

# EPC Graduate Assistant Handbook 2018-19



# Table of Contents

Introduction.....	4
Purpose of the Handbook.....	4
Director of Graduate Studies.....	4
Student Responsibility.....	4
Graduate Assistantship Guidelines.....	5
Overview of Assistantship Expectations.....	5
Types of Graduate Assistantships.....	6
Graduate Research Assistant & Associate.....	6
Graduate Teaching Assistant.....	6
Graduate Teaching Associate.....	7
Qualifications of Graduate Teaching Associates.....	7
Implementation of the SACSCOC 18 Credit Hour Guideline at UT.....	7
Administration of Assistantships.....	8
Work Assignments & Related Factors.....	8
Work Location & Hours.....	9
Rights of Graduate Assistants.....	9
Accepting or Declining an Assistantship.....	10
Evaluation/Supervision of Graduate Assistants.....	11
General Explanation of Assistantship Tasks.....	11
Graduate Research Assistant General Requirements.....	12
Graduate Teaching Assistant General Requirements.....	12
Graduate Teaching Associate General Requirements.....	12
Graduate Stipends.....	12
Securing a Graduate.....	13
Assistantship Beyond EPC.....	13
Graduate Assistantship Issues & Concerns.....	14
Student Appeals Process.....	14
Intellectual Property Rights.....	14
Academic Dishonesty & Ethical Guidelines.....	15
FERPA Guidelines & Responsibilities.....	15
Leadership & Professionalism.....	16
Sexual Harassment.....	16
Dealing with Difficult Students.....	17
Dealing with Difficult Situations.....	18
Frequently Asked Questions (FAQs).....	18
Potential Questions for your Supervisor.....	19
Index of Hyperlinks.....	20
Appendix A.....	21
2018-19 Academic Calendar.....	21
Appendix B.....	22



# Table of Contents (continued)

Sample Time Logs (Microsoft Office & Excel)	22
Appendix C	23
Helpful UT Resources for Graduate Assistants	23
Appendix D	25
Department of Educational Psychology & Counseling	25
Graduate/Teaching/Research Assistant Evaluation Form	25
Appendix E	28
CEHHS Graduate Student Travel Form 2016-17	28
Appendix F	29
Additional Resources	29
Teaching Resources	29
Other Resources	30
Notes	32



*The University of Tennessee prohibits discrimination against employees, students, or applicants for employment or admission, on the basis of race, color, religion, sex (including sexual harassment, sexual orientation, gender identity, marital status, parental status), national origin, age, disability, or protected veteran status, as well retaliation against any person who in good faith reports a practice that he/she believes violates non-discrimination policies. To inquire about any policies, regulations, or practices related to the working environment, please see the Office of Equity and Diversity, 1840 Melrose Ave., Knoxville, TN 37996-3560 (865-974-2498).*

## Introduction

This handbook specifically addresses roles, responsibilities, and additional aspects of the job for those students who are working as a graduate research assistant (GRA) or graduate teaching assistant (GTA) within the EPC Department. For any questions regarding your assistantship or related duties, consult your supervisor or the director of graduate studies for our department (see Director of Graduate Studies).

## Purpose of the Handbook

This Handbook is designed to orient students to both the college and department and respond to many of the information needs identified by former graduate students working in assistantship capacities and the faculty who supervise them. Other sources of information about rules, regulations, and resources are in [Hilltopics](#), the student handbook published by the Office of the Dean of Students, and the Graduate School. Students are responsible for being fully acquainted with the university graduate catalog, handbook, and other rules and regulations relating to students, and for complying with them in the interest of an orderly and productive community. Refer to the [Graduate School](#) website or all rules and regulations relating to graduate students as well as additional information on graduate assistantships at UT.

All graduate students are expected to be aware of and satisfy all regulations governing their work and study at the university. Ideally, concerns or problems are addressed at the earliest stage at the departmental level. We recommend students consult with their advisor, graduate assistant supervisor, director of graduate studies, and perhaps the department head before pursuing other courses of action. Please see [Hilltopics](#) and the Graduate School website for additional information regarding appeals and complaints. The university also provides a formal appeals process through the [Graduate Council Appeal Procedure](#).

## Director of Graduate Studies

Each academic department or program has designated a tenured or tenure-track faculty member who is the director of graduate studies. This individual, with the assistance of the other graduate faculty in the department, is responsible for the administration of the graduate program(s) in the department and also serves as the contact person with the Graduate School. EPC's director of graduate studies is Lisa Yamagata-Lynch.



**Lisa Yamagata-Lynch**  
BEC 513  
865-974-7712  
[lisayl@utk.edu](mailto:lisayl@utk.edu)

## Student Responsibility

Graduate students must assume full responsibility for knowledge of rules and regulations of the Graduate Council and departmental requirements for the chosen degree program. Any exceptions to the policies stated in the Graduate Catalog must be approved by the Dean of the Graduate School.

Individual colleges and departments may have requirements beyond the minimum established by the Graduate Council. A calendar of deadlines, policies, and procedures for graduate programs is listed on the [Graduate School](#) website and within Appendix A. A statement of graduate students' rights and responsibilities is included with the admission notification.

# Graduate Assistantship Guidelines

## Overview of Assistantship Expectations

Most full-time students in the Department of Educational Psychology and Counseling hold an assistantship to fund their studies. Depending on your financial situation, you may choose to apply for an assistantship throughout your entire graduate career. The department does not have sufficient assistantships for every doctoral student. Typically for your first year of your doctoral studies, EPC offers you at least a 10-hour/week assistantship (assistantships can be for 10hrs, 15hrs, or 20hrs depending on specific assistantship duties). For this assistantship, you will be assigned to a faculty member within the department. Duties for your assistantship may include assisting with research and grant projects and the preparation of presentations and publications, assisting faculty with their teaching preparations, or teaching your own section of an undergraduate service course.

For the following years of your graduate studies, you will be responsible for securing successive assistantships. The Graduate School posts some assistantship opportunities on their website. Early on in the spring semester you will typically hear from various sources about available assistantships. One of the best resources for assistantship opportunities are your fellow students. **It is your responsibility to find and apply for assistantships.** Program faculty also send emails to students using the EPC listserv as they become aware of assistantship openings. Although EPC has been highly successful in years past helping students secure assistantship across the campus, assistantships in the EPC department past your first-year are competitive and are not guaranteed each year.

**The graduate assistant is both a 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 and academic 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, reinforcing skill development through practical experiences in teaching, research, and other academic service under the guidance of the faculty member. 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.

