<http://students.utsi.edu>  
**(Student Government Home Page)**

<b>ADMINISTRATORS</b>	<b>EXT</b>
Dr. Donald C. Daniel, Chief Operating Officer & Associate Vice President Upper A-203	213
Dr. Bruce Bomar, Dean for Academic Affairs Upper A-202	318/493
Dr. Angelia Bukley, Assistant Vice President for Research & Development Lower B-109	286
Dr. George Jensen, Assistant Vice President for Administration and Finance Lower C-106A	205

**DEGREE PROGRAM CHAIRMEN**

AE	Dr. Roy Schulz, Upper E-206	425
AvSys	Dr. Stephen Corda, Lower H	413
EE	Dr. Monty Smith, Upper H-203	480
ES	Dr. Roy Schulz, Upper E-206	425
IE	Dr. Greg Sedrick, Lower E-109	292
Math	Dr. Boris Kupershmidt, Upper B-205	465
ME	Dr. Roy Schulz, Upper E-206	425
Phys	Dr. Horace Crater, Upper B-204	469

**PROFESSIONAL ORGANIZATION CONTACTS**

AIAA	Dr. Ahmad Vakili	483
ASME	Dr. Roy Schulz	425
IEEE	Dr. Monty Smith	480
IIE	Dr. Greg Sedrick	292
OSA	Dr. Chris Parigger	338
Sigma Pi Sigma	Inactive – primarily for undergrads	
SIAM	Dr. Trevor Moulden	479
Society of Physics Students		
	Dr. Horace Crater	469

**Toll Free (888) 822-8874 (plus UTSI ext.)**

## **MEDICAL DOCTORS (see page 19)**

Internal Medicine Associates (Tullahoma) 455-7767  
Counseling Service 455-8504

## **SGA OFFICERS 2007-08**

President Jesse Labello 107  
Vice President  
for Activities Amy Cartier 334  
Vice President for Records  
& Finance Josh Batterson 373  
Senators: Eric Jacob 325  
Matt Duran 115  
Tony Saad 308  
Tim Barber 308  
Lee Allen

## **CLUB CONTACTS**

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Astronomy Club Tina Rice 109  
Auto Club Mark Olles 133  
Boat Club Sean Fischbach 502  
Computer Club Sean Fischbach 502  
Experimental Rocket  
Society Eric Jacob 325  
Paintball Club Eric Jacob 325  
Recreation Club Josh Batterson 373  
Soaring Club Tina Rice 109

AEDC Recreation Activity Center 454-6084 or 454-5471

## **EMERGENCY NUMBERS**

For fire, ambulance, or police 9-911  
For UTSI security officer 1-931-967-2331  
For Woods Reservoir (lake incidents only) 454-5662

## **AFFIRMATIVE ACTION OFFICER**

Patricia Burks-Jelks, Lower C-104 226

## **BOOK AND SUPPLY STORE**

Lower C 204/314

## **CAFETERIA**

I/S Center 240

## **CAMPUS SECURITY**

Wesley McMinn, Physical Plant 313

## **CHAPLAIN-ON-CALL**

Dr. Baylon Hilliard 455-5072

## **COMPUTER SERVICES**

Richard Gulley 250

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Conferences, Seminars, Workshops and Short Courses  
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Shanna Relford 319

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Linda Engels, Lower D-111 233

## **FINANCIAL AID**

Callie Taylor, Lower A-104 432

## **GRADUATE ASSISTANTSHIPS**

Callie Taylor, Lower A-104 432

## **HUMAN RESOURCES AND SERVICES**

Patricia Burks-Jelks 226

## **INDUSTRIAL SECURITY**

Dr. Angelia Bukley 286

## **INSURANCE**

Callie Taylor, Lower A-104 432

## **INTERNATIONAL STUDENT AFFAIRS**

Callie Taylor, Lower A-104 432

## **LIBRARY**

Emily Moore 316

## **MAIL SERVICES & BOX KEYS**

Susan Murphy, Physical Plant 311

## **MAINTENANCE & PHYSICAL PLANT**

Wesley McMinn, Physical Plant 313

## **PAYROLL DISTRIBUTION**

Robin Nee, Lower C-105 204

## **PLACEMENT**

Callie Taylor, Lower A-104 432

## **PRINTING**

Lower D-104 200

## **PUBLIC RELATIONS**

Shanna Relford 319

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Charlene Hane, Lower A-102 228

## **REGISTRATION, STUDENT RECORDS, CATALOG INFORMATION, & DISTRIBUTION**

Charlene Hane, Lower A-102 228

## **RESIDENT ASSISTANT**

Matt Duran – Room 205  
Student Center 393-7115  
Alternate: Tony Saad – Room 206 393-7135

## **SAFETY**

Wesley McMinn, Physical Plant 313

## **STUDENT HOUSING**

Callie Taylor, Lower A-104 432

## **TELEPHONE SERVICE**

Susan Murphy, Physical Plant 311

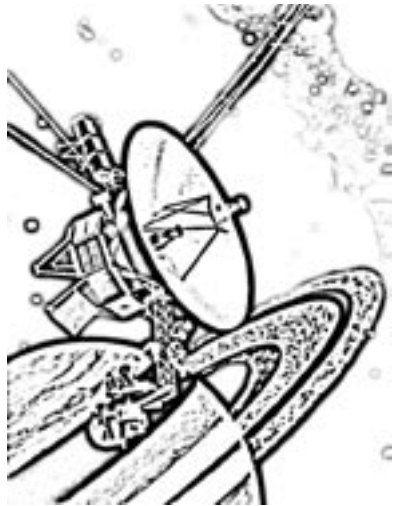
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# GENERAL INFORMATION

## GENERAL INFORMATION

All UTSI students must assume full responsibility for knowledge of, and compliance with, the rules and regulations of the University of Tennessee, Knoxville Graduate Catalog. This Handbook, a supplement to the Graduate Catalog and Hilltopics, is published by the Admissions and Student Affairs Office, Lower A-Wing. Please submit any comments, recommendations or corrections to that office.

The objective of this Handbook is to provide additional information to UTSI students on a variety of topics, some of which may not be addressed in the Graduate Catalog or which need to be supplemented to provide specific guidance for the UTSI campus. Since the academic programs at UTSI are offered as part of the UTK Graduate School, appropriate topics have been taken verbatim from Hilltopics, the UTK Student Handbook. Where possible, we have tried to include additional detail to provide guidance for UTSI students. However, please refer to Hilltopics when indicated by this Handbook. If there is a conflict between this Handbook and Hilltopics or this Handbook and the Graduate Catalog, Hilltopics and the Graduate Catalog take precedence.

You may obtain a copy of Hilltopics or the UTK Graduate Catalog from the Admissions Office or the Registrar, Lower A-Wing. It includes invaluable information regarding graduation requirements, deadlines, and fellowship opportunities. Other reference documents which you may want to review include:

- "Statement of Policy on Misconduct in Research & Service"  
Assistant Vice President and Dean for Research and Development Office,  
Lower B-Wing
- The University of Tennessee Space Institute Telephone Directory  
Department of Human Resources and Services, Lower C-Wing
- Quick Reference (includes Local Extensions and Mail Stops)  
Susan Murphy, Physical Plant
- University of Tennessee, Knoxville Graduate Student Handbook  
Admissions and Student Affairs Office, Lower A-Wing
- Guide for Preparation of Theses and Dissertations  
UTSI Bookstore, Lower C-Wing
- Faculty Handbook  
Dean for Academic Affairs Office, Upper A-Wing
- "Student Government Association (SGA) Constitution & By-Laws" Admissions  
and Student Affairs Office, Lower A-Wing

Students attending classes on campus should review the Graduate School official bulletin board, near the library entrance, at least once per week when school is in session.

All full-time students will be given a computer account and must check e-mail frequently (once per day when school is in session).

## THE UT SPACE INSTITUTE

From 1956 to 1964 the University of Tennessee provided a graduate program for Air Force and civilian employees at Arnold Engineering Development Center (AEDC). Encouraged by the success of this program, the late Dr. B. H. Goethert led a campaign to establish a space institute. Goethert, a noted German aeronautical scientist during World War II, marshaled strong support from the surrounding communities as well as from Tennessee Governor Frank G. Clement, UT President Dr. Andrew (Andy) Holt, and General B. H. Schriever, commander of the U.S. Air Force Systems Command.

The Tennessee legislature authorized establishment of UTSI and appropriated \$1,250,000 in initial funds. The Institute officially opened on September 24, 1964, with classes meeting in temporary offices at AEDC until November 1965. Dr. Goethert was the first director of the Institute. However, he also served in Washington as chief scientist of the Systems Command for two years, and it was 1966 before he came to UTSI full time as director and professor of aerospace engineering. In 1971, he was awarded Dean status. Others to serve as Dean include: Dr. Charles H. Weaver -- July 1, 1975 - December 31, 1981; Dr. B. H. Goethert (interim) -- January 1, 1982 - June 30, 1982; Dr. Kenneth E. Harwell -- July 1, 1982 - December 31, 1988; Dr. Richard M. Roberds (acting) -- January 1, 1989 - June 30, 1990.

In 1987, the UT Board of Trustees created the position of Vice President for the Space Institute. Dr. Wesley L. Harris, former dean of engineering at the University of Connecticut, filled this new position from July 1, 1990 - January 18, 1993. Dr. Joel W. Muehlhauser was appointed Interim Vice President effective January 19, 1993. Dr. T. Dwayne McCay, a member of the UTSI ES&M faculty, became Vice President on December 13, 1993, and served through December 2000. Dr. George Garrison served as Chief Operating Officer from July 1, 2000 to May 1, 2001. Dr. John Caruthers has held the position of Chief Operating Officer since May 1, 2001, and Associate Vice President since November 1, 2002.

The Space Institute's first mission is to provide quality graduate education in science and engineering. The Space Institute is unique in that it offers only graduate programs, which encompass 10 academic fields in engineering and applied science. The accredited academic programs and policies of the Institute have their origin in appropriate departments of the University of Tennessee, Knoxville. More than 1,500 degrees (MS and PhD) have been awarded.

In addition to its academic programs, UTSI provides service to industries through several research programs. UTSI pioneered proof-of-concept testing of magnetohydrodynamics (MHD)--a concept for producing electrical power more efficiently and with less pollution by burning pulverized coal at very high temperatures and passing the ensuing gases through a magnetic field.

The Center of Excellence for Laser Applications (CLA) was established at the Institute in July 1984, with the State of Tennessee providing seed money for five years. In 1989 the CLA was designated as an accomplished Center of Excellence within the University of Tennessee System with continuing support from the State.

As part of a continuing effort to increase educational opportunities for students, UTSI has benefited from the Chairs of Excellence Program. Dr. Gary Flandro, the first person to occupy the Edward J. and Carolyn P. Boling Chair of Excellence in Space Propulsion, joined UTSI in 1991. A Chair of Excellence in Computational Mechanics has also been funded since August 1997.

## **MISSION STATEMENT**

The mission of The University of Tennessee Space Institute (UTSI) is to serve the state of Tennessee and the nation as a resource for the professional development of engineers and scientists through graduate education, interdisciplinary research and the transfer of technology, particularly as related to the space and aerospace sciences. The Institute is committed both to providing a high quality learning and research experience leading to Master of Science and Doctor of Philosophy degrees in selected areas of engineering and science and to continuing professional education.

