

STUDENT HANDBOOK

UT Martin Tennessee Intensive English Program



Welcome to UT Martin and TIEP!

Dear Student,

We welcome you to Martin, Tennessee and the UTM Tennessee Intensive English Program! You are now officially a Skyhawk!

We are ALL happy to have you here, and we are committed to your academic and cultural success. We also want you to have fun while you are here! We will be your family as you move through our program and into degree classes.

This handbook has all the information you need to know. Please read it carefully. *Review it before you come to the U.S.!* We will also review it in orientation. It is good to have in case you are confused about something.

Please keep in touch with us! Our office will serve as your mailing address, so we hope to see you regularly!

On the next page, you will see some faces of the people you will get to know!

Best,
Amy Fenning
Director, International Programs



Contents

- ◆ Page 2 – Who is Who
- ◆ Page 3 - Program Description; Testing & Proficiency
- ◆ Page 4 – Attendance Policy
- ◆ Page 5 – Tuition Costs
- ◆ Page 6-7– Classroom Behavior & Complaints
- ◆ Page 8-9 – Grading System & Academic Probation
- ◆ Page 10 – Advancing
- ◆ Page 11-12 – US Immigration
- ◆ Page 13 – Student Employment & the IRS
- ◆ Page 14 –The Legal Side
- ◆ Page 15-16–Campus Facilities
- ◆ Page 17-20 -Housing
- ◆ Page 21-22 –Money and Banking
- ◆ Page 23-25 –Events, Activities & Transportation
- ◆ Page 26-27 –Health Services
- ◆ Page 28-29 –Shopping, Services & Restaurants
- ◆ Page 30-31 –Living in a New Country
- ◆ Page 32 –Map of UT Martin
- ◆ Page 33–Map of Martin Medical Complex
- ◆ Page 34–Map of Tennessee

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Who is Who in International Programs



Amy Fenning
Director

She looks out for the whole program and represents all of you to campus.



Ryan Diffie
Assistant Director

She watches your grades and attendance and gives you your schedule. She plans great events!



Lynn Patterson
Assistant Director

She is the boss of the teachers. She makes sure our textbooks and classes are the best!



Stephanie Butler
Administrative

She helps you with signing up for events, housing, going to the airport and giving you letters you need. She also helps you with Admissions



Dixie Timmons
Administrative

She puts you in your classes officially. She also is your MAIL person if you expect mail or a package. She also helps you with Admissions

We have a MISSION!

The primary purpose of the Tennessee Intensive English Program is to prepare international students with the language skills and the cultural adjustment needed to succeed in both undergraduate and graduate programs at the university level. In addition the program seeks to assist individuals with improvement of their English for skills for business.

Program Description

TOEFL & IELTS

- ◆ Upon completion of Level 6 of the Tennessee Intensive English Program, the TOEFL or IELTS proficiency score is waived.
- ◆ UTM requires a TOEFL iBT 61 or IELTS 6.0 for direct admission to undergraduate degree programs.
- ◆ For graduate admission, a TOEFL iBT of 71 or an IELTS 6.5 is required. Check with the College of Business and Global Affairs for more information on the MBA.
- ◆ The Institutional (paper) TOEFL is offered at the end of every term for UTM international students for \$30. Be sure to sign up in advance in Gooch 144. Unofficial scores are available within one week. Official scores arrive from ETS in two weeks.
- ◆ Minimum paper scores for admission purposes are 500 for undergraduate work and 525 for graduate courses. Institutional scores are NOT transferrable to other universities.

Some quick facts about the Tennessee Intensive English Program

- Most classes are between 9 am and 5 pm daily, depending on the course. Most students are finished by 3 or 4 p.m.
- There are six levels of instruction: basic to advanced university preparation
- There are four eight-week sessions: August, October, January and March. The classes are 50 minutes or 110 minutes *
- There are two Summer intensive six-week sessions: May and July. The classes are 65 minutes or 130 minutes *
- In Level 1: a 10-hour-per-week Grammar/Writing, Reading, and Listening/Speaking and an additional Basic class for very low-proficiency students (20-25 hours per week)
- In Levels 2 and 3: 10-hour Grammar class, Reading, Writing and Listening/Speaking (25 hours)
- Levels 4 and 5: a five-hour Grammar class, Reading, Writing and Listening/Speaking (20 hours)
- Level 6: Academic Content/Reading, Research Writing, Critical Listening/Speaking (10 hours each - 20 hours per week)
- Successful completion of Level 6 meets the English Requirement for undergraduate admission to UT Martin.

* See our calendar at www.utm.edu/departments/intprog/





Attendance Policy

- Each student is required to attend classes. Failure to attend may result in termination of your I-20.

- After 10 hours of absence, you will receive a **NOTICE** letter so that you understand your absence problem. After 20 hours of absence in 1 term* you will receive a **FIRST TERMINATION WARNING**. You must meet with the Assistant Director of Student Services to discuss your absences and sign the warning, saying that you understand that this is a serious issue. After 30 hours of absence, you will receive a **SECOND TERMINATION WARNING**. Again, you will have to come to a meeting and sign the warning. If you reach 40+ hours of absence in 1 term (approximately 25% of classes), you will be placed on strict attendance probation the following term.
- During the attendance probation term, you cannot miss more than 20 hours of class. If you have 20+ hours of absence during the attendance probation term, your I-20 will be terminated and you will be dismissed from TIEP at the end of the term.
- Three late arrivals to class = one absence. If you are 15 or more minutes late, you will be marked absent but may participate.*
- There are no excused absences. When you need to be absent because you are sick or have an emergency, that is fine. That is what absences are meant for. *Of course, if there is an extreme emergency, such as a long-term illness or accident, we care and will consider on a case-by-case basis.*
- Perfect Attendance certificates are rewarded for absolutely perfect, timely attendance.