An assistantship is a financial award to a graduate student for part-time work in teaching, administration or research while pursuing study toward an advanced degree. Appointments are normally on a one-fourth to one-half time basis (10 - 20 hours per week), and the annual stipend is payable in either nine or twelve monthly installments. In addition to the stipend, graduate teaching assistants, graduate teaching associates, and graduate research assistants are entitled to a waiver of fees for the period of appointment in accordance with university policy. University fees include a



maintenance fee (required of all students), tuition (additional for out-of-state students), a program and services fee, and a technology fee. The waiver of fees for assistantships applies to maintenance and tuition fees only; it does not include the program and services fee, the technology fee, the facilities fee, or the transportation fee.

All assistantships are governed by the Policy for the Administration of Graduate Assistantships. A student must be enrolled in at least 9 credit hours to be considered full-time for financial aid purposes, even if the student has an assistantship. Appointments are normally on a one-fourth or one-half time basis, and the annual stipend is payable in either nine or twelve monthly installments. For those with a nine-month appointment, payment over twelve months will ensure summer eligibility for fee waivers. An assistantship of one-fourth time or higher also includes health insurance. To maintain health insurance through the summer months, a student must be enrolled in course hours or the use-of-facilities course for at least three hours of credit. An assistantship, if paid over twelve months, will cover maintenance and tuition for summer registration, but the student will be responsible for all other fees. International students must submit the insurance waiver form provided by Health Center every semester.

There are three different categories of assistantships that EPC funds: graduate research assistants, graduate teaching assistants, and graduate teaching associates. The descriptions that follow indicate expectations of the assistant and what the assistant can expect of the department, program, or office. All 9-month graduate assistants are obligated to work until the end of finals week.

Please see the [EPC Graduate Student Handbook](#) and the [Graduate School](#) website for additional information regarding assistantships.

## Types of Graduate Assistantships

### Graduate Research Assistant & Associate

Graduate Research Assistants /Associates perform duties in support of university research, which may or may not relate directly to the students' thesis/dissertation. A student appointed as a GRA works under the direct supervision of a faculty mentor. Research assistantships may be financed through funds from gifts, grants, contracts, state appropriations designated for research, or the university's internally sponsored programs. Department heads are responsible for assuring that GRAs receive ample opportunities to make continuing progress toward their degrees. Some departments provide a path for promotion to Graduate Research Associate.

### Graduate Teaching Assistant

Graduate teaching assistants work under the direct supervision of faculty members and may be assigned only to duties related directly to instruction. These include such activities as assisting in the preparation of lectures, leading discussion sections, conducting laboratory exercises, grading papers and keeping class records. Assistants may not be given primary teaching and/or evaluation responsibilities nor should they be given duties to support faculty research or those basically clerical in nature.

In consultation with the supervisor, the graduate teaching assistant works to gain teaching skills and an increased understanding of the discipline.

## Graduate Teaching Associate

Graduate Teaching Associates are advanced graduate students who have been given primary responsibility for teaching undergraduate courses, including the assignment of final grades. No other category of graduate assistant may be so charged. Associates may not be assigned primary responsibilities for teaching and student assessment in courses approved for graduate credit. Associates must have met the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) 18-credit hour guideline for teaching undergraduate courses. See the section Qualifications of Graduate Teaching Associates.

### Qualifications of Graduate Teaching Associates

UT is regionally accredited by Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). This accreditation requires an institution to justify and document the qualifications of its faculty members (see Section 6, Faculty of the Principles of Accreditation, December 2017). In the Faculty Credentials Guidelines published by SACSCOC, they provide guidance on minimum educational experience required to teach undergraduate, graduate and professional level courses.

- For those who teach general education and other courses in baccalaureate studies, the instructor must have a minimum of 18 graduate credit hours in the teaching discipline. Therefore, those graduate students appointed as Graduate Teaching Associates should be able to meet this guideline.
- SACSCOC also stipulates that these graduate students should have direct supervision by a faculty member experienced in the teaching discipline, regular in-service training, and planned and periodic evaluations.
- SACSCOC also requires those teaching graduate and post-baccalaureate coursework to have the earned doctorate/terminal degree in the teaching discipline or related discipline.

The above requirements do not apply to graduate teaching assistants engaged in assignments such as assisting in laboratory sessions, teaching physical education activities, attending or helping prepare lectures, grading papers, keeping class records, and conducting discussion groups.

### Implementation of the SACSCOC 18 Credit Hour Guideline at UT

For those graduate teaching associates who will be the instructor of record, the appropriate department head / school director must ask the student to complete the Graduate Student Transcript Authorization form and submit to the Office of the Provost. This provides the Office of the Provost permission to obtain transcripts supplied during application to Graduate Admissions and the UT transcript. The official transcript should show the 18 graduate credit hours or other documentation must be submitted that supports exceptions (i.e., licensure, CV with experiences outlined, etc.) of Graduate Teaching Associates. For other teaching personnel (non-tenure-track and tenured/tenure-track faculty), the credentials will be collected at the time the person joins the university.

# Administration of Assistantships

Unlike some assistantships across the university, assistantships in EPC are typically only guaranteed for one year. Students receiving reappointment may be those with Chancellor's fellowships, international student status, or by special case. Students should not assume that EPC-funded assistantships will continue beyond a single academic year.

Most EPC graduate research assistantships are appointed by the department head. Interested students should submit their resume or vitae in spring semester to the department head and s/he determines who will receive an assistantship. Graduate teaching assistantships are also offered through EPC. These assistantships may be appointed by an EPC faculty member in conjunction with the department head. Some assistantships in EPC may be funded through grants awarded to individual faculty. These assistantships are appointed by the Primary Investigator listed on the grant award.

While there is no central point of contact for information on GA positions in administrative offices around the university, some positions are filled periodically in college advising centers, admission offices, residence halls, and other service offices. When announced by the administrative office, openings for assistantships may be found at The Graduate School's [Graduate Assistantships](#) webpage.

## Work Assignments & Related Factors

Work assignments for each type of assistantship should be as specific as possible and should be developed to reflect both the needs of the department and each graduate assistant's obligation to make satisfactory progress in the program. Therefore, to the extent possible the work assignment should appropriately reflect teaching hours, office hours, hours to be spent performing research or other specified tasks. Such specifications should be provided in writing at the time the offer is made.

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 in writing before agreeing to, or continuing in, the assignment. The normal number of hours for conducting an assignment should be mutually understood by the graduate assistant and immediate supervisor.

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 (25 percent FTE) appointment, the graduate assistant's average work time should not exceed 10 hours per week. For a one-half (50 percent FTE) appointment, the average number of hours should not exceed 20 hours per week. Appointments exceeding 50 percent FTE must have prior approval of the Dean of the Graduate School, excluding summer term. For percentage efforts not covered by those appointments above, the normal work time per week will be prorated.