UTSI fulfills its mission by:

Providing a focused academic village environment where graduate education, interdisciplinary research, and industrial technology transfer are accomplished by a nationally recognized faculty and professional staff with the support of outstanding students. High quality accomplishments in selected areas of engineering and science are the primary emphasis.

Building and fostering academic linkages and cooperative agreements with regional educational institutions to provide a synergistic improvement in regional academic opportunities and quality while expanding utilization of UTSI's unique technical expertise. Particular attention is focused on assuring regional cooperation in serving AEDC's education and training requirements.

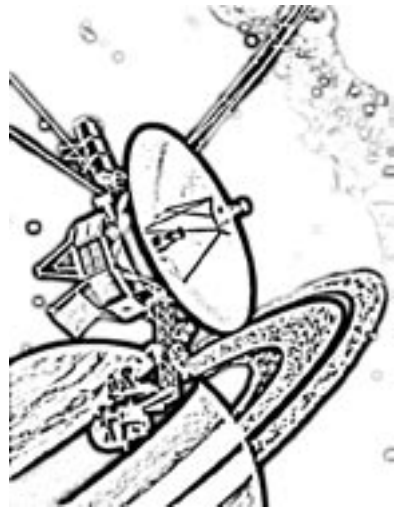
Establishing and strengthening industrial alliances for continuing professional education, development of new products, and manufacturing technology development and transfer. Industrial fellowships, graduate cooperative pro-

grams, and visiting engineer and scientist exchange agreements are utilized along with advanced distance learning technology to increase significantly UTSI's support of industry.

Vigorously pursuing enhancement of existing linkages and alliances with the regional government centers for mutual benefit and to strengthen national education and research objectives which are changing and being redefined at a rate not previously experienced by this generation.

Providing quality programs in aerospace propulsion and aeronautics, computational mechanics, laser applications and materials processing, energy conversion and environmental science, aviation systems, and engineering management. Future emphasis areas are to include laser assisted manufacturing, high temperature power plants, and aircraft design.

Enhancing the UTSI academic village environment to provide students, faculty, and staff with a physical support system, including quality academic and research facilities, second to none in this region. First class research laboratories, equipment, and electronic classrooms are provided to support a productive faculty and a high quality and expanding student population. Development, professional training, and upward growth programs are regularly provided to assure the faculty and staff capabilities and attitudes necessary to achieve a true academic village concept. Leadership abilities and ethical awareness are central to the development of faculty and staff and are an emphasis for the education of each student. Further, UTSI is absolutely committed to retaining its cultural and ethnic diversity through affirmative action and other programs.



# STUDENT AFFAIRS

# STUDENT AFFAIRS

## FINANCIAL AID

### Student Loans

Student loans are administered by the Financial Aid Office at UT Knoxville. Free Application for Federal Student Aid Forms are available in the UTSI Admissions and Student Affairs Office as well as on the web at: [www.utsi.edu/academic/fin-aid.html](http://www.utsi.edu/academic/fin-aid.html). Submitting this form to the College Scholarship Service starts the process of obtaining a guaranteed student load and/or Perkins loan. A limited loan is also available for emergencies. The Admissions and Student Affairs Office will assist you in applying for a loan and provide financial counselling. In general, international students do not qualify for student loans except for the emergency loan.

### Fellowships

Several University and national fellowships are available to qualified students. Applications for the National Science Foundation, Department of Defense, Zonta Amelia Earhart, National Aeronautics and Space Administration (NASA), and Consortium for Graduate Degrees for Minorities in Engineering and Science (GEM) Fellowships are available from the Admissions and Student Affairs Office, normally from September through December. UTSI also awards NASA Space Grant Fellowships to deserving students working on space related projects. These fellowships are typically awarded to incoming students. Local fellowships awarded to incoming and current students include the Morris L. Simon, Thomas Jefferson, Jordan G. Ennis, William R. Carter, Lloyd W. Crawford, J. B. Dicks, James P. Rhudy, the Creation Per Sapientia Revelata (creation revealed through wisdom) Fellowships, and the International Testing and Evaluation Associations.

### Employment

A very limited opportunity exists for part-time employment on the UTSI campus. Students should contact the Department of Human Resources and Services (Lower C-Wing) for applications and announcements of such opportunities.

### Federal Work Study Program

U.S. citizens and permanent residents may be eligible for a work-study program which permits full-time students to work up to 20 hours per week. Applicants must have applied and be eligible for the federal student loan program. If interested, contact the Admissions and Student Affairs Office for further details.

## Assistantships

Most full-time students at UTSI are on Graduate Assistantships (GAs). These are basically funded in two ways: through contracts which UTSI research units and individual professors have with such outside agencies as NASA, the Department of Energy, and the Department of Defense, or by UTSI budgeted funds. Many students are awarded GAs prior to entering UTSI; others come without support and receive a GA at some point during their academic program. Some students complete programs without receiving a GA. Students receiving a GA should carefully review the Policy on the Administration of Graduate Assistantships at UTSI found at Appendix A.

## **HOUSING**

### On-Campus Student Housing

There are 20 student rooms in the **Andy Holt Industry/Student Center** which are designed as 2-person rooms. To reserve a room, a \$150.00 deposit must be remitted to the Business Office. If space is available, students will be asked to sign a contract which specifies conditions for occupancy. Students should carefully review the contract. Rent is payable at the first of each month by cash, personal check, or VISA/MasterCard credit cards. Students may request a single room under the condition that they pay the single occupancy rent. Depending on projected entries/graduations, these requests may be granted on a first come, first served basis. It could become necessary to assign a roommate after the contract expires.

### Short Term Use of Residence Hall

From time to time requests are received from faculty, staff, and students to occupy a room in the residence hall for a short period of time, generally less than two weeks. It is UTSI's philosophy to try to assist our full-time employees and full-time students in special housing situations, provided space is available. Therefore, based on the discretion of the Coordinator for Student Affairs, rooms may be let for \$9.00 per night when the room is shared with a regular resident, or \$20.00 per night for a complete room. These prices do not include maid (cleanup) service. If the individual wishes to stay longer than two weeks, a regular contract should be used with a minimum payment of one month's rent.

### Resident Assistant

A Resident Assistant is appointed from among those residing in the dorm who apply for the position. Responsibilities assigned to the Resident Assistant are outlined in a Position Description which may be obtained from the Admissions and Student Affairs Office. Remuneration for the position is a private room at the double occupancy rate. The RA is identified in the Directory Section of this Handbook.

### Off-Campus Student Housing

There are a number of apartments in the Tullahoma, Manchester, and Winchester area. The Admissions and Student Affairs Office maintains a current listing to assist UTSI students. Local newspapers also have information on available housing.

### Temporary UTK Facilities

Students who are in Knoxville overnight may contact Ms. Helen Fox, Residence Hall Office (865) 974-2571 for accommodations. Availability is extremely limited so students should make arrangements far in advance. Rate is \$25 for a single, \$30 for a double plus tax.

## **CAMPUS SECURITY**

A security officer is on duty from 24 hours a day, seven days a week. He/she will be in uniform and have a patrol car. You should carry some means of identification (driver's license, UTSI identification card, or other ID card) on your person as the security officer is instructed to challenge anyone he/she does not recognize after dark. To contact the security officer call 9-1-931-581-2467. For emergencies, call 9-911 from any on-campus phone.

During a campus power outage, the telephone switch will continue to operate for 45 minutes on UPS power. After that time, outside calls can be made on specified "ground start" phones located around the campus. The locations of the "ground start" phones are posted on bulletin boards in all campus buildings. A "ground start" phone is located in the Student Center lobby. Press the small button beside the phone to receive a dial tone.

Although UTSI appears to be safe and free from criminal activity, do not rule out the possibility that you could be affected by a criminal act. Lock your automobile and do not leave your valuables unattended. Use discretion concerning where you go alone on campus and take precautions for your personal safety.

In accordance with the Tennessee College and University Security Information Act of 1989 The University of Tennessee Space Institute has prepared a report containing campus security policies and procedures, data on campus crimes, and related information. The latest copy of this report may be obtained by any student, employee, or applicant for admission or employment by going to: <http://ope.ed.gov/SECURITY/Search.asp> and search under Tennessee (state) and type in The University of Tennessee in campus name test box. Scroll to bottom of page click on selection under Local Crime Statistics.

## STUDENT HEALTH

Full-time students may receive **Outpatient Care** from Internal Medicine Associates, 1805 North Jackson Street in Tullahoma.

UTSI will reimburse the doctor for professional services as described below:

1. Students may arrange appointments during regular office hours at no charge. However, charges will be made to the students for X-rays, lab tests, injections, and the use of packs or other materials.
2. Students requiring care after regular office hours will be given the same consideration by the doctors that they give to their private patients under similar conditions. No charge will be made to the students, except for the items listed in paragraph one.

Only full-time students, but not their dependents, are eligible for these medical services. Students withdrawing from school or reducing their load to less than full-time will lose their eligibility for medical care. If the physicians feel that, for professional reasons, they should dismiss themselves from the medical care of a student, they may do so and the student will be required to pay for services from another doctor. The designated physicians will be given the names of UTSI full-time students immediately after registration each semester, and students must identify themselves when requesting medical services.

## MEDICAL INSURANCE

### U.S. Student Insurance

The University of Tennessee student group hospitalization insurance, provided by United Health Care, pays toward the cost of hospitalization and emergency treatment of accidents, when treatment is rendered within 48 hours after the accident. It does not provide for the type of outpatient care being provided by the physicians under the Outpatient Care program. All U.S. students are encouraged to enroll in the university sponsored insurance program, but students need not be enrolled in the student group hospitalization insurance program to be eligible for the outpatient medical program.

### International Student Insurance

International students are required to take the University of Tennessee student group hospitalization insurance. All international students must sign up for insurance **before** they can register for classes, but may do so during the registration process. Dependents of students in the J-status must also be covered on the student's insurance policy.

## COUNSELING SERVICE

UTSI has a contract with a local psychologist, Dr. Kent Lewis, who will provide up to four one-hour counselling sessions per year for any full-time student. These sessions are funded by UTSI. Additional sessions may be scheduled at the student's expense. Contact the Admissions Office for more information. Dr. Lewis is located at 612 Wilson Avenue and appointments may be arranged by calling 455-8504.

## INTERNATIONAL STUDENT AFFAIRS

All immigration matters are administered through the Admissions and Student Affairs Office. Entry documents, usually I-20s, are requested by this office--after academic admission has been granted and financial support ascertained.

Once international students are enrolled at UTSI, they should check with the Admissions and Student Affairs Office before venturing into any activity -- **especially travel or employment** -- to be sure such activity will not jeopardize their standing with the Bureau of Citizenship and Immigration (BCIS). Also, any change in academic programs should be reported to the Admissions and Student Affairs Office, as most changes require notifying the BCIS or obtaining new documents. **DO NOT** assume some other department will notify the Admissions and Student Affairs Office.

Request for Practical Training is also processed through the Admissions and Student Affairs Office. International students who think they need Practical Training should contact this office at least six months prior to their anticipated graduation date to discuss the process.

The Admissions and Student Affairs Office tries to ensure that international students' I-20s are kept current. However, it is ultimately the students' responsibility to make sure any immigration documents are renewed or extended **before** the expiration date. International students should allow a minimum of 90 days for processing any request to Immigration.