**Note that Summer terms are shorter with more intensive hours. Each hour is 1.3 hours. You may be on warning more quickly!*

MOST IMPORTANTLY: READ your teacher's syllabus to learn his/her absence policy. This is the reality in all academic degree classes as well! Policies differ!

Tuition Costs



Costs

- ◆ TIEP tuition is **\$2,100** per term. Effective August 2016, tuition will be **\$2,200** per term. Current fees for all university students are \$697 per semester or \$348.50 per TIEP term.
- ◆ Room and board (food) costs are not included.
- ◆ Students must buy new textbooks every term. The cost is about \$200-\$250.
- ◆ Students should have health insurance in case they get sick. Visit International Programs in Gooch Hall 144 for assistance and read page 26-27 carefully.
- ◆ Students may pay by cash, personal check, debit card or credit card.
- ◆ Payment is due **PRIOR TO THE FIRST DAY** of class at 5 pm. *There is a late payment fee of \$150.00 for failure to pay.*
- ◆ Returning students on government scholarships will have until the fifth day at 5 pm to produce a scholarship guarantee. After this point, the late fee applies and the student will be withdrawn from the program if the payment is not received. *All new students must pay in full by 5 pm of the day before classes.* New students may also pay a late fee.

Refund Policy

Students may withdraw from TIEP only in cases of serious personal or family illness or injury, death of immediate family, or other severe situations in the opinion of the TIEP office. Students must sign a Formal Application for Withdrawal. If the student paid by cash, he or she can request a check with a Check Request Form. If a student paid by credit card, the refund will be returned to the credit card used. *All refunds take about four weeks.*

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

- Withdrawal before the first day of class - 100%
- Withdrawal on the first day of class – 80%
- Withdrawal on the second day of class – 50%
- Withdrawal on the third day of class – 20%
- No refunds after the third day of class.



Classroom Behavior



CELL PHONES: Follow the policy of your teacher. Generally do NOT use them in class. If you need a dictionary, tell your teacher. Absolutely Cell phones are not acceptable during quizzes, in class writings and exams, except when directed by the teacher. This will result in a ZERO score.



CHEATING: Students should not copy homework from another student or copy during a test. It is especially serious if a student copies directly from the Internet for any assignment. This is called *plagiarism*. You will fail that assignment. In U.S. academic culture, cheating is a serious offense, and you may be *expelled from* school. You will learn skills in your class to avoid this.



COMING LATE: Coming in late to class is *disruptive* to your teachers and your fellow students. Please be on time. Three lates equals one absence. If you are late on a quiz day, you have a risk of not being able to take the test.



PARTICIPATION: Participation expectations will vary from class to class. Teachers might ask you to sit and listen quietly, or to work in groups and pairs to solve problems and complete tasks. They might ask you to share opinions and work *respectfully* with your class and teacher. In any classroom activity, a positive attitude and following your teacher's directions is important.

A Positive & Respectful Experience!

All TIEP students have a right to study in a positive environment. Students who are rude, disruptive or disrespectful will be given a first, second and final warning from the Student Services Assistant Director before being dismissed from the program. **Here are some examples of disruptive behavior:**

- **Attending class or other events under the influence of alcohol or drugs**
- **Violence or threats of violence to faculty, staff and other students**
- **Causing a disturbance in class**
- **Not following the teacher's instructions**
- **Being mean or judgmental to a classmate.**
Respect individual personalities!



Student Complaints & Behavior

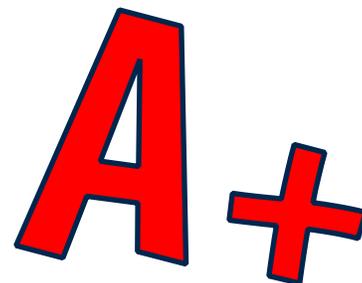
If you are not happy with something, you need to tell us! We always want to improve and be better. We understand you are customers, but you must understand we have our procedures and class policies. Also remember, you will evaluate your teacher and class at the end of the term. Here is the procedure:



Grading System

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

- Active and appropriate participation in class
- Completed homework and in-class assignments
- Quizzes and tests
- Final Exams



A student must demonstrate achievement of the learning outcomes of the class to go to the next level.

Grades

Number and letter grades are assigned to each class according to the following ranges:

A	90% - 100%	Excellent
B	80% - 89%	Very Good
C	70% - 79%	Average/Good
D	60% - 69%	Poor
F	0 = 59%	Significant problems

NOTE: Beginning Fall 2016 the grading system will change, and you will need a 75% in all four classes to pass the level.