Students holding a one-half (50 percent FTE) time assistantship normally should enroll in at least 6 credit hours during the semesters of the assistantship. A one-fourth (25 percent FTE) time graduate assistant normally should take at least 9 credit hours during the semesters of the



assistantship. **A student must be enrolled in at least 9 credit hours to be considered full-time for federal financial aid purposes, even if the student has an assistantship.**

The student's academic home unit is responsible for implementing these policies, regardless of the assignment or responsible account. It is therefore essential that the home unit be notified by any other unit employing the student of any assistantship awarded at the time of its initiation or renewal.

The maximum number of years that a graduate student can be appointed to a graduate assistantship is three years as a master's student, five years as a doctoral student, or eight years in doctoral programs in which students enter with a baccalaureate degree only. Departments or programs may impose stricter limits. Requests for an extension beyond the maximum periods of time here specified must be made in writing by the academic unit to the Dean of the Graduate School. Established time limits for completion of graduate programs – six years for a master's program and eight years for a doctoral program – also apply to all graduate assistants.

## Work Location & Hours

It is expected that the majority of your graduate assistant work hours will be conducted within a designated work space within EPC and between 8:00 a.m. and 5:00 p.m. Monday thru Friday. Graduate assistants should consult their graduate assistant supervisor for specific requirements regarding work days/hours and the location of their dedicated work space. All assistants are required to keep a weekly work log and a time sheet then submit to the Google Drive assigned to them at the end of each week. Refer to Appendix B for work log form. Students should contact the EPC Administrative Supervisor (Whitney Denton; whitneydenton@utk.edu) to obtain a key to their work building and designated work space.

## Rights of Graduate Assistants

As specified in the HR0105 Employment Status, a student is, "One viewed by the university as being at the university primarily to be enrolled in academic courses." Thus, first priority of all graduate assistants must be satisfactory progress in their scholastic academic program. At the same time, acceptance of an assistantship is predicated on the belief that satisfactory progress can be concurrently achieved in work assignments and scholastic academic programs. Collaborative efforts between graduate assistants and their supervisors should be focused on the goal of satisfactory performance in both these areas.

Graduate assistants are classified as student employees. As stated in HR0105 Employment Status, in addition to fee waivers, graduate assistants are entitled to workers' compensation (see HR0397 Worker's Compensation).

Graduate student assistantship appointments (Graduate Assistants, Graduate Teaching Assistants, Graduate Teaching Associates and Graduate Research Assistants) are of two types: academic year (9-month) and twelve month or other. On occasion, to meet the needs of the department / school, students may be placed on an assistantship for one semester.

### Academic Year Appointments

Students on academic year appointments for the fall and spring terms semesters receive 12 equal monthly payments for the nine months of service and a waiver of fees for three terms semesters (including the summer). Students appointed to an academic year appointment beginning in the

spring term semester have the option of receiving seven equal monthly payments for the January-July period or six equal payments for the February-July period. In both cases a fee waiver is provided for spring and summer semesters. Graduate students on academic year appointments have no assistantship responsibilities in the summer semester.

### **Twelve-month Appointments**

Students appointed to 12-month or other appointments receive equal monthly payments for the months of the appointments and have assistantship responsibilities for the full period of the appointment. For these appointments a waiver of fees is provided only for those semesters included within the appointments (i.e., a waiver of fees for the summer semester requires an appointment which encompasses the summer semester in its entirety.) In some situations, a graduate assistant may be appointed for a period shorter than a year (e.g., a semester).

Graduate assistants who are performing satisfactorily may be reappointed up to the maximum time limit as stated above under Work Assignments and Related Factors. In situations where the demands of the department do not call for a job to be continued, reappointment may not be made. In cases where a department has a rotational plan for assistantships, graduate assistants likewise may not be reappointed. Students should consult with the department concerning the maximal length of the appointment.

In all cases of appointment and reappointment, the supervisor is responsible for notifying the graduate assistant as early as possible. When an assistantship is not to be renewed, the graduate student should be notified in advance. In most cases, this notice must 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, non-compliance with university policies, etc.). In cases where an assistantship is for one year only, the student should be told this at the time of appointment. In some circumstances, graduate assistants may be given a conditional appointment such as an appointment in which funding of a grant is pending.

As students, graduate assistants' rights and responsibilities as students are defined in the Student Code of Conduct. 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 pursue all established channels to resolve the conflict. In the order that follows, students should speak to their immediate supervisor, the Director of Graduate Studies, the appropriate department head / school director, the appeals committees in the home unit or college, and the dean of the college involved. If the student feels that a resolution should be sought beyond the department/school/college level, the Dean of the Graduate School should be contacted.

## **Accepting or Declining an Assistantship**

UT adheres to the following Resolution by the Council of Graduate Schools.

Acceptance of an offer of financial support (such as a graduate scholarship, fellowship, traineeship, or assistantship) for the next academic year by a prospective or enrolled graduate student completes an agreement that both student and graduate school expect to honor. In that context, the conditions affecting such offers and their acceptance must be defined carefully and understood by all parties.

Students are under no obligation to respond to offers of financial support prior to April 15; earlier deadlines for acceptance of such offers violate the intent of this Resolution. In those instances in which a student accepts an offer before April 15, and subsequently desires to withdraw that acceptance, 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 a 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 or a link to the URL should accompany every scholarship, fellowship, traineeship, and assistantship offer.

## Evaluation/Supervision of Graduate Assistants

Departments employing graduate assistants will conduct an annual evaluation of each assistant. The results of the evaluation are made available to the assistant and placed in the student's academic file. Appropriate follow-up also should occur. The evaluation, review with the assistant, and follow-up should focus not only on assistant-related work being done but should be preparatory for future employment, thus providing professional growth. In most cases, a graduate assistant's supervisor shares results of the evaluation with the assistant and takes appropriate follow-up action.

In cases where corrective measures must be taken to remediate 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 department head. 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 immediate supervisor for each graduate assistant is to be identified as early as possible, usually no later than four weeks prior to the commencement of the assistantship. If there will be more than one supervisor per graduate assistant, the specific tasks to be performed for each and the role each supervisor will play (e.g., which one will initiate the evaluation process) should be identified.

The chain of command within each department 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/directions; followed in turn by a general departmental/school/college supervisor of graduate assistants (where one exists), the appropriate project director, department head, dean of the college, and the Dean of the Graduate School.

## General Explanation of Assistantship Tasks

Graduate assistants are expected to meet all teaching, research and administrative duties as established by their supervisor. Several different types of assistantships within EPC are available to graduate students: graduate research assistant, graduate teaching assistant, and graduate teaching associate. The tasks associated with each are outlined below.