## SAFETY

UTSI offers a unique opportunity to be involved in hands-on research and recreational activities such as sailing, swimming, and flying. Safety and health must be a primary consideration for these programs to exist. Where there is a conflict between safety and the task, safety must take precedence! Safety at UTSI is not an option; it is your responsibility! When planning a thesis project or recreational activity, consider safety, health, and environmental factors. Call 9-911 for emergency fire, ambulance, and police service. Questions on safety, health, and environment concerns should be directed to the UTSI Safety Officer who is identified in the Directory section. Please become familiar with fire extinguisher locations.

In the event of power failure, a phone is present in the I/S Center Lobby that connects automatically to an outside phone line. Similar phones exist in the Main Building. The locations of these phones are posted on the bulletin boards throughout the Main Building. One is available 24 hours a day in the student computer laboratory (upper C wing).

## **CONTINUING EDUCATION PROGRAM**

The Continuing Education program is designed to be responsive to the needs of engineers, scientists, and skilled craftsman in industry, government and the private sector. The courses, about 25 annually, are carefully selected with emphasis given to new developments in specific areas, and are conducted by the UTSI faculty and highly qualified guest lecturers from education, industry, government, and the private sector. These courses are conducted on the UTSI campus, but are also given upon request at various locations throughout the United States.

Although these courses are aimed at engineers and scientists outside the regular student body, students are encouraged to attend lectures pertinent to their areas of interest. The lectures can prove to be valuable additions to their program due to the timeliness of the subject matter or the expertise of the lecturer.

If space is available, UTSI GRA's may attend any course held on campus tuition free with permission of the course director, the student's faculty advisor and his or her work supervisor. The Continuing Education Program staff, located in A103, will be happy to help you with questions and arrangements. The Continuing Education Program brochures describing individual short courses are available in the Continuing Education Office as well as the UTSI website ([www.utsi.edu](http://www.utsi.edu)). An announcement board in the Main Lobby lists current and upcoming course offerings. For further information contact the Continuing Education Office at extensions 276/277.

## **PLACEMENT**

Students should begin considering employment options 12-18 months prior to their anticipated graduation date. At the beginning of each fall semester, a representative (usually the Director) of the University of Tennessee, Knoxville Placement Center comes to the UTSI campus to convey placement procedures for that academic year, discuss aspects of developing a good resumé, identify important considerations for interviewing, etc. A teleconferencing system permits UTSI students selected for interviews through the UTK Placement Center to interview with company recruiters without having to go to the Knoxville campus.

Students nearing graduation are notified of any job opportunities of which the Admissions and Student Affairs Office becomes aware. These opportunities are normally disseminated via e-mail. We arrange for students to attend various job fairs, including those in Atlanta and Nashville.

A bulletin board in the lower hallway between B- and C-Wings is dedicated to placement notices.

## **CHAPLAIN-ON-CALL**

A local clergyman has agreed to assist students with religious, personal, family, or other concerns, either through counseling or referring the student to another clergyman in the local area if the student is of another faith or religion. The Chaplain-on-Call serves without remuneration and is identified in the Directory section. You are also encouraged to contact the Admissions and Student Affairs Office regarding any problem.

A listing of local church services can normally be found in the Friday Tulahoma News.

## **LIBRARY**

We have an unusual library in that the doors never close. If you want to come in at 2:00 a.m., you may do so. Also, we have an "honor" circulation system. You are encouraged to learn the simple self-service process and to leave a record whenever you borrow an item from the library. The latter is absolutely imperative for UTSI to continue this policy.

Visit the Library early and often during your stay at UTSI. Our Library personnel would be pleased to give you an orientation of the facility, answer questions, and assist in any way possible.

## **COMPUTER SERVICES**

A variety of platforms/architectures are used at UTSI. New students will be given an introduction of computer facilities and services, and in the fall semester this will be part of the New Student Orientation. Institute-wide information is provided at <http://www.utsi.edu>. All full-time students must be electronically reachable, and it is desirable that part-time students are also reachable by e-mail; this can be accomplished by establishing a computer account.

A number of computers are available at UTSI around the clock, for example in the upper C-Wing computer laboratories. Computers are an integral part of research, education, and service activities. Opportunities and computer services are provided to assist you in the effective use of computers during

the course of your study and work. Similar to the library arrangements, the open-door availability and open-access of variety of computers requires proper use consistent with the purpose of these computers.

The UTSI computers are connected to the local area network and internet, and in addition, several dial-in-lines allow you to establish remote access. A number of well-established software packages are in use for research, class work, and electronic communication; however, diverse needs frequently require one-of-a-kind machine- or user-specific software/hardware. The policy on Software Copyright Compliance at UTSI is identical with The University of Tennessee, Knoxville (UTK) Fiscal Policy, Section 135, which is for your convenience cross-referenced as 'Fiscal Policy' at the <http://www.utsi.edu/Admin/campus.html> web-page.

## **WEBSITES**

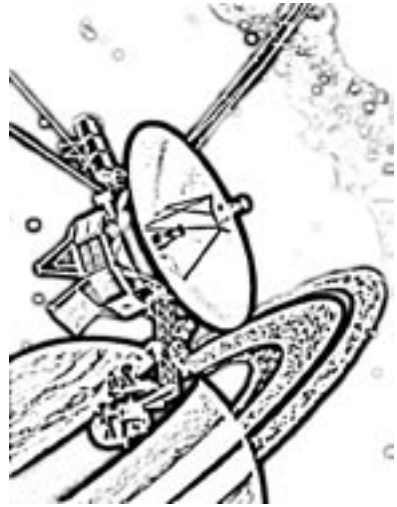
Both UTSI and SGA have a website. The UTSI homepage is located at <http://www.utsi.edu>. This site contains general information about UTSI such as course schedules, academic programs, calendars and exam schedules. The SGA's site is located at <http://students.utsi.edu>. It contains information about SGA and various clubs SGA sponsors. An Activities Calendar which lists all the planned events is updated on a regular basis, so check this site often. If you are interested in creating your own homepage, there is also information on the SGA site on how to do that.

## **CAFETERIA**

The cafeteria is operated by Excel Food Service, which serves a variety of meats and vegetables as well as a salad bar. Hours of operation are 11:00 a.m. to 1:00 p.m.

## **BOOKSTORE**

The UTSI Bookstore is located in the Business Office in Lower C-105 of the main academic building. Books being used as texts for classes offered each semester are available for purchase. A limited number of UTSI souvenirs are also in stock. You may place orders for reference or other books for personal use through the bookstore's accounts with most publishers. Payments for purchases can be by cash, personal check, or VISA/MasterCard credit cards.



# ORGANIZATIONS & ACTIVITIES

# ORGANIZATIONS AND ACTIVITIES

## STUDENT GOVERNMENT ASSOCIATION (SGA)

SGA is the student organization which represents the student body, including both full-time and part-time students, relative to various aspects of student life. The responsibilities of SGA are outlined in the "SGA Constitution and Bylaws", a copy of which may be obtained from the Admissions and Student Affairs Office.

All students are encouraged to attend SGA meetings which are usually held monthly. Meeting notices and minutes are posted on the SGA bulletin board located between lower C-Wing and D-Wing.

The SGA leadership is composed of three officers (President, Vice-President, and Vice-President of Records and Finance) and six Senators (four full-time students, two incoming students elected after the fall semester begins). Current SGA officers and senators are identified in the Directory at the beginning of this Handbook.

SGA elections are conducted in late April or early May with a one-year term of office. Specific qualifications and responsibilities of officials are contained in the Bylaws.

During the annual UTSI budget cycle (March or April), SGA prepares a proposed budget for student activities for the following fiscal year (July 1-June 30). SGA then allocates funds provided to account #E02-0225 for clubs, parties, and other student activities. SGA may recommend expenditures from funds provided in account #E02-0226, the capital expenditure account, for approval by the UTSI Assistant Vice President for Finance. Funding for these accounts is based on anticipated receipts from student programs and services activity fees for the upcoming fiscal year (July 1-June 30).

The SGA President represents UTSI on the University of Tennessee Board of Trustees Student Affairs Committee.

## CLUBS AND ORGANIZATIONS

(Please refer to the Directory for a point of contact for the respective club)

Clubs listed below are sponsored by and receive funding from SGA except for the Tennis Club. UTSI students do not have membership fees or dues in SGA sponsored clubs. SGA will provide funding of \$10 per person for students involved in athletic clubs. Nonstudents pay fees directly to the league. Other nonstudent fees (to be paid to SGA) are as follows: soaring club - \$60 per semester; aero club - \$60 per year; recreation and boat club - \$10 per year; paintball clubs - \$10 per semester; experimental rocket society and astronomy club - \$5 per year.

### **Aero Club**

The Aero club was formed to provide students, faculty, and staff the opportunity to obtain flight instruction and ultimately a private pilot's license for at least half of what it costs elsewhere. The club currently owns a 1975 Cessna 150M, which may be rented for \$30 an hour. The club has two flight instructors available to provide flight instruction whenever student schedules permit. The club house is located at the Tullahoma Airport and members have unlimited access to it and to the aircraft. There is a yearly membership fee of \$60. SGA offers substantial discounts for students to encourage them to fly. In less than a semester students can obtain a private pilot license. Students with a pilot license can still join the club and rent the airplane. For more information contact the club president.

### **Astronomy Club**

This club offers a star-reaching experience. The UTSA Astronomy Club observes the planets and stars on occasion, and observations can be arranged any time on request; or students may borrow a telescope if they like to watch the sky on their own. Three telescopes are available for observations.

### **Auto Club**

The purpose of this club is to supply students, staff, and faculty with the necessary equipment for automobile maintenance and repair. Tools are provided on a checkout basis and can usually be borrowed for a period of one week.

### **Boat Club**

Members are entitled to unlimited use on Woods Reservoir, of three 14' Sunfish sailboats, four Mistral sailboards, a 17' fiberglass canoe, a 12' jon boat, and a 10' kayak. Our more experienced members will be happy to help you learn how to use these boats properly. A boathouse key may be obtained from the Physical Plant after contacting the Boat Club President.

### **Experimental Rocket Society**

The ERS was organized to allow students to gain valuable hands-on experience in the area of rockets and space technology. The ERS draws on the experience and knowledge of MS and PhD students in all technical fields to complete both long-term and short-term rocket projects. The projects cover all stages of development from conceptual design to construction, testing, and launching of the rockets.

### **Recreation Club**

Members have access to facilities which currently include mountain bikes, a pool table, fussball, ping-pong table, weight room, and a racquet ball court. A key to the recreation room may be obtained from the Recreation Club president.

**Basketball:** The Basketball Club supports UTSI students, faculty, and staff who wish to play basketball in the AEDC Fall Basketball League. The UTSI team is open to students and staff who enjoy basketball and can attend the games, which are played from November to February.

**Paintball:** Paintball is a game of brains and stealth rather than of muscle and brute strength. It is similar to the games of Cops and Robbers, Capture the Flag, Good Guys vs. Bad Guys. Club members have use of six pump-guns, a safety mask and safety goggles for protection. The paintball field is located on the peninsula behind the tennis courts.

**Soccer:** The UTSI Soccer Club is open to all students, faculty, and staff. There are games and tournaments throughout the year and during the summer which are both competitive and fun. UTSI's home field includes a smaller-sized regulation soccer field equipped with goals, nets, and plenty of grass. Student involvement is encouraged, either as a player or spectator.