A – 93% - 100%

B – 84% - 92%

C – 75% - 83%

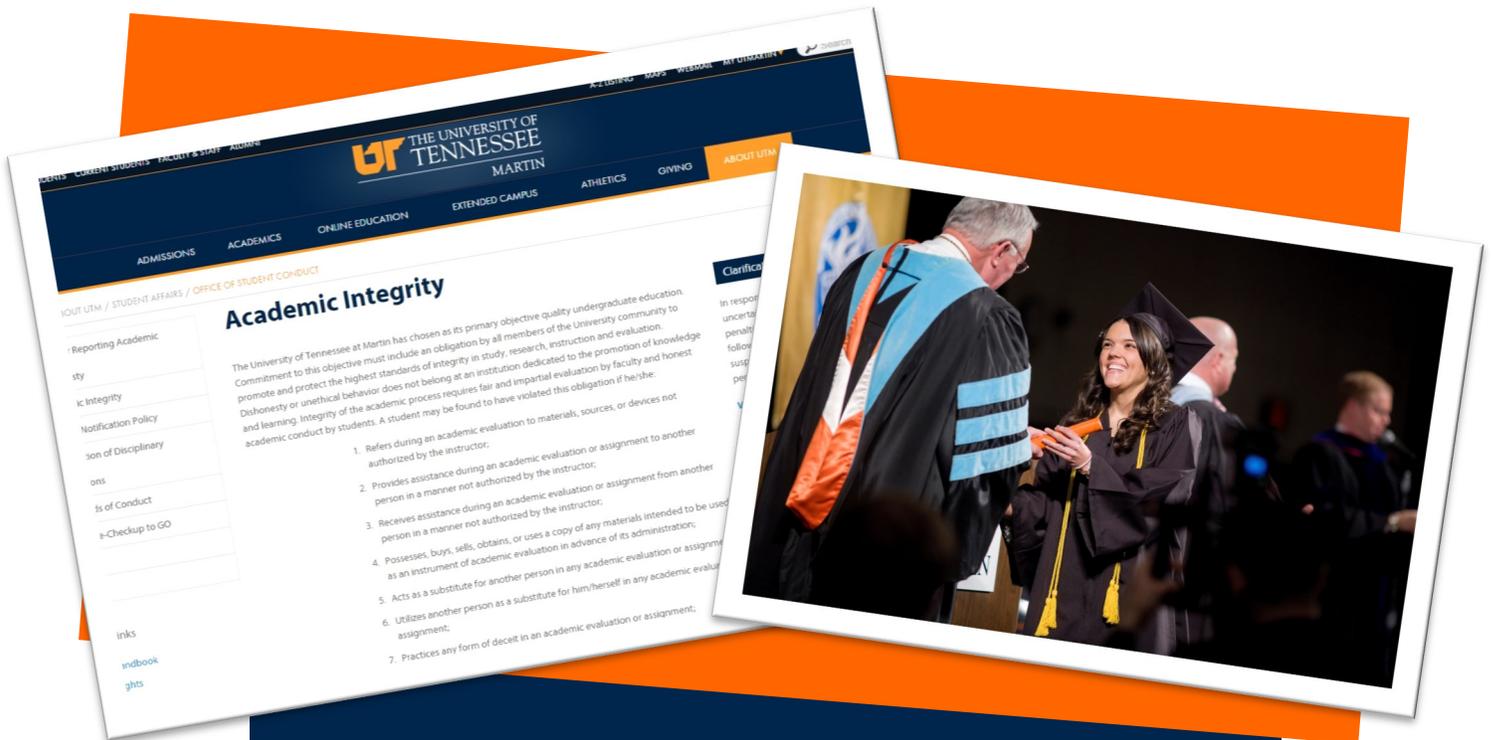
D – 65% - 74%

Passing & Failing Classes

Right now, a grade 70% or higher indicates a student has successfully completed the class. (See box for changes). Below 70% indicates a student is not ready to advance and must repeat the class. *Level 6 students must pass with a 75%! A grade of “F” may indicate attendance problems and/or a lack of effort to complete the class.*

Attendance is important, but a student showing he/she has the skills is **MORE** important.

The teacher has the responsibility of assigning grades. Final grades are just that – final, but you have a right to appeal a grade to TIEP administration.



Academic Probation

Your GPA is included on your grade report each term. The GPA is a common tool in U.S. academic culture. **A student's GPA at TIEP must remain above 1.5.** The first term it goes below 1.5, the student is placed on academic probation. If the GPA drops below 1.5 a second term in a row, the student will be dismissed from UTM.

Here is how you calculate the GPA: You have **FOUR** classes.

A = 4 points B = 3 points C = 2 points D = 1 point F = 0 points

Add your total points from your four classes, then divide by 4.

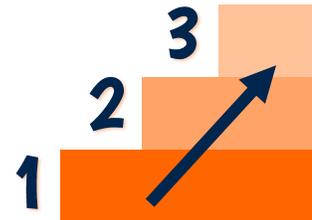
EXAMPLE: A student receives 2 "C" grades and two "D" grades. *This is six points. $6/4 = 1.5$ (low, but OK!)*

EXAMPLE: A student receives a "C" grade, two "D" grades and an "F." $5 \text{ points}/4 = \text{GPA } 1.25$
PROBATION

Probation violation is determined on a case-by-case basis. We are here for your success!

Advancing

A student must complete all four core classes in Level 4 with a grade of C or higher before advancing to Level 5 classes. A student must complete all four core classes in Level 5 with a grade of C or higher before advancing to Level 6 classes.



This means a student who has not passed all four core classes in Level 4 or 5 will repeat the failed classes and take Content-and skill-oriented enrichment classes that will reinforce the language skills. This combination of repeated, failed classes and enrichment classes will fulfill the F-1 visa requirements and, more importantly, improve your skills for university.

All four courses – the combination of repeated and enrichment classes – must average to a GPA of 1.5 or the student will be placed on probation or dismissed if already on probation.

SKIP TEST: We offer the ITP (paper) TOEFL the last day of every term for \$30. If a student achieves a certain skill score, it is possible to skip a level in one or more classes.

Enrichment Courses

These courses help maintain and build your skills while you repeat the classes in which you need work. *You must maintain a GPA of 1.5, so passing these classes is essential.*

Reading Plus: This course will help students who have passed their reading courses but are struggling with other courses. You will practice reading strategies such as skimming and scanning, inferences, main ideas and points of view and expand your vocabulary.