## Graduate Research Assistant General Requirements

Graduate research assistants are assigned to work with a faculty member and assist with research-related tasks that may or may not be in the student's particular field of study. The research work carried out under this assistantship is directly supervised under the research advisor. Potential tasks include but are not limited to the following:

- Collect and record data
- Analyze data via various software programs including SPSS and NVivo
- Read articles and compile literature reviews
- Attend weekly or monthly research meetings
- Collaborate with other graduate students
- Supervise research carried out by undergraduate research students
- Assist program coordinator/department head with various administrative duties
- Copying and organizing research materials

## Graduate Teaching Assistant General Requirements

Graduate teaching assistants work under direct supervision of faculty members and are largely responsible for clerical duties related to a specific course or courses. No primary teaching or evaluation responsibilities are expected of these graduate assistants. Potentials tasks include but are not limited to the following:

- Leading portions of lecture discussions under direct guidelines set by faculty supervisor
- Grading papers and maintaining class record-keeping
- Assisting with laboratory exercises
- Meeting with students outside of class time
- Administering make-up exams or review sessions
- Maintaining Canvas course site
- Copying and organizing course materials

## Graduate Teaching Associate General Requirements

Graduate teaching associates are advanced graduate students (e.g., typically non-first year students or those with previous teaching experience) who serve as lead instructors for undergraduate courses. Potential tasks include but are not limited to the following:

- Lead all class discussions with or without the presence of the leading faculty instructor
- Assign final grades
- Supervisor graduate teaching assistants who assist with recordkeeping duties
- Maintaining Canvas course site

Refer to Appendix C for a list of helpful UT resources that can assist with your job responsibilities.

## Graduate Stipends

What follows is the **minimum scale** for graduate assistantship stipends. Please note that there are **9-month** and **12-month** positions on this scale. Note: these are minimum salaries, some graduate assistants may be paid more depending on funding sources (e.g., grants).

Minimum Scale: Effective since July 1, 2002

Position	25%	33%	50%
GTA / 9-month	\$5,000	\$6,600	\$10,000
GA / 9-month	\$4,000	\$5,280	\$8,000
GT Assoc / 9-month	\$6,000	\$7,920	\$12,000
GRA / 9-month	\$5,000	\$6,600	\$10,000
GTA / 12-month	\$6,250	\$8,250	\$12,500
GA / 12-month	\$5,000	\$6,600	\$10,000
GT Assoc / 12-month	\$7,500	\$9,900	\$15,000
GRA / 12-month	\$6,250	\$8,250	\$12,500

For more information from the Office of Budget and Finance, visit the [Graduate Stipends](#) webpage.

## Securing a Graduate Assistantship Beyond EPC

There are often circumstances in which students must find funding outside of the EPC department. The following information is intended to direct students towards additional funding opportunities throughout the university.

Assistantships are often announced on the Graduate School website under the [Costs and Funding](#) webpage.

While there is no central point of contact for information on GA positions in administrative offices around the university, some positions are filled periodically in college advising centers, admission offices, residence halls, and other service offices. When announced by the administrative office, openings for the assistantships are announced on this:

### General Timeline for Notification of New Appointment for the Coming Fall

- Stage 1 - March-April. Considered early notification.
- Stage 2 - May-June. Considered average notification.
- Stage 3 - July-August. If you are waiting for a new appointment until this time, it is wise to consider other options for funding.
- This is especially important as graduate assistantships within the EPC department are not guaranteed beyond one year.

Students are wise to consider and take the necessary actions to secure financial aid for the fall during the spring semester of their current appointment.

## Graduate Assistantship Issues & Concerns

### Student Appeals Process

Ideally, academic concerns or problems are addressed at the earliest stage at the departmental level. We recommend students consult their advisor and perhaps the department head before pursuing other courses of action.

On rare occasions, however, a student may need to exercise his/her right to appeal certain decisions. In these cases, the university provides a formal appeals process. See [Hilltopics](#), the [Graduate School](#) website, and the [Graduate Council Appeal Procedure](#) for additional information. See also the [Student Conduct and Community Standards](#) website.

### Intellectual Property Rights

Issues concerning the intellectual property rights of graduate students are complex, and fine distinctions on specific issues often depend on the discipline. For instance, in some cases the very notion of the ownership of data might not be applicable to all information contained within a thesis or dissertation. One point is indisputable, however: you are the owner of the copyright of your thesis and/or dissertation (whether or not you register your claim to copyright with the US Copyright Office).

In the case of work performed for the university, you may own any intellectual property formulated in your research unless you received financial support from the university in the form of wages, salary, stipend, or grant money or if you made significant use of university resources (funded time, equipment, facilities) to complete that research. You are never obligated to participate in projects or activities that require the assignment of your intellectual property to UT or any other entity.

For work completed during your time in an assistantship role, you will negotiate with your supervisor. Summaries, literature reviewing, and like projects do not constitute intellectual property and are not automatically guaranteed authorship.

You need to recognize, however, that intellectual property rights sometimes involve binding legal contracts, and, as a result, you have the right to seek independent legal advice at your own expense if you feel your rights have been violated. You should make sure at the outset of any research project with others that you and all members of the “team” agree upon the ownership of that research.

If you are a graduate teaching assistant or associate, you must ensure that use of copyrighted material in the classroom follows the guidelines of fair use (as found in Carrie Russell’s Complete Copyright: An Everyday Guide for Librarians, American Library Association, 2004) or that you have received proper permission from the copyright holder to use the materials.



## Academic Dishonesty & Ethical Guidelines

Students are required to adhere to the American Psychological Association's (APA) Code of Ethics as well as UT's [Student Code of Conduct](#). Students who engage in academic dishonesty will be reported to their department head and to the [Office of Student Conduct and Community Standards](#).

The APA Ethics Code – Standard 8.11 should be followed. The Ethics Code discusses plagiarism and self-plagiarism. Students should not present the work of others as their own (plagiarism), nor should they present their own previously completed work as original (self-plagiarism). Students may not use work completed for a previous class or any other circumstance such as work, a conference paper, book chapter, book or any other material under review for presentation or publication (from APA Publication Manual, 6th edition, pp. 15-16).

As a graduate assistant, you will likely be doing a fair amount of reading, reviewing, and summarizing for a professor or your students. It is imperative that you use proper citation techniques during your early stages of the literature collection and writing. If you do not cite your sources, the instructor or students will not know where the primary source for the information resides. In such, you have just put these other people at risk for plagiarism. Always cite, always provide authorship credit, never plagiarize.

The UT Code of Conduct shall be abided by. The Honor Statement as printed in [Hilltopics](#) encourages each student to make a personal commitment to academic integrity:

“An essential feature of the University of Tennessee 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.”

Students can refer to [Hilltopics](#) for more detailed information regarding UT's rules and regulations. Additional resources include:

- APA's [Ethical Principles of Psychologists and Code of Conduct](#)
- Purdue OWL's [Preventing Plagiarism](#)
- Harvard GSE's [Principles of Paraphrasing](#)
- Arizona University Libraries' [Accidental Plagiarism](#)

## FERPA Guidelines & Responsibilities

The method with which the University of Tennessee governs the distribution of student information is based on the Family Educational Rights and Privacy Act of 1974 or FERPA. This Act, as amended, established the requirements governing the privacy of student educational records in regards to the release of those records and access to those records. This Act is also known as the Buckley Amendment.