**Softball:** The Softball Club provides the opportunity for students, faculty, and staff to play in the AEDC summer and fall leagues by paying for the registration fees of the team. The club also provides basic equipment for team play. Those participating are expected to attend practices as scheduled and participate in at least 80% of the games. The emphasis is on participation and everyone who attends normally has the opportunity to play.

**Tennis:** The tennis club is open to all UTSI students, staff, faculty, and the general tennis community. Its purpose is to assist members in learning to play tennis, to improve their game, and to test themselves in tournaments. Facilities available are two outdoor tennis courts located in the recreational area. Activities include a summer tournament and team matches. Check with the club point of contact for current membership fees.

**Volleyball:** The UTSI Volleyball Club offers students, faculty, and staff the opportunity to participate in a wide variety of volleyball activities. The club offers a sand volleyball court, an indoor volleyball court, volleyballs, and additional equipment. During the fall and spring semesters the club enters teams in both the AEDC and Tullahoma volleyball leagues. In addition, there are club parties and club sponsored tournaments from time to time. The club offers all this to anyone interested, so if you are an experienced enthusiast or a beginning player, come out and join the club for a good time on the court.

## **Soaring Club**

This club provides the opportunity for students to experience the joy of soaring and to learn how to fly sailplanes at low cost. Presently, the club owns two sailplanes: a Schleicher ASK-13 (two-seat trainer), and a Schempp-Hirth Ka-8B (single seat). Tow costs are charged for students and nonstudents for car launch. Occasionally aero tows are also available. Beginners usually need about 40 flights with instructor before solo, and an additional 35 flights and 7 hours solo to prepare for the license check.

SGA urges you to participate fully in the academic and social activities provided for you at UTSI, particularly since student activity fees are used to subsidize club activities.

## **ARNOLD ENGINEERING & DEVELOPMENT CENTER FACILITIES**

The Arnold Engineering Development Center (AEDC) outdoor recreation beaches and other outdoor areas may be used by UTSI employees. Students who are on assistantships or otherwise are paid for services by UTSI (UT) are considered employees and therefore may use these facilities. Lifeguards are on duty seven days a week from Memorial Day through Labor Day weekend. Picnic areas offer tables, grills, and pavilions. A scenic 1.5 mile jogging trail around Arnold Village is available for either a challenging run or just a leisurely walk through the woods. Three different hiking and biking trails, located next to the Golf Course, offer an excellent way to spend time exercising in a natural wildlife preserve. For the sports minded, there is an opportunity to enter a team from UTSI in the base intramural program.

In addition, UTSI graduate research assistants are authorized to use the Arnold Lakeside Club (454-3350), Community Activities Center (454-6084), Marina (454-3838 or 6084), Equipment Rental (454-3838 or 6084), Fam Camp (454-4520 or 6084), Sports and Fitness Center (454-6440), and the Golf Course (455-5870).

Private organizations are authorized to operate on AEDC, with membership open to UTSI students. Students interested in the Airfoilers Club, the Yacht Club, or the Highland Rim Shooters Club, should contact 454-5427 to obtain the current point of contact.

## **DISCOUNT PASSES**

Students planning to visit tourist attractions in the Southeast should contact the Department of Human Resources and Services (Lower C-104) to determine if discount tickets are available. Reduced admission cards may be obtained for Disneyworld, Six Flags over Georgia, Sea World, and others. Only GA's are eligible for these passes.

## UTK FOOTBALL GAMES

Full-time students interested in attending University of Tennessee football games should contact the Business Office (Lower C-105) which receives 30 tickets for each game. A nominal fee of \$2.00 is charged for each ticket. Sorry, only one ticket per student. Student must "swipe" student ID card for admission.

## PROFESSIONAL SOCIETIES

UTSI students are encouraged to participate in the professional societies identified below and should consult the Directory for names of campus points of contact. These organizations provide an excellent opportunity to interact with professionals having similar interests as well as possible leads to job opportunities following graduation.

### [American Institute of Aeronautics and Astronautics \(AIAA\)](#)

The American Institute of Aeronautics and Astronautics was formed in 1963 for the purpose of advancing the arts, sciences, and technology of aeronautics and astronautics. The membership includes mechanical, electrical, and chemical engineers, mathematicians, medical and social scientists, and others involved in one or more of the areas unified by the fields of aeronautics and astronautics.

### [The American Physical Society \(APS\)](#)

Since its formation in 1899 at Columbia University, The American Physical Society has dedicated itself to the advancement and diffusion of the knowledge of physics. In its 100+ years of service to science and humanity, the APS has established itself as the major membership organization for physicists in the United States and a significant force in physics internationally. Over 41,000 scientists worldwide belong to the non-profit scientific and educational Society; evenly distributed in academia, industry, and government laboratories.

A major APS (<http://www.aps.org>) strength is its long-standing leadership in the publishing of influential physics journals. Another major Society function is the organization and management of scientific meetings that facilitate the rapid exchange of basic research results and applications of physics. The Society also sponsors prizes and awards that recognize distinguished achievements in physics and in its many subfields and has, in recent years, developed strong outreach programs in education and public affairs.

### [The American Society of Mechanical Engineers \(ASME\)](#)

ASME (<http://www.asme.org>) promotes the art, science, and practice of mechanical engineering and the allied arts and sciences; encourages original research; fosters engineering education; advances the standards of engineering; promotes the exchange of information among engineers and others; broadens the usefulness of the engineering profession in cooperation with other engineering and technical societies; and promotes a high level of ethical practice. Students can meet regularly with both the student and local sections. Student membership includes Mechanical Engineering magazine and ASME News, access to technical information through ASMENET and a choice of Technical Division memberships, Employment Services, Networking opportunities, and more.

### Highland Rim Sigma Xi Club

In 1886 an honor society for scientists and engineers was founded at Cornell University to acknowledge and encourage excellence in science and engineering. Sigma Xi was designed to promote and reward excellence specifically in scientific and engineering research and also to promote and encourage companionship and cooperation among scientists and engineers in all fields.

### The Institute of Industrial Engineering (IIE)

IIE provides leadership in developing industrial engineering; enhancing the capabilities of those who are involved in or manage the application, education, training, research or development of industrial engineering; and, in representing the industrial engineering profession.

### The Institute of Electrical and Electronics Engineers (IEEE)

IEEE was established to "enhance the quality of life for all people throughout the world through the constructive application of technology in its field of competence. It endeavors to promote understanding of the influence of such technology on the public welfare."

The technical activities are directed toward the advancement of the theory and practice of electrical engineering through the setting of standards, sponsoring meetings, and publishing technical information. The professional activities of IEEE are directed toward advancement of the standing of members of the profession.

### The National Society of Black Engineers (NSBE)

The NSBE is one of the largest student-managed organizations in the country. The society is dedicated to the realization of a better tomorrow through the development of intensive programs for increasing the recruitment, retention, and successful graduation of minorities in engineering.

### The Optical Society of America (OSA)

The Optical Society of America was organized to increase and diffuse the knowledge of optics, pure and applied, to promote the common interests of investigators of optical problems, of designers, and of users of optical apparatus of all kinds; and to encourage cooperation among them. The purposes of the corporation are scientific, technical, and education.

OSA (<http://www.osa.org>) is the world's leading publisher of optics information bringing together engineers and scientists (including a number of Nobel laureates) from around the world.

### Sigma Pi Sigma Honor Society

Sigma Pi Sigma Honor Society is associated with the Society of Physics Students. Membership is limited to persons who attain high standards of scholarship in physics and other subjects, and who give evidence of professional merit, proficiency, and distinction.

### Society of Industrial and Applied Mathematics (SIAM)

This Society promotes the application of mathematics in engineering, sciences, and industry. It publishes a variety of high quality research journals and books. It also sponsors regional, national, and international conferences on various areas of mathematical applications.

### Society of Physics Students

The Society of Physics Students is open to all individuals interested in physics. The purpose of this chapter is the advancement and diffusion of knowledge of the science of physics and the encouragement of student interest in physics throughout the academic and local communities.

## **UNIVERSITY LIABILITY**

Student organizations, although registered or otherwise permitted to operate on or near University property, and even though required to conform to certain prescribed University procedures in some cases, are not in any way or manner operated under the general supervision of the University or its Trustees, officers, administrators, or employees. Neither the University nor any of its Trustees, administrators, officers, nor employees are in any way or manner liable for actions or failure to act on the part of such organizations. It is especially noted that the University is not responsible for bodily harm or death to participants in any voluntary organization or activity.

Student organizations shall be solely responsible for the maintenance, upkeep, and protection of University-owned property while in their care, custody, and control.

## **ALUMNI ASSOCIATION**

Each student who graduates from UTSI automatically becomes a member of the UT National Alumni Association. However, we have arranged for UTSI graduates to be identified in the alumni data base, so we are able to correspond with our alumni. Therefore, we hope that you will make it possible for us to do that after you graduate by informing us each time your address changes. Public Relations and Alumni Affairs in the Human Resources Department is the point of contact.

## **FACULTY STUDENT AFFAIRS COMMITTEE**

A Faculty Student Affairs Committee has been established as an advisory committee to the Faculty Assembly. The Committee is composed of three (3) faculty members elected by the Assembly and three (3) student advisors [SGA President and two students appointed by SGA]. The Academic Dean serves as an ex-officio member of the committee. The Committee is concerned with all aspects of student life.

## **COURSE EVALUATIONS**

At the end of the fall and spring semesters, students are asked to complete a course evaluation for each class. During one of the last class periods in the semester, a representative of the Academic Dean's Office attends class and provides forms for completion during class time. Students may request that handwritten comments be typewritten before they are provided to the instructors. Those completing evaluations will remain anonymous.

## **TEACHING EXCELLENCE AWARD**

Each year, a Vice President's Teaching Award of \$1,000 may be provided to a faculty member. Students, alumni, and faculty may nominate a member of the faculty.

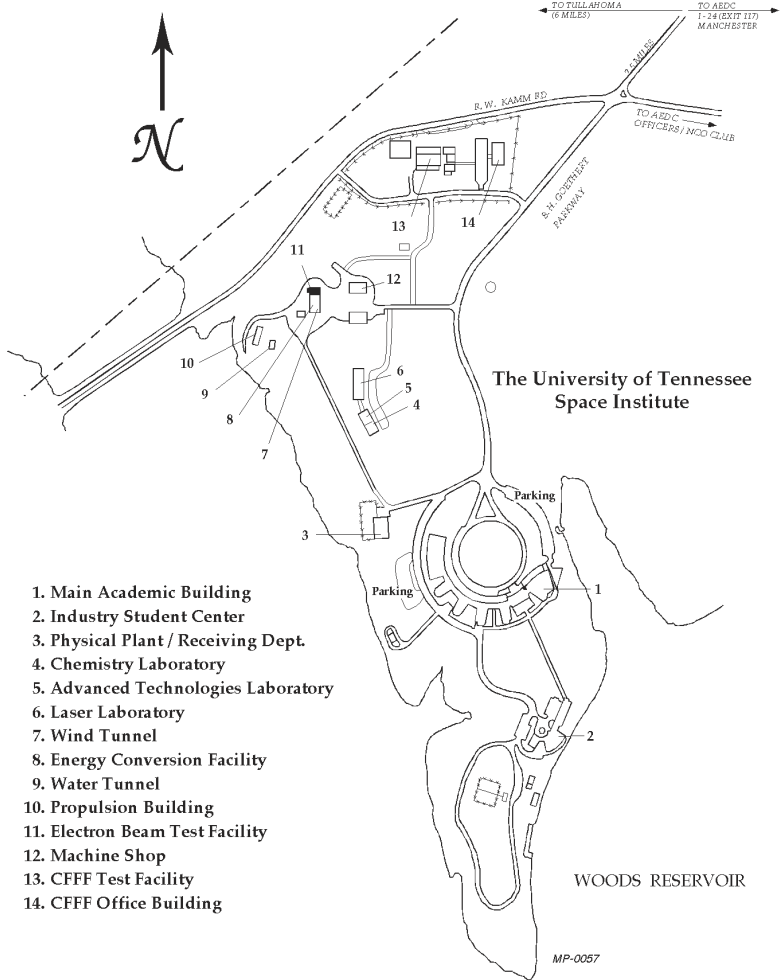
A committee of three faculty and two students will screen those nominated and identify not more than two prospective awardees, based on student evaluation, classroom observation, and other material in nominees' files. The Dean for Academic Affairs will make the final selection.