Listening Speaking Plus: This course will help students have passed their listening/speaking courses but are struggling with other courses. You will practice strategies for note-taking of academic lectures, practice speaking in small groups and presenting to classmates.

Writing/Grammar Plus: This course will help students who have passed Grammar and/or Writing but are still struggling with other skills. You will practice basic paragraph and essay writing using level-appropriate grammar and use peer-editing strategies to identify and revise errors in writing.

US Immigration



If students need a form to keep their visa current, they should go to the Office of International Programs. Most forms are available there, and anyone in the office can offer assistance.

Your Passport

Keep your passport valid. It is your most important piece of identification, so keep it in a safe place. If it expires, your visa cannot be renewed. You will also have trouble leaving the U.S.

Your 1-20

This is the form that was sent to you to apply for your visa. It is three pages and has your SEVIS (Homeland Security) "N" number. *Do not lose this important document.* It is a record of all your activities and places you live in the U.S.

Departing and Returning: If you leave the U.S., you need to have your I-20 signed by a "DSO" in the Office of International Programs. A DSO is a 'designated school official'. There are four DSOs in our office.

Transferring: If you decide to change universities, please come to Gooch Hall 144 to learn how to do it. We must release you in the SEVIS database, and you will receive a new I-20 from the new university.

Termination: If we terminate your I-20 for any reason, you must leave the country or find a school which will reinstate you at your expense.

U.S. Department of Justice
 Immigration and Naturalization Service
 Certificate of Eligibility for Nonimmigrant (M-1) Student Status - For Vocational Students (OMB NO. 1115-0051) Page 1

Please read instructions on Page 2
 This page must be completed and signed in the U.S. by a designated school official.

1. Family Name (surname): Jane
 First (given) Name: Jane Middle Name: _____
 Country of birth: Cambodia Day of birth (month/day/year): 10/15/1979
 Country of citizenship: Cambodia Admission number: _____

2. School (School district) name: RPTC Institute
 Washington, DC Campus
 School Official to be notified of student's arrival in U.S. (Name and Title): Janis Rogg
 Director of International Education
 School address (include zip code): 800 K Street, NW
 Washington, DC 20001
 School code (including 3-digit suffix, if any) and approved date: MAE14FD0985000 approved on 05/11/2003

3. This certificate is issued to the student named above for: Initial attendance at this school.

4. Level of education the student is pursuing or will pursue in the United States: VOCATIONAL SCHOOL

5. The student named above has been accepted for a full course of study at this school, majoring in Computer Typography and Composition. The student is expected to report to the school no later than 05/25/2003 and complete studies not later than 08/29/2004. The normal length of study is 12 months.

6. English proficiency: This school requires English proficiency. The student has the required English proficiency.

7. This school estimates the student's average costs for an academic term of 12 months to be:

a. Living expenses	\$ 8,500.00
b. Expenses of dependents (0)	0.00
(specify)	0.00
Total	11,500.00

8. This school has information showing the following as the student's means of support, estimated for an academic term of 12 months (Use the same number of months given in item 7):

a. Student's personal funds	\$ 12,000.00
b. Funds from this school	0.00
c. Funds from another source	0.00
Specify type:	
Total	\$ 12,000.00

9. Remarks: None

11. Student Certification: I have read and agreed to comply with the terms and conditions of my admission and those of any extension of stay as specified on page 2. I certify that all information provided on this form refers specifically to me and is true and correct to the best of my knowledge. I certify that I seek to enter or remain in the United States temporarily, and solely for the purpose of pursuing a full course of study at the school named on page 1 of this form. I also authorize the named school to release any information from my records which is needed by the INS pursuant to 8 CFR 214.3(g) to determine my nonimmigrant status.

Name of Student: _____ Signature of Student: _____ Date: _____
 Name of parent or guardian: _____ Signature of parent or guardian: _____ Address (city) _____ (State or Province) _____ (Country) _____ (Date) _____
 Form I-20 M-1N (Rev. 05-03-00)N

Signature of Designated School Official: _____ Title: Director of International Education Date Issued: 05/22/2003 Place Issued (city and state): Washington, DC

Name of School Official: _____ Signature of Designated School Official: _____ Title: _____ Date Issued: _____ Place Issued (city and state): _____

Name of School Official: _____ Signature of Designated School Official: _____ Title: _____ Date Issued: _____ Place Issued (city and state): _____

Name of School Official: _____ Signature of Designated School Official: _____ Title: _____ Date Issued: _____ Place Issued (city and state): _____

Form I-20 M-1N (Rev. 05-03-00)N

US Immigration

Important Reminders!

- ◆ Pay attention to your I-20 expiration date. If it expires, a student is 'in visa overstay' and therefore out of status.
- ◆ Make sure a DSO in the office checks your paperwork before leaving the country.
- ◆ Report a change of address to a DSO.
- ◆ Report a change of major to a DSO.
- ◆ Register and complete each term or semester as a full-time student. Failure to do so will result in being marked as 'out of status' and you may need to leave the country immediately.
- ◆ A full-time university semester load is 12 credit hours minimum with no more than ONE class online. Do not drop a class without talking to a DSO in the Office of International Programs.



Check with our office before you plan a term or semester off! International students must spend four terms in TIEP or two semesters in degree classes before they can stay in the US on vacation! Of course, it is fine to go home for vacation any time. **We MUST sign your I-20 first!**



It is YOUR responsibility to check the dates on your passport, visa and I-20 and make sure they are current!