The Act gives four basic rights to students regardless of age who are currently attending or have previously attended post secondary institutions (FERPA does not apply to applicants who have not been admitted to the university):

- the right to review their education records;
- the right to seek to amend their education records;
- the right to limit disclosure of personally identifiable information (directory information);
- and the right to notify the Department of Education concerning an academic institution's failure to comply with FERPA regulations.

FERPA provides for confidentiality of student records; however, it also provides for basic identification of people at the University of Tennessee without the consent of the individual. Release of information to third parties includes directory information, such as contained in the campus telephone book, in the online web-based people directory, and in sports brochures. Students are notified of their FERPA rights and the procedures for limiting disclosure of directory information in Hilltopics, at Orientation for new students, and in annual emails.

Notification of FERPA at UT takes place at student orientation, graduate assistant orientation, on the UT Knoxville website, in the Graduate Catalog, and in Hilltopics. For more information regarding the Family Educational Rights and Privacy Act of 1974 see the [UT FERPA](#) website. All members of the university community who have access to student education records are responsible for guarding the confidentiality of all student records (UT Knoxville, 2015).

It is highly recommended that all graduate assistants that have access to student records complete the [UT FERPA Training](#).

## Leadership & Professionalism

Throughout your time as a graduate assistant in EPC, you will hone your communication skills while working with your supervisor. You will do this by maintaining regular, direct contact via in person, email, etc. with regular working hours (typically on campus; off campus as negotiated by your supervisor). While doing so, you are expected to follow the UT Code of Conduct (see section on Dealing with Difficult Students). If you should need support in your communication with your supervisor or any students, please do not hesitate to talk to your supervisor, advisor, or department heads.

## Sexual Harassment

As the University of Tennessee, Knoxville, Faculty Handbook states:

"UT Knoxville's educational mission requires an atmosphere of professional behavior based upon mutual trust and respect between faculty and students. Relationships between students and their teachers, advisors, and others holding positions of authority over them should be conducted in a manner that avoids potential conflicts of interest or exploitation. Given the inherent differences in power between faculty and students, all members of the university community should recognize the possibility of intentional or unintentional abuse of that power."

The Handbook goes on to discuss the professional behavior and ethics expected of faculty members, but the passage pertains to any teacher:

"Commonly accepted standards of professional behavior and ethics require that faculty members not hold evaluative power over any student with whom they have a romantic or sexual relationship. Faculty members who engage in these relationships leave themselves vulnerable to charges of sexual harassment or conflict of interests. Even when both parties initially have consented, such a relationship renders both the faculty member and the institution vulnerable to possible later allegations of sexual harassment in the light of the significant power differential that exists between faculty and students. Thus, faculty members should not initiate or accept such a relationship with a student over whom they have an evaluative role. Should such a relationship develop between a

faculty member and a student, faculty members should remove themselves from the evaluation of the student's work."

Additionally, you may find yourself in a position on the receiving end of harassment from a student in your class. If this is the case, please speak to the supervising faculty immediately. If you need to see additional supports, please contact your program chair or the department head.

You should be mindful, then, in your relationships with students. Similarly, your supervisor, teachers, and advisors should be mindful of the professional nature of their relationship with you. Should you feel you are being sexually harassed by your supervisor, director, teachers, or mentors, you should seek resolution of the problem through the Office of Equity and Diversity, 1840 Melrose Avenue, (865) 974-2498.

## Dealing with Difficult Students

Many different types of people come together within the university environment providing for a wealth of diversity among the community. With robust diversity comes difference in beliefs, opinions, and practices. If you find yourself in a challenging situation with your students or advisor, consider UT's [Principles of Civility](#).

The University of Tennessee, Knoxville affirms the value of each member of the university community and recommends that all UT Knoxville community members adhere to the following Principles of Civility and Community:

**Inclusivity:** We are welcoming to all and hostile to none. We foster an open community in which educational goals may be pursued.

**Diversity:** We respect the diverse backgrounds of all members of our community and welcome the opportunity for interpersonal and group interactions.

**Dialogue:** We value and encourage, and facilitate free exchange of diverse ideas and points-of-view along with free speech and expression. However, we discourage uncivil speech or expression that infringes upon the ability of others to express themselves.

**Collegiality:** We value an environment that facilitates collegial relationships, encourages mutual understanding among diverse individuals and leads to addressing issues and differences in an atmosphere of mutual respect and civility.

**Respect:** We believe that a person's views, ideas, and behavior best reflect the goals of the academic community when the dignity of each individual is respected and when members of the community are considerate of the feelings, circumstances, and individuality of others.

**Knowledge:** We encourage development of a civil community that values critical inquiry, debate, discovery, and innovation to better the world through teaching, research and service.

**Integrity:** We value academic honesty and integrity by all members of the academic community.

**Learning:** We believe that learning is an interpersonal growth experience that fosters appreciation for diversity.



**Awareness:** We believe it is important to recognize how others view and relate to the community and recognize that we are part of a larger community.

**Response:** We encourage all community members to speak out against incidents involving bigotry and other types of incivility so the university can fulfill its responsibility of responding in a fair, timely and consistent fashion (UT Knoxville, 2011).

## Dealing with Difficult Situations

On occasion, you may find yourself challenged by students. You may find yourself in a difference of opinion about an assignment or concept, or you may find you are concerned with the overall health and well being of another student. If this is the case, and you think immediate support is needed, call the Center for Health Education and Wellness [974-HELP](#) Line at 865-974-4357.

Refer to Appendix E for a list of additional classroom management and teaching resources.

# Frequently Asked Questions (FAQs)

### What should I do when I am assigned my graduate assistantship?

- It is important to contact and meet with your assigned faculty member within the first two weeks of being assigned your appointment in order to ensure that you are aware of all of your expected duties and roles and to become acquainted with your supervisor. Contact your assigned faculty **BEFORE** the semester begins. S/he will expect you to begin fulfilling your duties the first week of classes.

### How often should I report to my supervisor?

- Check in with your supervisor weekly and stay on top of all assigned deadlines! While some weeks may be more demanding than others, it is important to keep in contact with your supervisor to alert them to any time-sensitive issues that may arise.

### What happens if conflict arises?

- If conflict arises in which graduate assistants are concerned with work hours, duties assigned, work conditions, etc., the student should follow the guidelines listed below:
  - First, speak directly with your assigned faculty supervisor to determine whether the problem can be resolved.
  - If more assistance is needed, contact the EPC Department Head and the EPC Director of Graduate Studies
  - If the student believes that more attention is warranted beyond the department, contact the CEHHS Dean.
  - If the student is not satisfied with resolution efforts by the CEHHS Dean, contact the Dean of the Graduate School.