Nomination forms are available in the Academic Dean's Office during the nomination period which will be announced on school bulletin boards. They are also provided to students at the time course evaluations are conducted.



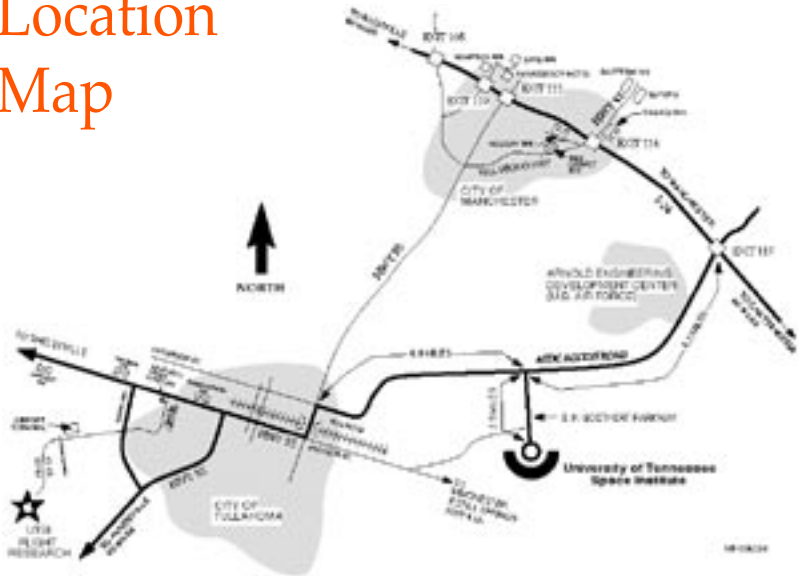
# MAPS & ACADEMIC CALENDAR

# UTSI Area Map

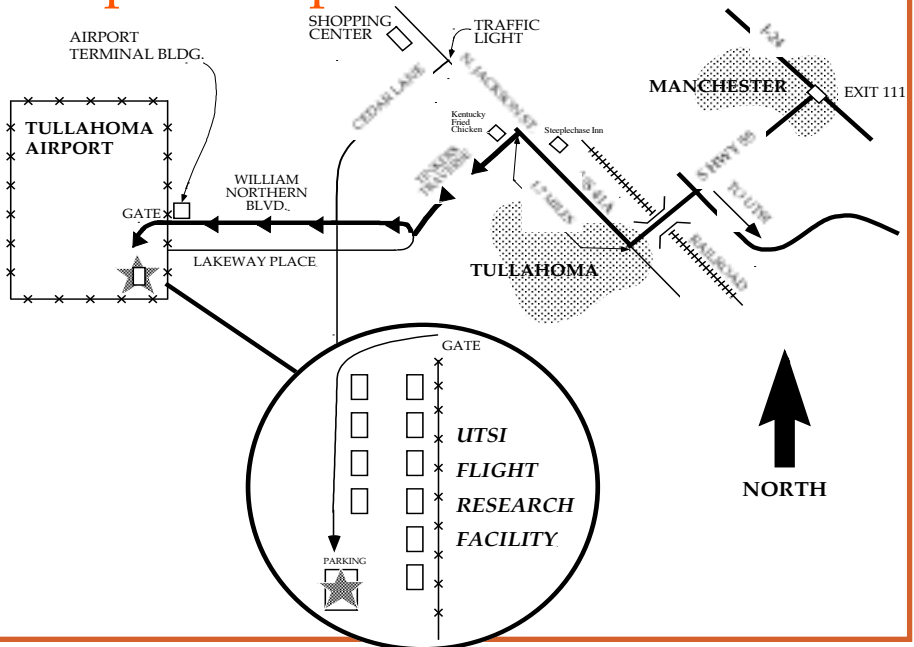


- 1. Main Academic Building
- 2. Industry Student Center
- 3. Physical Plant / Receiving Dept.
- 4. Chemistry Laboratory
- 5. Advanced Technologies Laboratory
- 6. Laser Laboratory
- 7. Wind Tunnel
- 8. Energy Conversion Facility
- 9. Water Tunnel
- 10. Propulsion Building
- 11. Electron Beam Test Facility
- 12. Machine Shop
- 13. CFFF Test Facility
- 14. CFFF Office Building

# Location Map



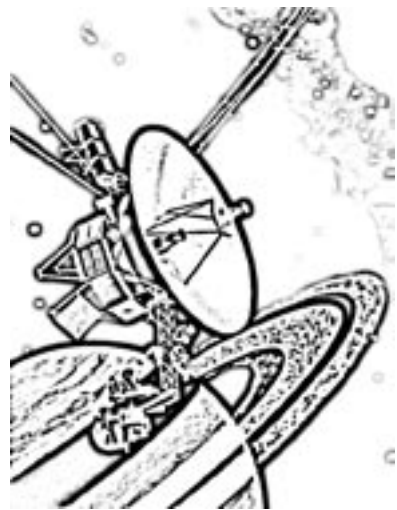
# Airport Map



## ACADEMIC CALENDAR\*

	Fall '07	Fall '08
Classes Begin	Aug. 22	Aug 20
Labor Day	Sept. 3	Sept. 1
Fall Break (no classes)	Oct. 11-12	Oct. 9-10
Thanksgiving Break (no classes)	Nov. 22-23	Nov. 27-28
Classes End	Dec. 4	Dec. 2
Final Exams	Dec. 6,7,10-13	Dec. 4,5, 8-11
Grad Hooding Ceremony	Dec. 14	Dec. 12
Commencement	Dec. 15	Dec. 13
	<b>Spring '08</b>	<b>Spring '09</b>
Classes Begin	Jan. 9	Jan. 7
MLK Holiday (no classes)	Jan. 21	Jan. 19
Spring Break (no classes)	Mar. 14,17-20	Mar. 16-20
Spring Recess (no classes)	Mar. 21	Apr. 10
Classes End	Apr. 25	Apr. 24
Final Exams	Apr. 29,30 & May 1,2,5,6	Apr. 28-30 & May 1,4
Grad Hooding Ceremony	May 18	May 7
Commencement	May 9	May 8

**\*Dates are tentative and subject to change without notice**



# POLICIES & PROCEDURES

## POLICIES AND PROCEDURES

A bulletin board adjacent to the entrance of the library provides a single location for official announcements and notices posted by the Registrar and Admissions and Student Affairs Office for graduate students. Both full-time and part-time students taking classes on campus should check this bulletin board at least once per week when school is in session. Full-time students must check e-mail periodically, at least once each academic day.

### STUDENT ACADEMIC RESPONSIBILITIES

The UTSI student by virtue of his/her application and admission has indicated a desire to seriously pursue graduate studies at the Institute. Certain guidelines have been identified by the University of Tennessee faculty (Appendix B) which must be adhered to if a student is to progress toward the goal of a graduate degree from this institution. Please review these guidelines.

### THESIS AND DISSERTATION GUIDELINES

Students should consult the current University of Tennessee, Knoxville Graduate Catalog and departmental guidelines for directions concerning forming a committee and completing research required by their program. A Thesis workshop video tape is available in the UTSI Library.

If your thesis or dissertation is funded by a contractor, you need to be aware that the contractor may have review rights before any document can be released to meet graduation requirements. Students working on a thesis/dissertation project at AEDC must have both contractor and Air Force clearance of their final document before they will be permitted to graduate.

The Guide for Preparation of Theses and Dissertations is available on UTK's website under Graduate School.

### MISCONDUCT IN RESEARCH AND SERVICES

Any individual who has reason to believe that he or she has knowledge of misconduct by UTSI faculty, staff, volunteer, or student in sponsored research is responsible for communicating this information to a supervisor or appropriate administrator. Before doing so, the individual should refer to the UTK Faculty Handbook, Appendix 8, which can be viewed at <http://provost.utk.edu/facultyhandbook/appendix8.shtml>. The pamphlet "Statement of Policy on Misconduct in Research and Service" (June 21, 1990) is also available in the office of the Assistant Vice President for Research and Development (Lower B-Wing). That reference defines misconduct as "fabrication, falsification, plagiarism, or other serious unethical or illegal deviation from accepted practice in proposing, conducting, or reporting the results of research and service activities." It does not include "honest error or honest differences in interpretations or judgements of data."

## STUDENT RIGHTS AND RESPONSIBILITIES

By enrolling in UTSI classes, a student becomes part of the University of Tennessee Graduate School, and thus is subject to disciplinary regulations and procedures identified in Hilltopics.

The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the academic community. This University has a duty to develop policies and procedures which provide a safeguard to this freedom. Such policies and procedures are developed at this institution with the participation of all members of the academic community.

By registering in the University, the student neither loses the rights nor escapes the duties of a citizen. Each student should conduct his/her personal life in the context of mutual regard for the rights and privileges of others. Therefore, it is expected that students will demonstrate respect for the law and for the necessity of orderly conduct in the affairs of the University community.

Students are responsible for being fully acquainted with The University of Tennessee, Knoxville Graduate Catalog, Hilltopics, this Handbook, and other regulations relating to students and for complying with them in the interest of an orderly and productive community. Failure or refusal to comply with the rules and policies established by the University may subject the offender to disciplinary action up to and including permanent dismissal from the University.

## DISCIPLINARY REGULATIONS AND PROCEDURES

(From UTK Hilltopics)

The policies and procedures described below have been established to ensure the rights and privileges of all members of the University community, to communicate the expectations of the community to its members, and to provide a basis for orderly conduct of the affairs of the University.

### Standards of Conduct

Exclusion from the University or any lesser penalty may result from any of the following misconduct:

1. Academic cheating or plagiarism.
2. Furnishing false information to the University with the intent to deceive.
3. Knowingly giving the false information or testimony during the investigation or hearing of a disciplinary matter.
4. Violation of the terms of probation.