Student Employment & the Internal Revenue Service (IRS)

Employment in the US

- F-1 students who are maintaining status may work part-time on campus (no more than 20 hours per week). F-1 students do not need authorization to do this. During vacation periods and break times, F-1 students may work full-time if they are returning the following semester. *Generally on-campus work is for students in the degree programs.*
- Off-campus employment for F-1 students is generally forbidden. Students in language programs are definitely not allowed to work off campus. Working off campus requires special permission from U.S. Customs and Immigration. It is only possible for severe economic difficulties arising after entry into the U.S.
- *If you work off campus without permission and you are seen by a campus representative, a DSO is duty-bound to report your potential illegal work to Immigration. You may possibly be deported.*
- Optional Practical Training (OPT): Students who have completed a Bachelors or Masters degree may be employed full time for one year in their course of study. Please go to the Office of International Programs in Gooch Hall 144 and speak with the Primary DSO to begin the application. The process takes three months before a student wishes to begin working. After one year, the student is no longer authorized.

Taxes and Tax Forms

- International students who earn money must file taxes with the IRS every year between January 30 and April 15. Your employer will send you a W-2 “Wage and Tax Earnings” statement at the end of January indicating how much the student has earned.
- Income may not just be work for money. It might be scholarships or internships that apply to housing or meal expenses
- The most common form to use is the 1040NR-EZ. Students may pick these up at the post office or check with our office between January and mid-April for availability of these forms. You will fill out this form and send it to the regional IRS office.

Social Security Card

- This card is a nine-digit number used for work purposes. Before a student can work in the U.S., he or she must have one. If you get hired on campus, or you will do OPT, International Programs will help you apply for the card.



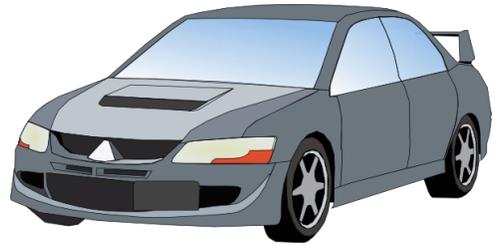
The Legal Side



While living in the U.S., international students enjoy the basic freedoms that all Americans enjoy. However, it is also important *to obey our laws*, including the laws of Martin, Weakley County, Tennessee, and the U.S. Failure to obey the laws means you will pay the consequences of the crime. You will have the same protections, such as the right to an attorney, but you *will also suffer the same punishments if found guilty*.

Driving

- ◆ International students may use an International Driver's License for *30 days*. After that, you must apply for a Tennessee Driver's License in Dresden, TN. You will need proof of your U.S. address (residency – something mailed to you here in TN), your I-20, and your passport. This includes a computer test (available in Korean and English – come to Gooch 144 for a study book) and a driving test. You will need a car for the driving test. The cost is under \$30.
- ◆ Car owners must have **liability insurance**. It is the law. It is your responsibility to find an insurance agent and purchase this. You should also have **collision insurance** so you are also covered in case of an accident.
- ◆ **Proof of insurance** must be in your car at all times.
- ◆ Your Tennessee license plate must be registered with **current stickers stuck to the license plate**. *Expired stickers* will result in a ticket. Your Certificate of Registration must also be in your car at all times.



Drinking and Drugs

- ◆ The legal drinking age in the U.S. is 21. Anyone under 21 may not buy, possess, or drink alcohol. Breaking this law is a criminal offense and can result in fines, driver's license suspension and other penalties.
- ◆ It is also illegal for those over 21 to purchase and supply alcohol to minors.
- ◆ **No alcoholic beverages are allowed on UT campus or in a UT vehicle**
- ◆ No open container of alcohol is allowed in a vehicle.
- ◆ **U.S. law prohibits the sale or possession of illegal substances such as heroin, cocaine or marijuana.** Although you might travel to a state where marijuana is legal (Colorado, Washington, Oregon), it should not be brought back to Tennessee, where it IS illegal.



Drug possession is a serious offense and can bring heavy punishment and deportation to your country.

When you are stopped by a police officer, be polite and cooperative. Do everything he/she asks. ACT upon a ticket! Show up at the court date or mail the fine as indicated.

Shopping

- ◆ Stealing anything from anywhere is a crime. In stores, this is called *shoplifting*. There are many cameras on campus and at the stores. If something is stolen from you, call the police to file a report.

CAMPUS FACILITIES

Boling University Center

UTM Dining Hall – This is a brand new facility with food from around the world! There is pizza and pasta, a Mongolian grill, a meal-for-the-day, a grill for hamburgers and other meals, and a salad bar. The food court across the hall has an Asian-American mix. There are many meal packages that suit you: <https://utm.sodexomyway.com/> Click on MEAL PLANS.



Watkins Auditorium – Students can see current, popular American movies on Sunday nights.

Barnes & Noble Bookstore – this is our campus bookstore. Students can buy their books and school supplies. There are also a lot of Skyhawk goods here – T-shirts, folders, coffee cups and more!

Information Desk – this is on the second floor. Students can cash checks, buy tickets to some events and get information about campus activities.

Clement Hall

Testing Center – Students can take the TOEFL, GMAT or GRE here. Sign up online at www.ets.org

Post Office and Copy Center – These are in the basement of Clement.

Housing – if you need to talk with someone in the Housing Department, they are in Clement.



Campus Sports and Recreation

UTM has a modern and fully equipped recreation center! It has racquetball courts, four basketball courts, an indoor track, a large weight room and classrooms for fitness classes. Membership is free for students. Visit their website at:

<http://www.utm.edu/departments/campusrec/studentrec/facilities.php>

- The Elam Center has a full lap-swim swimming pool.
- There are tennis courts, a golf driving range, football and soccer fields and a 1.5 mile walking trail.
- Students can participate in intramural sports teams throughout the year.