### How should I keep track of my hours?

- It is important to document your hours each week to determine that you are fulfilling your hourly duties. Also, it is important to remember that some weeks may demand more time devoted to the assistantship than others. If a situation arises in which you are expected to work over your expected time, it is important to discuss this with your assigned faculty supervisor. Please see Appendix D for a sample time log.

### What should I expect with my assistantship?

- While expected duties related to the graduate assistantship should generally reflect those outlined in the descriptions given in the above sections, it is important to be flexible in knowing that these duties may sometimes deviate from the norm. Therefore, it is critical to be flexible with your expectations. Furthermore, understand that one is required to fulfill the expected hours assigned each week (e.g., 10-hour assistantships require 10 hours of time devoted to the assistantship each week; 20-hour assistantships require 20 hours per week, etc.). However, some weeks may be more time-intensive than others depending on the demands of the supervisor or the timeline of the semester. These time demands should be discussed with your supervisor if hours begin to exceed the time limits. Graduate assistantships should also be prepared for collaboration with other graduate assistants or faculty members when completing various tasks. Finally, if you are unsure of how to proceed with an expected task, remember that it is okay to ask questions at any time to your supervisor!

## Potential Questions for your Supervisor

Below is an outline of potential questions that may be helpful to ask your supervisor if this information is not given in your initial meeting:

- What is the best method for contacting you?
- What types of assignments would you like for me to assist with?
- Am I expected to work on campus when completing my assistantship duties?
- When do you want me to update you on my work progress?
- What is your policy for make-up hours?
- What is the policy for requesting time off?
- What policies do you have set in place if I am not able to fully complete the task?
- To whom should I refer my questions if I am unable to reach you?
- How often would you like to meet with me?
- Is there a typical or pre-determined schedule you would like me to follow each week?



# Index of Hyperlinks

## **974-HELP (under the Center for Health Education and Wellness)**

[wellness.utk.edu/about-974-help/](http://wellness.utk.edu/about-974-help/)

## **Academic Policies and Requirements for Graduate Students**

[catalog.utk.edu/content.php?catoid=23&navoid=2827](http://catalog.utk.edu/content.php?catoid=23&navoid=2827)

## **Accidental Plagiarism (under Arizona University Libraries)**

[library.arizona.edu/tutorials/accidental\\_plagiarism](http://library.arizona.edu/tutorials/accidental_plagiarism)

## **Costs & Funding (under the Graduate School)**

[gradschool.utk.edu/graduate-student-life/costs-funding/](http://gradschool.utk.edu/graduate-student-life/costs-funding/)

## **EPC Graduate Student Handbook**

[epc.utk.edu/information-for-current-students/](http://epc.utk.edu/information-for-current-students/)

## **Ethical Principles of Psychologists and Code of Conduct (under APA)**

[apa.org/ethics/code/index.aspx](http://apa.org/ethics/code/index.aspx)

## **Graduate Assistantships (under the Graduate School)**

[gradschool.utk.edu/asstshipfunds.shtml](http://gradschool.utk.edu/asstshipfunds.shtml)

## **Graduate Council Appeal Procedure**

[gradschool.utk.edu/faculty-staff/graduate-council/appeals-committee/](http://gradschool.utk.edu/faculty-staff/graduate-council/appeals-committee/)

## **Graduate School**

[gradschool.utk.edu](http://gradschool.utk.edu)

## **Graduate Stipends**

[budget.utk.edu/student-information/graduate-stipends/](http://budget.utk.edu/student-information/graduate-stipends/)

## **Hilltopics**

[hilltopics.utk.edu](http://hilltopics.utk.edu)

## **Office of Equity & Diversity**

[oed.utk.edu](http://oed.utk.edu)

## **Office of Student Conduct & Community Standards**

[web.utk.edu/~osja/](http://web.utk.edu/~osja/)

## **Preventing Plagiarism (under Purdue OWL)**

[owl.english.purdue.edu/owl/section/3/33](http://owl.english.purdue.edu/owl/section/3/33)

## **Principles of Paraphrasing (under Harvard GSE)**

[gseacademic.harvard.edu/~instruct/gutman\\_library/paraphrasing/intro/data/downloads/paraphrasing\\_tutorial\\_slide\\_handout.pdf](http://gseacademic.harvard.edu/~instruct/gutman_library/paraphrasing/intro/data/downloads/paraphrasing_tutorial_slide_handout.pdf)



**Principles of Civility**  
[civility.utk.edu](http://civility.utk.edu)

**Request for a Leave of Absence (LOA)**  
[catalog.utk.edu/content.php?catoid=21&navoid=2510#LOA\\_Reinstate](http://catalog.utk.edu/content.php?catoid=21&navoid=2510#LOA_Reinstate)

**Student Conduct and Community Standards**  
[studentconduct.utk.edu](http://studentconduct.utk.edu)

**UT FERPA**  
[ferpatraining.utk.edu/](http://ferpatraining.utk.edu/)





# Appendix A

## 2018-19 Academic Calendar

### Fall 2018 Semester

Classes Begin .....	Wednesday .....	August 22
Labor Day .....	Monday .....	Sept. 3
Fall Break .....	Thursday - Friday .....	Oct. 4-5
1st Session Ends .....	Friday .....	Oct. 12
2nd Session Begins .....	Monday .....	Oct. 15
Thanksgiving .....	Thursday - Friday .....	Nov. 22-23
Classes End .....	Tuesday .....	Dec. 4
Study Day .....	Wednesday .....	Dec. 5
Exams .....	Thursday - Thursday .....	Dec. 6, 7, 10, 11, 12, 13
Graduate Hooding .....	Thursday .....	Dec. 13
Commencement .....	Friday .....	Dec. 14
Official Graduation Date .....	Saturday .....	Dec. 15

### Spring 2019 Semester

Classes Begin .....	Wednesday .....	January 9
MLK Holiday .....	Monday .....	January 21
1st Session Ends .....	Wednesday .....	February 27
2nd Session Begins .....	Thursday .....	February 28
Spring Break .....	Monday - Friday .....	March 18-22
Spring Recess .....	Friday .....	April 19
Classes End .....	Friday .....	April 26
Study Day .....	Monday .....	April 29
Exams .....	Tuesday - Tuesday .....	April 30, May 1, 2, 3, 6, 7
Graduate Hooding .....	Thursday .....	May 9
University College Commencement Ceremonies .....	Thursday - Saturday .....	May 9, 10, 11
Official Graduation Date .....	Saturday .....	May 11

### Summer 2019 Semester

Mini Session Begins .....	Wednesday .....	May 8
Memorial Day Holiday .....	Monday .....	May 27
Mini Session Ends .....	Wednesday .....	May 29
Full and 1st Session Begin .....	Thursday .....	May 30
1st Session Ends .....	Wednesday .....	July 3
Independence Day Holiday .....	Thursday .....	July 4
No Class .....	Friday .....	July 5
2nd Session Begins .....	Monday .....	July 8
Full and 2nd Sessions End .....	Friday .....	August 9
Summer Graduation Date* .....	Saturday .....	August 10

\* There is no commencement ceremony in the summer. This is the official graduate date that will appear on the transcript.