5. Vandalism, malicious destruction, damage, or misuse of private or public property, including library material.
6. Forgery, alteration, destruction, or misuse of University documents, records, and identification.
7. Obstruction or disruption of teaching, research, administration, disciplinary proceedings, or other Institute activities, including public service functions, or any authorized activities on University premises.
8. Physical abuse of any person or other conduct which threatens or endangers the health or safety of any person whether such conduct occurs on or off University property. In no event shall this rule be construed to prevent speech protected by the First Amendment to the United States Constitution.
9. Theft, wrongful appropriation (i.e., theft with intent to temporarily deprive the owner of possession), unauthorized possession, or sale or damage to property of the University or of any organization affiliated with the Institute or of another member of the University community (i.e., faculty, staff, student, or campus visitor).
10. Unauthorized use of or entry to University facilities and/or unauthorized possession of keys to University facilities.
11. Unlawful use, manufacture, possession, and distribution or dispensing of drugs or alcohol on University-owned or -controlled property or during University activities.
12. Possession, while on University-owned or -controlled property or at University-sponsored or -supervised activities, of any weapon such as, but not limited to, rifles, shotguns, ammunition, handguns, and air guns, including explosives, such as firecrackers, unless authorized in writing by the Chief of Police.
13. Disorderly conduct or lewd, indecent, or obscene conduct on University-owned or -controlled property or at University-sponsored or -supervised functions.
14. Failure to pay promptly, after notice, all University bills, accounts, and other University financial obligations.
15. Participation of students in group activities on or adjacent to the campus which causes damage to public or private property, causes injuries to persons, or interferes with the orderly functioning of the University or the normal flow of traffic.

16. Use, possession, or being under the influence of alcoholic beverages on University-owned or -controlled property.
17. Violation of properly constituted rules and regulations governing the use of motor vehicles on University-owned or -controlled property.
18. Refusal to respond to a request to report to a University administrative officer.
19. Failure to comply with directives of University officials acting in the performance of their duty.
20. Violation of written University policies and regulations as stipulated herein or as promulgated and announced by authorized personnel.
21. Inciting other students to violate written University policies and regulations as promulgated and announced by authorized personnel.
22. Falsely reporting the presence of an unlawful explosive or incendiary device with the intent to mislead, deceive, or disrupt the operation of the University or a scheduled event sponsored by the University.
23. Any act of arson, falsely reporting a fire or other emergency, falsely setting off a fire alarm, tampering with or removing from their proper locations fire extinguishers, hoses, or any other fire emergency equipment except when done with real need for such equipment.
24. Willful failure to appear at a judicial board hearing following proper notification to appear either as a party or as a witness.
25. An attempt to commit or to be accessory to the commission of any act in violation of other Standards of Conduct.
26. Commission of an act or an attempt to commit an act on University property or involving members of the University community (i.e., faculty, staff, students, or campus visitor) that would be in violation of state or federal law.
27. Unauthorized use or misuse of the University's computing facilities to include: logging on an account without the knowledge and permission of the owner; changing, deleting or adding to the programs, files and/or data without authorization of the owner; theft of program data or machine resources; attempts to thwart the security of the computer system; attempts to disrupt the normal operations of the computer system, including hardware and software.

28. Violation of local, state or federal law, whether on or off campus, when it appears that the student has acted in a way which adversely affects institutional integrity or seriously interferes with the University's normal educational function, or which injures or endangers the welfare of any member of the University community. Such violation includes, but is not limited to, violation of state or federal drug laws, commission of or attempt or threat to commit rape, murder, felonious assault, arson, or any other felonious crime against person or property.
29. Participation of students in hazing activities. "Hazing" means any intentional or reckless act, on or off University property, by one student, acting alone or with others, which is directed against any other student, that endangers the mental or physical health or safety of that student, or which induces or coerces a student to endanger his or her mental or physical health or safety, and includes treatment of a violent, abusive, shameful, insulting, or humiliating nature. Such action is prohibited when connected with initiation into or affiliation with an organization and does not include participation in customary athletic events or similar competition.

### **Fundamental Rights of the Accused**

1. Written notice of charge(s), account of the alleged misconduct, witnesses, and notice of a scheduled hearing delivered at least 72 hours before the hearing. The student may request additional time by showing good cause.
2. The right to a public hearing. A public hearing can involve only a limited number of spectators, and appropriate control measures will be established by the Dean of Students. If there is difficulty with crowd control, the hearing board chairperson can designate those parties to be present.
3. Notice of the maximum allowable penalty (i.e., permanent dismissal).
4. The assistance of the counsel of his/her choice.
5. Testify or remain silent at his/her option.
6. Present witnesses.
7. The presumption of innocence. The burden of proof rests with the University.
8. A written decision specifying the rule violated, penalty assessed, and right of appeal.

9. Challenge the seating of any board member for good cause. The dismissal of a challenged hearing board member shall be at the discretion of the hearing board chairperson. If the chairperson is challenged, he/she may be excused at the discretion of the majority of the hearing board.
10. Have his/her case heard only on the misconduct specified in the written notice.
11. Challenge the admissibility of evidence.
12. Remain silent or confront or cross-examine all available adverse witnesses.
13. Appeal to the next higher boards.

### **Disciplinary Action**

UTSI may be able to resolve minor infractions with the agreement of the student(s) involved on campus. If that attempted resolution is unsuccessful, the problem will be referred to the Dean of Students. Serious infractions will automatically be referred to the Dean of Students. Students should refer to Hilltopics for procedures concerning hearing options, penalties, and appeal procedures if they have been charged with violation of a disciplinary rule (pp. 13-23 of 2006-07 publication).

If a student elects to follow the University's disciplinary hearing procedure, he/she must waive his/her right to an A.P.A. hearing by filling out and submitting the Tennessee Uniform Administrative Procedures Act Waiver Form which can be obtained from the Admissions and Student Affairs office.

## **STUDENT ACADEMIC CONDUCT**

The Institute is particularly aware of the significance of academic integrity, and the inherent responsibility of each member of the academic community to maintain the highest standards. As a part of the Graduate School of The University of Tennessee, Knoxville, the UTSI students are affected by all general regulations on student conduct and disciplinary penalties of the University as provided elsewhere in this publication. The following sections on Academic Review Boards and Instructor's Responsibilities are reproduced from Hilltopics. Students may refer to Hilltopics for additional information and for appeal procedures.

### **Academic Review Boards**

- A. **Jurisdiction:** An Academic Review Board has been created from each of the University of Tennessee, Knoxville academic units to monitor, supervise, and guarantee the essentials of academic integrity. The Graduate School Academic Review Board is the appropriate Board to deal with academic matters involving all graduate students, including those affecting UTSI students. The board shall have jurisdiction in the following areas:

1. **Academic Dishonesty:** To hear charges of alleged violation of Standard of Conduct No. 1, "academic cheating or plagiarism." (Academic units may adopt additional standards of academic conduct with the approval of the unit head and faculty.) Jurisdiction may include cases of academic dishonesty which involve violations of other Standards of Conduct, but in such cases shall initially be referred to the Dean of Students' Office for the determination of appropriate jurisdiction.
  2. **Student Appeal:** To hear appeals by students against whom a penalty has been assessed by an instructor for alleged academic misconduct.
  3. **Review and Recommendation:** At least annually, representatives of the Academic Review Boards shall meet and review the status of integrity on the University of Tennessee, Knoxville campus. The results of the review together with any recommendations shall be forwarded to the Student Affairs Council and Faculty Senate for appropriate action.
- B. **Membership:** The Academic Review Boards shall consist of three faculty members and three students selected from the unit's membership by the administrative head of that academic unit. Alternative methods of selection of the three faculty members and the three students may be adopted by an individual academic unit with the approval of the administrative head of the unit. Also, under extenuating circumstances, an academic unit may recommend for approval by the Student Affairs Council a board composition which differs from that prescribed above.
1. **A quorum** shall consist of six members. The academic unit shall make provision for alternates to ensure the availability of a quorum.
  2. **Chairperson:** To establish continuity among the various review boards and to ensure the maintenance of procedural due process, a member of the Dean of Students Staff shall serve as the nonvoting chairperson of each of the Academic Review Boards. His/her responsibilities shall include the scheduling of meetings, notification of parties and witnesses, and reporting regularly to the Student Affairs Council the activities of the Academic Review Boards.

### **Instructor's Responsibilities**

- A. **Academic Dishonesty:** Student classroom conduct including academic dishonesty, is the immediate responsibility of the instructor. He/she has full authority to suspend a student from his/her class, to assign an "F" in an exercise or examination, or to assign an "F" in the course. In addition to or prior to establishing a penalty, the instructor may refer the case to an Academic Review Board by notifying the administrative head of

his/her academic unit and the Dean of Students Office, which shall prepare and present the case to the appropriate Academic Review Board.

In all cases involving suspension of a student from his/her class, the student must be provided a hearing, as hereinafter described, prior to the effective date of such suspension.

- B. Notification: An instructor shall notify the student in writing, and shall have the writing countersigned by the department head, pointing out to the student the penalty and the route of appeal. Copies shall go to the Office of Student Conduct, the administrative head of the instructor's academic unit, and where different, the head of the academic unit in which the student is enrolled.

## **POLICY ON A DRUG-FREE WORKPLACE**

In support of the Drug-Free Workplace Act of 1988 (Public Law 100-690), and the Drug-Free Schools and Communities Act of 1989, the University of Tennessee is notifying all students, faculty, and staff of the following University policy approved by the UT Board of Trustees on 21 June 1990.

It is the policy of The University of Tennessee to maintain a safe and healthful environment for its students and employees. Therefore, University policy prohibits the unlawful use, manufacture, possession, distribution, or dispensing of drugs ("controlled substances" as defined in the Controlled Substances Act, 21, U.S.C. 812) and alcohol on University property or during University activities.

Violation of this policy is grounds for disciplinary action -- up to and including immediate discharge for an employee and permanent dismissal for a student. Federal and state laws provide additional penalties for such unlawful activities, including fines and imprisonment (21, U.S.C. 841 et seq.; T.C.A. 39-6-401 et seq.). Local ordinances also provide various penalties for drug- and alcohol-related offenses. The University is bound to take all appropriate actions against violators, which may include referral for legal prosecution or requiring the individual to participate satisfactorily in an approved drug use/alcohol abuse assistance or rehabilitation program.

Aside from any University policy considerations, the use of illicit drugs and/or the abuse of alcohol may be harmful to your health. A list of some of the health risks associated with such use/abuse is available in the Admissions and Student Affairs Office, as well as page 24 of 2005-06 [Hilltopics](#).

Individuals who are paid by the University of Tennessee from federal grants or contracts must notify the University of any criminal drug statute conviction for a violation occurring in the workplace within five days after such conviction. The University is, in turn, required to inform the granting or contracting agency of such violation within ten days of the University's receipt of notification.

Employees and their families needing treatment information should call their local Human Resources and Services Office, Employee Assistance Program, or the State of Tennessee Employee Assistance Program (800-468-8369). Students needing treatment information should contact the Student Affairs Office.

## **SEXUAL HARASSMENT POLICY**

The University of Tennessee Space Institute is committed to ensuring an environment which prevents sexual harassment. Sexual harassment by any member of the University is a violation of both law and University policy, and will not be tolerated in the UTSI community. Both males and females can be perpetrators of sexual harassment, and both males and females can be victims of sexual harassment. Sexual harassment is a particularly sensitive issue which may affect any member of the University community and as such will be dealt with promptly and confidentially by the University administration.

### **I. Definitions of Sexual Harassment**

A. Student Employees Harassment on the basis of sex is a violation of Section 703 of Title VII of the Civil Rights Act of 1964. The Equal Employment Opportunity Commission (EEOC) guidelines define sexual harassment as follows: Unwelcome sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature constitute sexual harassment when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
2. submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
3. such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

### **B. All Students**

Sexual harassment of students is a violation of Title IX of the Education Amendments of 1972 which prohibits sex discrimination in education. Unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature constitute sexual harassment when grades or educational progress are made contingent upon submission to such conduct, or when the conduct has the purpose or effect of interfering with the individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment.