Paul Meek Library

This is a modern facility with numerous academic publications, a variety of newspaper and magazines in several languages and many DVDs to watch in the Media Center on the first floor. There is a collection of English books at every level of English! Ask at the front counter. The librarians are there to help you. The IT technology Help Desk is on the 2nd floor above the Media Center.



Computer Labs

Computer labs are located mainly in the library but also in many academic buildings throughout campus. You will get a User ID and password when you arrive on campus. You will need this at every computer on campus.

Music and Theater

Musical Performances – Students and faculty members in the UT Martin Music Department offer many free concerts and recitals in addition to a variety of performances.



Housing

Safety First

Fires happen. This is one reason the residence halls ban candles. Read the rules that are on your dorm room door about safety. All rooms have overhead smoke alarms. There are fire extinguishers on every floor. Be familiar with these. Find the closest exits.

When the fire alarm rings, ALL STUDENTS MUST EXIT. This is true for drills, false alarms and real alarms.

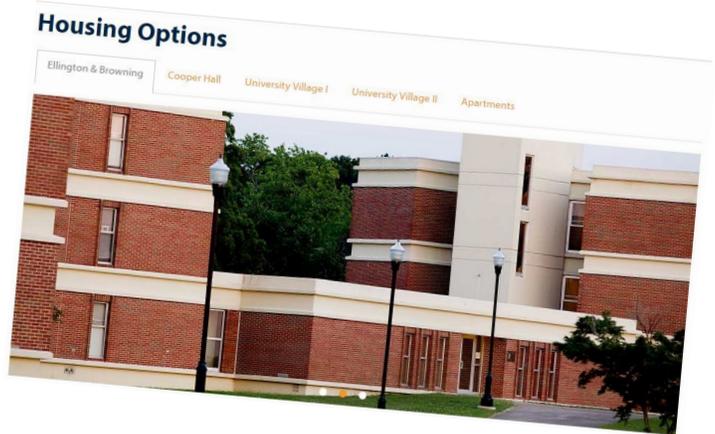
On-campus Housing

There are two types of university housing:

Apartments – there are one, two and three-bedroom apartments in Grove and University Courts. Students pay a monthly rent. This includes water, sewage and garbage, cable TV, local phone service (you must buy the phone) and Internet connection. *Apartments are unfurnished.* There is a full kitchen.

Students must go to Weakley County Electric to turn on their power and pay the bill punctually every month. *There is a \$250 deposit and a \$15 turn-on fee for your electricity service.* You will get the \$250 back when you leave if you do not owe any money. They are located at 11181 Hwy 22. They do not accept debit cards. Please read page 21 carefully.

Residence Halls – these are the dormitories for single students. Students can pay more for a private room, but usually two people share a room. There are two beds, two desks, two dressers and two closets. You pay your fee once per semester. It includes everything.



To see the apartment and residence hall options, prices and layouts, go to

<http://www.utm.edu/departments/housing/housingoptions.php>

Look along the top at the different tabs

RULES FOR ALL CAMPUS HOUSING

- No candles are allowed
- **It is illegal to have any kind of alcohol or weapons on school property!**
- Smoking is not allowed
- When you sign a contract, you are committed for a full year. You will pay a fine to be released from the contract.
- There are rules about guests in any of the facilities. You may be restricted about overnight guests or guests in your room past a certain hour. Find the rules of your residence hall.
- Each hall has a Resident Assistant. He or she is there to HELP YOU.



Off-campus Housing

There are several types of rentals available in Martin

Shared apartments: You move in with someone. You and your *roommate* share the rent and the bills such as electric, cable and other utilities. You share the responsibilities of keeping the place clean.

Studio apartments – These are one room with a closet and kitchen. Sometimes furniture is included. Usually it is not.

One- two- and three bedroom apartments: These are similar to studios, but the bedroom is separate. Again, sometimes these are furnished, but usually they are not.

Duplexes and Triplexes – these are one-floor or two floor houses with shared walls with neighbors. They usually have a yard or garden area.



What happens when you rent off campus:

After finding suitable housing, you ('the tenant') will need to **sign a lease** with your new 'landlord' and pay a deposit and your first month of rent. A lease is a **contract** between YOU and the LANDLORD.

You must go to City Hall in downtown Martin to turn on **water sewage and garbage**. (Sometimes this is included in the lease.)

You must go to Weakley County Electric on Hwy 22 to get **electricity** turned on. Again, there is a \$250 deposit and \$15 turn-on fee. You will get the \$250 back if you leave without owing any money.

You might want Internet and Cable TV. Here are the companies that serve Martin, TN:

Cable TV and Internet: Charter Communications www.charter.com

Cable TV & Internet: Frontier Communications/DISH Network www.frontier.com

TV only: DirecTV <http://www.directv.com/>

Finding an apartment through rental agencies:

Martin Rentals: www.martinrental.com 201 University Street, (731) 587-2937

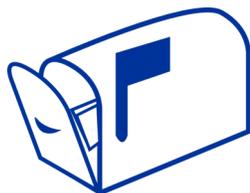
Martin Realty Rentals: <http://www.ivy-rentals.com/> 407 North Lindell (731) 571-4276

Moore Real Estate <http://www.livemartin.com/> 804 North Lindell (731) 587-9547

*Office of International Programs is **not** responsible for any off-campus residence issues*

Communications

International Programs will be your physical mailing address. Come in and ask for your mail with your UTM ID daily after 2 pm. Your address will be:



UT Martin
144 Gooch, 538 University Street
Martin, TN 38238
USA

UTM Email: When you arrive, you will get a USER ID and temporary password. Your user ID becomes your email: xxxx@ut.utm.edu. *This is how we communicate with you! Check it everyday.* You will also need your User ID and password to log on to any computer!