# Appendix B

## Sample Time Logs (Microsoft Office & Excel)

### EPC GRA/GTA Worklog

Name:

Month:

Year:

Total Work Hours for the Month:

Faculty Supervisor:

Date Range	Activity Description	Outcomes/Accomplishments	Total Hours

# Appendix C

## Helpful UT Resources for Graduate Assistants

### **Academic Calendars and Timetable**

[registrar.tennessee.edu/academic\\_calendar](http://registrar.tennessee.edu/academic_calendar)

### **Campus Status (school closings/delays)**

[utk.edu/status](http://utk.edu/status)

### **Career Development Center**

[career.utk.edu](http://career.utk.edu)

### **Counseling Center**

[counselingcenter.utk.edu](http://counselingcenter.utk.edu)

### **Employee Assistance Program**

[hr.tennessee.edu/benefits/employee-assistance-program/](http://hr.tennessee.edu/benefits/employee-assistance-program/)

### **Grade Entry**

[registrar.utk.edu/banner-general-information-for-faculty/grade-entry/](http://registrar.utk.edu/banner-general-information-for-faculty/grade-entry/)

### **Health Services**

[studenthealth.utk.edu](http://studenthealth.utk.edu)

### **Instructional Services Center**

[isc.utk.edu](http://isc.utk.edu)

### **Library Website for Graduate Students**

[lib.utk.edu/info/grad](http://lib.utk.edu/info/grad)

### **Office of Information Technology (OIT)**

[oit.utk.edu](http://oit.utk.edu)

### **Office of Multicultural Student Life**

[multicultural.utk.edu](http://multicultural.utk.edu)

### **OIT Help Desk**

[remedy.utk.edu/contact](http://remedy.utk.edu/contact)

### **OIT Research Support Office**

[oit.utk.edu/research](http://oit.utk.edu/research)

### **One Stop Student Services**

[onestop.utk.edu/](http://onestop.utk.edu/)



**Research Compliance/Research with Human Subjects**

[irb.utk.edu](http://irb.utk.edu)

**Student Success Center**

[studentsuccess.utk.edu/](http://studentsuccess.utk.edu/)

**Student Union**

[studentunion.utk.edu/](http://studentunion.utk.edu/)

**Tennessee & Learning Innovation**

[teaching.utk.edu/](http://teaching.utk.edu/)

**Tennessee Today**

[tntoday.utk.edu](http://tntoday.utk.edu)

**UT Calendar of Events**

[calendar.utk.edu/](http://calendar.utk.edu/)

**Writing Center**

[writingcenter.utk.edu](http://writingcenter.utk.edu)

**Volunteers Speak Up**

[wellness.utk.edu/about-the-campaign](http://wellness.utk.edu/about-the-campaign)

**Vol Update**

[tntoday.utk.edu/category/volupdate](http://tntoday.utk.edu/category/volupdate)



## Appendix D

### Department of Educational Psychology & Counseling Graduate/Teaching/Research Assistant Evaluation Form

Semester: \_\_\_ Fall \_\_\_ Spring      Year: \_\_\_\_\_

Name of Graduate Assistant: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

This form represents a means through which GA/GTA/GRA supervisors can provide feedback regarding the performance of their graduate assistants. At the close of each semester, GA/GTA/GRA supervisors should complete this form and forward it to the Department Head or Associate Head. Although each question will not necessarily apply to every situation, supervisors are encouraged to fill this form out to the best of their ability and pursuant to the expectations of the supervisor, as discussed at their initial meeting at the beginning of the semester. Supervisors may share the ratings with their GA/GTA/GTAs. **Also, supervisors may add questions to this form to obtain additional qualitative data.**

Evaluation Areas	Outstanding	Excellent	Meets Expectations	Needs Improvement	Unsatisfactory	Not Observed	Not Applicable
<b>The GA/GTA/GRA:</b>							
Completes work as scheduled.							
Executes assignments according to job description and/or project requirements.							
Completes a reasonable amount of work in timely manner.							
Informs supervisor in advance of planned absences.							
Demonstrates a concerted effort to set up meetings with supervisor.							

Evaluation Areas	Outstanding	Excellent	Meets Expectations	Needs Improvement	Unsatisfactory	Not Observed	Not Applicable
Demonstrates a concerted effort to keep up to date with the progress of assignments as necessary.							
Interacts in a professional, respectful, and ethical manner.							
Follows directions.							
Is reliable and prompt.							
Submits timesheets as required.							
Produces quality work.							
Manages time effectively.							
Works independently.							
Works in an organized manner.							
Collaborates effectively when necessary.							
Provides updates on progress as required.							
Receptive to direction and constructive criticism.							
Recognizes problem areas in his or her own performance and makes improvements.							
Exhibits work ethic and integrity.							
<b>For GTAs Only:</b>							
Handles class responsibilities, attends class, and is punctual.							
Returns graded work in a timely manner.							

<b>Evaluation Areas</b>	<b>Outstanding</b>	<b>Excellent</b>	<b>Meets Expectations</b>	<b>Needs Improvement</b>	<b>Unsatisfactory</b>	<b>Not Observed</b>	<b>Not Applicable</b>
Prepares for each class.							
Teaches courses as requested.							
Develops appropriate teaching materials.							
Uses instructional strategies appropriately.							
Demonstrates research-based teaching practices.							
Receives positive “teaching effectiveness” scores from students.							
Demonstrates acquisition of knowledge needed to teach class.							

I would like to be assigned this GA/GTA/GRA in the future. YES\_\_\_\_ NO\_\_\_\_

If the supervising faculty member chooses, s/he may make general or specific comments here regarding the graduate assistant. Especially helpful are elaborative comments on the questions noted above as well as special concerns or accomplishments regarding this graduate assistant.