## II. Procedures

- A. All UTSI employees (academic, staff exempt, staff non-exempt, other academic student employees) are responsible for not engaging in sexual harassment. Appropriate disciplinary action will be taken against individuals found to have violated UT's sexual harassment policy.
- B. Any employee or applicant for employment may file a complaint alleging violation of the policy with the Affirmative Action Officer, Human Resources and Services, Lower C-Wing. The complainant may, at his/her discretion, talk with the UTSI Associate Vice President, rather than with the Affirmative Action Officer, in submitting a complaint.
- C. Any student who has been sexually harassed by a UTSI employee should discuss the situation with the Affirmative Action Officer. Following this discussion a complaint may be filed with the UTSI Associate Vice President.
- D. In determining whether alleged conduct constitutes sexual harassment, UTSI will look at the record as a whole and at the totality of the circumstances, such as the nature of the alleged sexual advances and the context in which the alleged incidents occurred. The determination of whether a particular alleged action constitutes sexual harassment will be made from the facts, on a case-by-case basis.
- E. The complaint must be filed within 300 days of the alleged discrimination. In certain circumstances, at the discretion of the Affirmative Action Officer, complaints filed outside of this time limit or that are not put in writing may be investigated informally.

## **ALCOHOL ON CAMPUS**

University regulations prohibit all student organizations from serving or permitting the consumption, possession or display of any alcoholic beverage or containers at any time, or by anyone on University premises. Student organization officers are responsible for refusing admission to their social gatherings of persons under the influence of alcoholic beverages. Student organizations sponsoring any social affair are responsible for its general decorum. Please refer to the Standards of Conduct, Rule 16 for further clarification concerning the consumption of alcohol by an individual student.

## **NONDISCRIMINATORY POLICY**

The University of Tennessee Space Institute does not discriminate on the basis of race, sex, color, religion, national origin, age, handicap, or veteran status in provision of educational opportunities or employment opportunities and benefits.

UTSI does not discriminate on the basis of sex or handicap in its educational programs and activities, pursuant to requirements of Title IX of the Education Amendments of 1972, Public Law 92-318, and Section 504 of the Rehabilitation Act of 1973, Public Law 93-112, and the Americans With Disabilities Act of 1990, Public Law 101-336, respectively. This policy extends to both employment by and admission to the University.

Inquiries concerning Title IX, Section 504, and the Americans With Disabilities Act of 1990 should be directed to the Affirmative Action Officer, Human Resources and Services, MS 11, UT Space Institute, Tullahoma, Tennessee 37388-9700; or telephone (931) 393-7226. Charges of violation of the above policy should also be directed to the Affirmative Action Officer.

## **GENERAL GUIDELINE FOR THE RELEASE OF STUDENT DATA**

The Family Educational Rights and Privacy Act (FERPA) affords students with certain rights with respect to their education records. Please refer to the "Student Records - Access" section of [Hilltopics](#) for a description of these rights.

In compliance with the State and Federal laws regarding confidentiality, the following guidelines will be used in responding to requests for special student data from the Registrar's Office. Examples of information requested in the past are lists of minority students, lists of all students, and lists of veterans. Faculty and staff of the University will be able to obtain data on a need only basis.

Student organizations and outside agencies, which will be kept to a minimum, will have access to only the following information about students when needed: (a) name, (b) classification, (c) college of current or most recent enrollment, (d) home address and telephone number, (e) local address and telephone number, (f) dates of enrollment, (g) degrees awarded (if any) and dates, and (h) date of birth. Students should provide the Registrar with written notice if they elect not to have any of the above released.

## **ACADEMIC HONESTY**

As indicated in the [University of Tennessee Knoxville Graduate Catalog](#), "Academic integrity is a responsibility of all members of the academic community." An honor statement is included on the application for admission and readmission. The applicant's signature acknowledges that adherence is confirmed. The honor statement declares that:

An essential feature of The University of Tennessee, Knoxville is a commitment to maintaining an atmosphere of intellectual integrity and academic honesty. As a student of the University, I pledge that I will neither knowingly give nor receive any

inappropriate assistance in academic work, thus affirming my own personal commitment to honor and integrity.

### Plagiarism

Students shall not plagiarize. Plagiarism is using the intellectual property or product of someone else without giving proper credit. The undocumented use of someone else's words or ideas in any medium of communication (unless such information is recognized as common knowledge) is a serious offense, subject to disciplinary action that may include failure in a course and/or dismissal from the University. Some examples of plagiarism are:

- Using without proper documentation (quotation marks and a citation) written or spoken words, phrases, or sentences from any source,
- Summarizing without proper documentation (usually a citation) ideas from another source (unless such information is recognized as common knowledge),
- Borrowing facts, statistics, graphs, pictorial representations, or phrases without acknowledging the source (unless such information is recognized as common knowledge),
- Submitting work, either in whole or in part, created by a professional service and used without attribution (e.g., paper, speech, bibliography, or photograph).

Extreme caution should be exercised by students involved in collaborative research to avoid questions of plagiarism. If in doubt, students should check with the major professor and the Dean of The Graduate School about the project. Plagiarism will be investigated when suspected and prosecuted if established.

## **INDUSTRIAL SECURITY PROGRAM**

UTSI is a cleared facility which participates in the National Industrial Security Program. This means that we have entered into an agreement with the Department of Defense so that we can have access to classified information to work on classified contracts. If you are asked to work on a classified contract and will need a security clearance to have access to classified information, your clearance will be processed through the Security Office. This office also processes the requests for badges needed for long term access to AEDC.

As part of our agreement with the Department of Defense, everyone affiliated with UTSI has a responsibility to protect classified information. Part of this responsibility is a requirement to report anything which may have an impact on our ability to safeguard such information. As a university, UTSI has a very open atmosphere which

is ideal for the free exchange of ideas. This openness can, however, make us vulnerable to compromise. If you are ever contacted by someone whose motives you question and are asked to provide information about UTSI which you feel is irregular, or if you become aware of any activity which you feel may threaten our ability to safeguard classified information, report it to the Security Supervisor. If, for any reason, you are unable to report any serious irregularities or infractions to the Security Supervisor, you may report them directly to the Department of Defense using the DoD Hotline (800) 424-9098.

## **SMOKING POLICY**

As smoking is prohibited in any State building, all Space Institute facilities are non-smoking areas. Smoking is permitted only in designated outdoor smoking areas.

Smoking areas will be limited to:

Grounds, streets, and open-air facilities.



# APPENDIX A

# THE UNIVERSITY OF TENNESSEE SPACE INSTITUTE

## POLICY ON THE ADMINISTRATION OF GRADUATE ASSISTANTSHIPS

This document is a companion document to that issued by The University of Tennessee, Knoxville Graduate School, "Policy for the Administration of Graduate Assistantships" and available in the [University of Tennessee Graduate Catalog](#). It is intended to describe the policies set forth in that paper as implemented at the University of Tennessee Space Institute. The organization of this policy statement parallels that of the UTK document but is constructed to speak only to those issues applicable to UTSI.

### PREAMBLE

Programs of graduate study are designed to transform the individual from student to knowledgeable practitioner or professional scholar. When a graduate assistantship is well conceived and executed, it serves as an ideal instrument to facilitate the desired transformation. The primary goal of an assistantship, then, is to facilitate progress toward the graduate degree. While the student assistant makes progress toward an advanced degree, he or she also receives work experience in a profession under the supervision of a faculty mentor.

The graduate assistant is both student and employee. As a student, the graduate assistant is expected to perform well academically to retain the assistantship. He or she is to be counseled and evaluated regularly by a faculty mentor so as to develop professional skills. As an employee, the graduate assistant is expected to meet teaching, research, and/or administrative obligations. He or she is to work under the supervision of experienced faculty and receive in-service training. In sum, the graduate assistant receives financial support for graduate study by contributing to the teaching and/or research mission of the university. The totality of responsibility may be greater than that required of other students or staff members, but the opportunities for professional development also are greater for the graduate assistant.

- Tennessee Conference of Graduate Schools

## ADMINISTRATION OF THE GA PROGRAM

The overall coordination of the Graduate Assistantship program is the primary responsibility of the Dean for Academic Affairs. The Dean for Academic Affairs will screen potential candidates in accordance with the current policy and will monitor all aspects of the program in accordance with the policy as established herein.

The appointment of the Graduate Assistants will be made by the Associate Vice President and Chief Operating Officer after obtaining concurrence from the Assistant Vice President for Finance and Administration and the Dean for Academic Affairs. Personnel and payroll matters will be coordinated through the Assistant Vice President for Finance and Administration and the respective offices.

All policies governing the administration of the Graduate Assistantship program at UTSI will be subject to overall University guidelines concerning Graduate Assistantships.

## GRADUATE ASSISTANTSHIPS

Graduate assistants are a vital part of the operation of the Space Institute. Assistants are recruited from around the world to be involved in the diversified real world research at UTSI. Since the Institute offers programs only at the graduate level, and as teaching is not performed by graduate students, teaching assistantships are not available. Although nearly all graduate assistants serve as graduate research assistants a limited number may serve in positions that are not directly research oriented.

Assistantships are generally financed through gift, grant, contract, or budget funds. The stipend paid to graduate assistants is based primarily on the degree program level of the student. Current stipend rates are available in the Admissions and Student Affairs office. Rates will be adjusted as appropriate, but are not necessarily subject to annual increases given to UTSI employees. In addition to the stipend and medical insurance coverage the graduate assistant is usually granted a waiver of tuition and maintenance fees for the period of appointment. The programs and services fee must be paid by the student; it cannot be waived.

Any changes in the assistant's degree status should be forwarded to the Admissions and Student Affairs office. Stipends for GAs in MS programs who are subsequently admitted to the PhD program will remain at the MS rate until MS is awarded, or when the PhD comprehensive exam is passed if the student decides to bypass obtaining the MS degree. Students admitted directly to the PhD program following the BS/BA will normally receive the MS stipend for two years, unless the MS is awarded in less than two years or other factors clearly warrant earlier increase of the stipend to the PhD level. The stipend increases again, effective the term following the admission to candidacy status.

## WORK ASSIGNMENTS AND RELATED FACTORS

To utilize the graduate assistants, the following provisions should be observed:

1. Work assignments for the assistantship should be as specific as possible and should be developed to reflect both the needs of the research division and each graduate assistant's obligation to make satisfactory progress in his/her program. Therefore, to the extent possible an assignment should appropriately reflect hours to be spent performing research or other specified tasks.

In situations where the work assignment cannot be specifically described or must be changed from an initial assignment, the graduate assistant should clearly be informed before agreeing to, or continuing in, the assignment.

An important part of each graduate assistant's work assignment is the fostering of professional development. Such development plus variations in departmental needs may result in differences in number of hours per week for carrying out assignments. Thus, weekly work assignments, when specified, are done so in terms of averages. For a one-fourth time appointment, the graduate assistant's normal work time should be 10 hours per week. For a one-half time appointment the average number of hours should be 20 hours per week. **GAs do not receive holiday or vacation pay, and are to make up time missed when the Institute is closed for a holiday.** Appointments exceeding 50% must have prior approval of the UTSI Chief Operating Officer and Associate Vice President. Immigration regulations prohibit international students from appointments exceeding 20 hours.