What to bring with you:

International Programs can provide a settling-in bedding: a set of sheets, a blanket and pillow for the first week; however after one week, a rental fee applies. You must buy your own bedding on a shopping excursion. When you are packing, you should bring:

- Bedding, if you wish
- Towels
- Any spices or dried food from your home – for potlucks and for yourself
- Clothing from your country to represent at international events
- Any special medications
- Photos or other reminders of home

Your shopping list when you arrive:

- Hangers
- Toiletries – soaps, shampoo, lotion, make up
- “Flip flops” for shared showers
- Notebooks, pens and pencils and a backpack to carry your school items
- Any other miscellaneous items

PACKING TIP: Make sure to have a change of clothes and some 100 ml liquid toiletries in case your suitcases are delayed by the airline!



Money & Banking

It is recommended that international students open a bank account in Martin. We will help you with this during Orientation. Here are the banks who work with international students:

- **Regions Bank** www.regions.com 844 University Street
- **First Community Bank of the Heartland** www.fcbheartland.com 5475 Skyhawk Parkway
- **Services Banks Provide:** Checking accounts, Savings accounts, Travelers checks, ATM – this is an Automatic Teller Machine – a machine to take out money. It is difficult for international students to get loans at U.S. banks.

Reminders about banking!

When you open an account, you will get a **DEBIT CARD** in the mail a few days later. You can use a debit card in stores and restaurants like a credit card, but *it is NOT a credit card*. The money comes out of your account right away.

In a separate U.S. post office mail, you will receive the PIN (Personal Identification Number). Do NOT lose this PIN. You can go to the bank and choose a different PIN if you would like, but U.S. mail is how your bank will send it. It takes up to one week.

When you open the account, you should order personal checks. You will definitely need these sometimes when debit cards are not accepted, for example to pay your electric bill if you live in an apartment. They look like this:



If you try to take money out of the ATM or write a check without enough money in the account, you will get a *notice of insufficient funds*. You will pay a fine of \$35 to \$50. Additionally, writing *bad checks* that *bounce* may result in legal problems. Always know how much money is in your account and use your debit or checks carefully.



It is possible to *bank online* in the US – to pay bills on the bank's website. Tell your banker when you open an account that you would like to bank online. They will set that up and provide you with access.

SCAM ALERT! NEVER give out your debit card or account number on the telephone to someone who calls claiming to be the bank and asks for this information. Also, cover your hands when you insert your PIN into an ATM or at a shop or restaurant.

For security reasons, please do not carry a lot of cash on you or leave it unattended! Put it in the bank! The U.S. is not a cash culture!

Receiving money from home

The safest and fastest way is to ask your family to **wire it directly** into your bank account using your routing number and account number. Each bank has specific instructions on how to do this. This takes 2-3 days to complete.

Your family can also send you **NUMBERED cashier's checks** purchased from a bank in your home country which has a business arrangement with a U.S. bank, such as Bank of America. This could be fast or take 1-4 weeks depending on the mail service in your country.

Another way to receive money is through a Moneygram at the Walmart Service Center.





Events, Activities & Transportation

The Office of International Programs and Admissions plans many activities and events so you are familiar with the campus and region. A calendar is posted online at <http://www.utm.edu/departments/intprog/activitiescalendar.php> and on the bulletin boards on the 26th of each month for the next month. Like us on Facebook to see important announcements.

Here are a few of the organized events over the last year:

- Weekly trips to Walmart (currently Thursdays at 4 pm)
- Holiday parties such as Halloween, 4th of July and Summer parties
- Baseball games – the Jackson Generals in Jackson, TN*
- Shopping trips to and local sites around Paducah and Jackson*
- Memphis and Nashville overnight trips*
- Women's Afternoon Tea
- Doll making
- International Potluck every semester
- Reel Foot Lake boat trip and catfish dinner*
- International Café and International Week

**These field trips require a one- to two-day advanced registration and a fee, depending on the distance and the activities. Costs vary between \$5 and \$50.*

Additionally there is so much happening on campus, particularly from August to May.

- ◆ Student Recreation Center Intramural sports teams and ‘pick up’ games in basketball, volleyball, badminton and ping pong.
- ◆ Student Recreation Center classes in yoga, studio cycling, cardio fit, full body sculpting and shake-and-shimmy.
- ◆ Numerous student clubs for recreation, sports, academics, and general interest. For a full list, go to <http://www.utm.edu/departments/studentorgs/> and click on the left column “List of Organizations”. Check out The Hub/Calendar of Events as well!

SKYHAWK PRIDE!

- ◆ For sports enthusiasts, UTM has a full varsity season in American football, basketball, baseball, softball, volleyball and tennis – many both men’s and women’s! Students enter events for free! We also have many international students playing on our teams. Come out and support them!
- ◆ Check out <http://www.utmsports.com/> Click on a sport on the left, and see the schedule, coaches and team on the right.



UTM International Programs and Admissions: Airport Transportation

The Office of International Programs and Admissions offers a one-time free airport pick-up at Memphis International Airport (MEM) on a pre-appointed day prior to the start of each term. Please read our calendar for each term's pick-up date: <http://www.utm.edu/departments/intprog/pdfs/TIEP%20Fall%202014-16%20Calendar.pdf>



If you are a returning student and arrive from traveling on our pre-appointed pick-up date, this is \$50.00 per person.

At the end of the term on one pre-appointed day, generally on the day after the TOEFL, International Programs provides transportation back to Memphis International Airport for \$50.00. per person.

Any other transportation to or from the airport costs \$250. This can be shared among several people if you are traveling together.