---



---



---



---



---



---

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

University Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# Appendix E

## CEHHS Graduate Student Travel Form 2016-17

**College of Education, Health, and Human Sciences  
Graduate Student Travel Form  
2016-2017**

<b>Name</b>		<b>Date</b>
<b>Department</b>		<b>Office Phone</b>
<b>Faculty Associated w/Presentation:</b>		
<b>Complete Name of Conference/Location (City, State)</b>		<b>Travel Dates</b>
<b>Title of Paper or Presentation (Please attach copy of acceptance letter)</b>		
<b>ESTIMATED COSTS</b>		
<b>Transportation</b>	<b>Cost Estimate</b>	<b>Notes/Comments</b>
Airfare	\$	
Ground Transportation (personal auto, car rental, taxi, UT car)	\$	
Parking	\$	
Lodging	\$	
Meals	\$	
Conference Fees	\$	
Other	\$	
<b>Total</b>	<b>\$</b>	

<b>DEPARTMENTAL AND OTHER CONTRIBUTING ACCOUNTS</b>	
<b>Account Name and Number</b>	<b>Amount</b>
	\$
	\$
Reviewed and Authorized: _____ Department Head	

\*\*\*\*\**CEHHS Office Use*\*\*\*\*\*

<b>EHHS Instructional Support/E01-1705</b>	
<b>Previous Support:</b>	<b>Support for this travel:</b>
<b>Additional Support/Notes:</b>	
Reviewed and Authorized: _____ Dean's Office	

# Appendix F

## Additional Resources

### Teaching Resources

#### **Assessment Resources**

[learningoutcomeassessment.org/index.html](http://learningoutcomeassessment.org/index.html) <http://learningoutcomeassessment.org/index.html>

#### **Best Practices in Teaching Program**

[gradschool.utk.edu/training-and-mentorship/bpit](http://gradschool.utk.edu/training-and-mentorship/bpit)

#### **Citing Sources Information**

[writingcenter.utk.edu/for-students/citingsources](http://writingcenter.utk.edu/for-students/citingsources)

#### **Computer Lab Reservations**

[help.utk.edu/footprints/labs/reservation](http://help.utk.edu/footprints/labs/reservation)

#### **Dealing with Difficult Students**

[tep.uoregon.edu/pdf/dealing\\_difficult\\_students.pdf](http://tep.uoregon.edu/pdf/dealing_difficult_students.pdf)

#### **Dealing with Difficult Students Handout**

[fam.u.edu/coeaccreditation/ncate/PEU%20professional%20development%20pdf/Dealing%20with%20Difficult%20Students.pdf](http://fam.u.edu/coeaccreditation/ncate/PEU%20professional%20development%20pdf/Dealing%20with%20Difficult%20Students.pdf)

#### **Grading Rubrics**

[writingcenter.utk.edu/for-faculty/grading](http://writingcenter.utk.edu/for-faculty/grading)

#### **Graduate Teaching Assistant Guide**

[teaching.uncc.edu/learning-resources/articles-books/best-practice/teaching-research-assistants/survival-guide-new-tas](http://teaching.uncc.edu/learning-resources/articles-books/best-practice/teaching-research-assistants/survival-guide-new-tas)

#### **Handling Difficult Students**

[smartclassroommanagement.com/2011/04/23/7-rules-of-handling-difficult-students](http://smartclassroommanagement.com/2011/04/23/7-rules-of-handling-difficult-students)

#### **OIT Teaching Tools**

[oit.utk.edu/instructional/tools/online/Pages/resources.aspx](http://oit.utk.edu/instructional/tools/online/Pages/resources.aspx)

#### **OIT Training/Workshops**

[oit.utk.edu/Training/Pages/default.aspx](http://oit.utk.edu/Training/Pages/default.aspx)

#### **PhD Comics**

[phdcomics.com/comics.php](http://phdcomics.com/comics.php)

#### **Plagiarism Resources**

[writingcenter.utk.edu/for-faculty/preventingdetectingplagiarism](http://writingcenter.utk.edu/for-faculty/preventingdetectingplagiarism)

## **Teaching Resources Handouts**

[otl.du.edu/teaching-resources](http://otl.du.edu/teaching-resources)

## **Other Resources**

### **Campus Dining Information**

[ut.campusdish.com](http://ut.campusdish.com)

### **Campus Safety Information**

[safety.utk.edu](http://safety.utk.edu)

### **EPC Department Library Support**

[libguides.utk.edu/education](http://libguides.utk.edu/education)

### **EPC Directory**

[epc.utk.edu/epc-directory-1](http://epc.utk.edu/epc-directory-1)

### **EPC Student Travel Instructions**

[epc.utk.edu/information-for-current-students/epc-travel-instructions](http://epc.utk.edu/information-for-current-students/epc-travel-instructions)

### **Grad Café Blog**

[thegradcafe.com](http://thegradcafe.com)

### **GradHacker Blog**

[insidehighered.com/blogs/gradhacker](http://insidehighered.com/blogs/gradhacker)

### **Graduate School Survival Guide**

[cs.unc.edu/~azuma/hitch4.html](http://cs.unc.edu/~azuma/hitch4.html)

### **Graduate School Tips**

[psychcentral.com/lib/12-tips-for-surviving-and-thriving-in-grad-school](http://psychcentral.com/lib/12-tips-for-surviving-and-thriving-in-grad-school)

### **Graduate Student Resources**

[phdstudent.com](http://phdstudent.com)

### **Graduate Carrels (library)**

[alchemy.lib.utk.edu/ius/carrels.php](http://alchemy.lib.utk.edu/ius/carrels.php)

### **Graduate Student Senate**

[gss.utk.edu](http://gss.utk.edu)

### **Guardian App**

[safety.utk.edu/personal-safety/guardian-app-2](http://safety.utk.edu/personal-safety/guardian-app-2)

### **How to be a Good Graduate Student**

[ohio.edu/people/starzykj/network/Class/gradschool.htm](http://ohio.edu/people/starzykj/network/Class/gradschool.htm)

**Interlibrary Services (library materials loans)**

[lib.utk.edu/ils](http://lib.utk.edu/ils)

**Knoxville Doorstop Delivery (food delivery)**

[knoxville.doorstepdelivery.com](http://knoxville.doorstepdelivery.com)

**Safety Apps**

[utpolice.utk.edu/safety-info/safety-apps](http://utpolice.utk.edu/safety-info/safety-apps)

**Surviving Graduate School Handouts**

[gradschools.com/get-informed/surviving-graduate-school](http://gradschools.com/get-informed/surviving-graduate-school)

**The Professor is In Blog**

[theprofessorisin.com](http://theprofessorisin.com)

**Thesis Whisper Blog**

[thesiswhisperer.com](http://thesiswhisperer.com)

**UT Alert**

[utk.edu/utalert](http://utk.edu/utalert)

**UT Area Grub Hub (food delivery)**

[grubhub.com/knoxville/university-of-tennessee](http://grubhub.com/knoxville/university-of-tennessee)

**UT Recsports**

[recsports.utk.edu](http://recsports.utk.edu)

**UT Textbook Information**

[utk.verbacompare.com](http://utk.verbacompare.com)

**UT's Student Disability Services**

[ods.utk.edu](http://ods.utk.edu)

**UT's Transit System ("The T")**

[ridethet.utk.edu](http://ridethet.utk.edu)





[illegible][illegible]