The normal number of hours for conducting an assignment should be mutually understood by the graduate assistant and immediate supervisor. For percentage efforts not covered by those appointments above, the normal work time per week will be prorated. By signing the GA's time sheet, the work supervisor attests that appropriate work has been accomplished and that to the best of his/her knowledge the work time reported accurately reflects total hours which should be credited to the time period.

GAs are not to accept other part-time employment without permission. The Office of Admission and Student Affairs can provide the procedure for obtaining such permission.

2. According to the policy of the Graduate School, a student on a one-half time assistantship (20 hours per week) who takes at least 6 semester hours will be considered full time. However, at UTSI one-half time graduate assistants will normally be required to enroll in 9 to 12 semester hours (plus one hour seminar), or 6 to 9 semester hours during the summer term. Audited courses are not counted in determining minimum hour requirements.

3. During the fall and spring terms, all graduate research assistants are required to attend a seminar course. For a student's absence to be excused from the seminar, justification, in writing and endorsed by the student's academic advisor, must be submitted to the Dean for Academic Affairs.
4. Each graduate assistant must complete the noncredit Oral and Written Technical Communication course prior to graduation unless he/she can clearly demonstrate proficiency in both oral and written communication. If appropriate, the academic advisor may submit a waiver to the Dean for Academic Affairs not later than the beginning of the semester or term in which the student is to graduate. The graduate assistant is responsible for ensuring that this requirement is satisfied.

## **STUDENT OFFICE SPACE**

All graduate assistants will be assigned an official work space by the research work supervisor or advisor. The research groups have been provided student office space for their research assistants. Official work space will be assigned by the research supervisor. Other students desiring desk space should contact their academic advisor and desks will be assigned, if available.

## **QUALIFICATIONS OF GRADUATE ASSISTANTS**

Graduate research assistants must be currently enrolled in the Graduate School (as fully admitted degree-seeking students, non-degree students, or transient graduate students). Assistants must maintain a B average on all course work. Master of Science degree students must pursue the thesis option or complete a Capstone Project (Engineering Management only).

## **RIGHTS AND RESPONSIBILITIES OF GRADUATE ASSISTANTS**

1. As specified in the Personnel Policies and Procedures Manual, "A student employee is one whose primary function is that of enrollment in an academic program." Thus, first priority of all graduate research assistants must be satisfactory progress in their scholastic program. At the same time, acceptance of assistantships is predicated on the belief that satisfactory progress can be concurrently performed in work assignments and scholastic programs. Collaborative efforts between graduate assistants and their supervisors should be focused on the goal of satisfactory performance in both these areas.
2. In cases where graduate assistants feel that they have a legitimate complaint about any aspect of carrying out their assignments (work hours, duties assigned, pay, work conditions, etc.), they have a right to exhaust all channels to resolve the conflict. In the order that follows the student should speak to:

his/her immediate supervisor, the appropriate research unit director, the Dean for Student Affairs, the appeals committees, and the Associate Vice President of the Space Institute. If the student feels that a resolution should be sought beyond the Institute level, the Graduate School should be contacted. The Graduate School will follow established procedures outlined in the Graduate Council Appeals Procedure and/or Hilltopics.

3. Graduate assistants' fringe benefits as employees of The University of Tennessee, in addition to fee waivers as explained elsewhere, include worker's compensation as defined in the Personnel Policies and Procedures Manual under employee's status and medical insurance coverage. The specific wording reads, "Employees so designated [as student employees] receive no benefits other than statutorily required payments which include Worker's Compensation." (Section 100 105-Pr2-3).
4. The initial appointment for an incoming student is normally up to 12 months. Thereafter, term of appointment is based on the individual's program (MS or PhD), the academic progress of the student, the performance of the student in his or her research work assignment, and the availability of funds. In some short-term situations, a graduate research assistant may be appointed for a period shorter than nine months (e.g., a semester). Graduate assistants who are performing satisfactorily are normally reappointed up to the maximum time limit as stated below. In situations where the needs of UTSI do not call for a job to be continued, reappointment may not be made. All appointments and reappointments are subject to the availability of funds and the needs of UTSI.

In all cases of appointment and reappointment, the Dean for Academic Affairs, in concert with the supervisor, is responsible for notifying the graduate assistant as early as possible. When an assistantship is not to be renewed, the graduate assistant should be notified in writing in advance. In most cases, this advanced notice should be given no later than one month prior to the end of the appointment. Specific reasons for not renewing the contract should be given (e.g., discontinuation of the program or grant, significant neglect of duty, unsatisfactory academic performance or progress toward a degree, noncompliance with university policies, etc.). In cases where an assistantship is for one year only, the student should be told this at the time the appointment is initiated. In some circumstances, graduate research assistants may be given a conditional appointment such as an appointment in which funding of a grant is pending.

The maximum number of years that a graduate research assistant at UTSI can be appointed to an assistantship is two years as a Master's student, four years as a doctoral student, or six years in doctoral programs in which

students enter with a baccalaureate degree only. Requests for approval of an extension beyond the maximums specified must be made in writing to the Dean for Academic Affairs, and if fully justified, may be approved by the UTSI Associate Vice President.

5. As students, graduate assistants' rights and responsibilities are defined in the Student Rights and Responsibilities section of the UTSI Student Handbook. Additional rights and responsibilities of graduate students are found on the student's copy of the admission status form.

## **EVALUATION AND SUPERVISION OF GRADUATE ASSISTANTS**

An evaluation of each graduate assistant will be conducted each fall and spring semester by the work supervisor. The supervisor provides evaluation results to the assistant and takes follow-up action if appropriate. The evaluation, review with assistant, and the follow-up should focus not only on assistant-related work being done but should be preparatory for future employment, thus providing professional growth. A copy of the evaluation should be submitted to the Dean for Academic Affairs at the conclusion of each semester. The academic performance of each graduate research assistant will also be reviewed. Students failing to meet minimum academic standards will be placed on probation for one semester. Failure to meet minimum academic retention standards for two semesters will result in termination.

In cases where measures must be taken to correct deficiencies, the graduate assistant should be notified in writing of recommended action to solve the problem(s). Situations leading to dismissal for cause must be described in writing to the assistant being dismissed. This letter should be written by the supervisor, with a copy to the Dean for Academic Affairs. In cases where the assistant feels that university-related factors (facilities, working conditions, improper supervision, etc.) have had negative effects on specific aspects of job performance, a letter to the supervisor would be appropriate.

The person who is to be the immediate work supervisor for each graduate assistant is to be identified as early as possible. In cases where there will be more than one supervisor per graduate assistant, the specific tasks to be performed for each, and what role each supervisor will play (e.g., which one will initiate the evaluation process) should be identified.

The chain of command within each research division should be clearly indicated to graduate assistants. Thus, each graduate assistant should know that the immediate supervisor is the person to whom first contact is to be made in job related questions and directions; followed in turn up the chain of command of the research division (if any) and finally to the Dean for Academic Affairs.

## **ORIENTATION FOR GRADUATE ASSISTANTS**

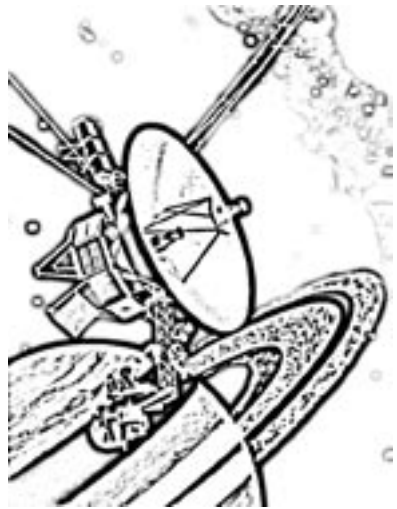
There must be a thorough, systematic plan of orientation and training of all graduate assistants. Such orientation and training may be done at the project level or at the research division level. It is the responsibility of each supervisor to see that his/her graduate assistant is provided appropriate orientation and/or training, and attends appropriate orientation and/or training sessions.

There are several kinds of training that should take place beyond the initial orientation and/or training. Such training is usually specific to a particular job function. One type of specialized training is "on-the-job" training. Graduate assistants who work in laboratories may receive initial orientation to the job followed by work experiences which constitute training. In such instances, the "on-the-job" training period should be clearly known by the student assistant.

## **ACCEPTING/DECLINING AN ASSISTANTSHIP**

UTSI adheres to the following resolution by the Council of Graduate Schools:

Acceptance of an offer of financial aid (such as graduate scholarship, fellowship, traineeship, or assistantship) for the next academic year by an actual or prospective graduate student completes an agreement which both student and graduate school expect to honor. In those instances in which the student accepts the offer before April 15, and subsequently desires to withdraw, the student may submit in writing a resignation of the appointment at any time through April 15. However, an acceptance given or left in force after April 15 commits the student not to accept another offer without first obtaining written release from the institution to which a commitment has been made. Similarly, an offer by an institution after April 15 is conditional on presentation by the student of the written release from any previously accepted offer. It is further agreed by the institutions and organizations subscribing to the above Resolution that a copy of this Resolution should accompany every scholarship, fellowship, traineeship, and assistantship offer.



## APPENDIX B

## GUIDELINES FOR STUDENTS

(The following is taken verbatim from the Faculty Handbook, [September 1996] University of Tennessee, Knoxville.)

### 4.6 FACULTY/STUDENT RELATIONSHIPS IN THE CLASSROOM

1. *Freedom of Expression.* Free and pertinent discussion is welcome at the University. Students should feel free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion. They are responsible, however, for learning the content of any course of study for which they are enrolled.
2. *Academic Evaluation.* Students may expect their performance to be evaluated solely on an academic basis and not on opinions or conduct in matters unrelated to academic standards. Students are responsible for each course in which they are enrolled. A student alleging unfair evaluation should appeal first to the teacher, next to the department head, to the college dean, and, if necessary, to the Dean of Undergraduate Academic Affairs and the Dean of Students. Faculty are expected to make honest, professional judgments on the academic performance of students and to make clear to them the basis for academic evaluation used in their classes.
3. *Academic Integrity.* The University expects that all academic work will provide an honest reflection of the knowledge and abilities of both students and faculty. Cheating, plagiarism, fabrication of data, providing unauthorized help, and other acts of academic dishonesty are abhorrent to the purposes for which the University exists. In support of its commitment to academic integrity, UTK has adopted an Honor Statement (see Hilltopics).
4. *Relationships.* The University considers it unprofessional for faculty members to have romantic or sexual relationships with students whose work and/or study they are supervising or directing. Thus, no faculty member shall have a romantic or sexual relationship (consensual or otherwise) with a student who is enrolled in a course being taught by the faculty member or whose academic work (including work as a TA or GTA) is being supervised by the faculty member. Furthermore, romantic or sexual relationships between faculty and supervisor or staff employees are deemed unwise and are discouraged (see Appendix 7).

#### 4.7 STUDENT RIGHTS AND RESPONSIBILITIES

The University of Tennessee shares with other academic institutions responsibility for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society. Programs of study and activities from which the student may choose are designed to develop individuals who are accurately informed, disciplined in thought, and literate in expression. Through university experiences, students are provided an opportunity to establish a basis for mature private life, intelligent participation in society, and a successful career. In establishing the objectives, the University needs the understanding, support, and thoughtful assistance of each faculty member, administrator, and student.