All airport transportation requires advanced registration in Gooch Hall 144 or on our website.

Other Airport Transportation

BUS: It is possible to pay for or get a ride to Jackson, TN and take a Greyhound Bus from Jackson to Memphis or Nashville. The Greyhound station in Memphis is a quick taxi ride across the street to the airport. www.greyhound.com

SHUTTLE: Northwest Tennessee HRA is a transit organization mainly for transporting for medical reasons, but they do make airport drop-offs and pick-ups for \$25:

- ◆ Tuesday mid-day (11-2) and Thursday morning (8-11) arrival in Nashville*
- ◆ Wednesday mid-day and Friday morning arrival in Memphis*

Reservations must be made 5-7 days in advance with no guarantee; one suitcase and one carry-on only. Website: www.nwthratransit.org Phone (731) 587-2900

**This schedule may change. Check the website or call to confirm.*

Health Services



*Student A – she was hit by a car when crossing a street. She required a lot of surgery on her leg and extensive hospital stay and a lot of appointments. She could not go to class. She did not have health insurance. Her medical bills reached **\$75,000***

*Student B – he arrived in the U.S. and had deep pain. The doctor said it was kidney stones. He also required several surgeries and a long hospital stay. He did not have health insurance. His medical bills reached over **\$100,000**.*

Medical care in the United States is excellent, but *without insurance, it is very, very expensive*. Student A and Student B must pay those bills or there will be legal action. Currently insurance is *urged and recommended*. Starting next year, it will be mandatory to show us you have medical insurance that will cover you in the case of major medical situations.

A NOTE ABOUT IMMUNIZATIONS!

In order to live on campus, you **must** have certain immunizations. You need two doses of Measles Mumps, Rubella (MMR), 30 days apart. You need two doses of Chicken Pox/Varicella (even if you had this as a child!), 30 days apart, and if you are under 21, you must also have Meningitis. Bring Medical Records in English signed by your doctor or download the form at <http://www.utm.edu/departments/intprog/pdfs/Immunization%20Form.pdf>



Some Options

The Office of International Programs/UT Martin offers excellent insurance for about \$1,600 for a full year (about \$133 per month). Visit Gooch 144 to ask.

There are other companies such as www.isoa.org which offer policies starting at \$31 per month for ages 12-24. They speak many languages: +1 (800) 244-1180

Envisage International has plans for the same age group for \$780 per year or \$65/month. Visit www.internationalstudentinsurance.com

Student Health Center

Your first stop is ALWAYS the campus Student Health Center. They are behind Cooper Hall (see the UT Martin map on page 32). They will help you and prescribe medication if you need it. If you need a doctor, they will refer you. You should have an appointment. Please come to Gooch Hall 144 and we will help you. You may also call (731) 881-7750 to make an appointment or visit their website at <http://www.utm.edu/departments/shcs/staff.php>



Local Resources

Volunteer Community Hospital is near campus on Mount Pelia Road. It is a fully staffed 100-bed hospital. There is an emergency room for urgent situations, but without insurance, the cost is very high. There are also clinics in town around the hospital and close to campus. See Map 2 on page 33. They accept walk-in visitors, but they prefer appointments:

Martin Specialty Clinic: 143 Kennedy Drive (731) 587-5321

Martin Medical Center: 117 Kennedy Drive (731) 587-9511

Hinds Medical Clinic: 215 Hawks Road (behind Little Caesar's) (731) 587-3454

Martin Dental Center: 103 Kennedy Drive (731) 281-4802

Shopping, Services & Restaurants

Laundry & Dry Cleaners

Each residence hall and University Courts has a laundry room for all students to use. In the city, there is a Laundromat on Elm Street near Dairy Queen and the Len Haven Motel.

Comet Dry Cleaners is at 215 Hawks Road in University Commons on Skyhawk Parkway: (731) 587-0817

Restaurants

There are many fast food restaurants on the west side of campus: Burger King, Taco Bell, McDonalds, Pizza Hut and Subway are on University Street

Close to campus on University Street: Wendy's, Sammie's Sandwiches, Hunan Palace, Jack's Sports Bar

La Canasta Mexican Restaurant - On Lovelace Street across from the College of Business

Hunan Palace – pan-Asian meals right across from campus

Huddle House: Typical American breakfast! Located in University Commons

The Hearth: Great buffets, all meals – a local treat! 613 North Lindell (north of downtown)

La Cabana Mexican Restaurant: Downtown Martin, 305 South Lindell Street

Opera House for local fine dining: 142 South Lindell Street

Burgers and Pub: Cadillacs Bar and Grill: 103 Church Street

Domino's Pizza – 300 University Street near campus. They deliver! (731) 587- 3167

Furniture Shopping

BBs Furniture Gallery– reasonably priced new furniture and discounted new furniture in the right-hand room: <http://www.bbsfurnitureandmattressgallery.com/> 885 Main Street

WeCare Ministries has used furniture and goods. Open Wednesday afternoons and Saturday mornings: 530 Lindell Street on the north side of town.

Grocery Shopping – for your food needs!

Farmer’s Market: Fresh local produce! Downtown Martin April to October, Mondays and Wednesdays at 2 pm and Saturdays at 8 am, in the Square near the Martin Public Library

Walmart Super Center: 134 Courtright Road on the Union City Highway/University Street

E.W. James Supermarket: University Commons on the Skyhawk Parkway. There is a Higher Ground Coffee Shop inside.



Shopping Malls

Shopping malls are less than an hour’s drive from Martin, TN.

In Jackson:

The Old Hickory Mall - <http://www.shopoldhickorymall.com/>,

The Columns on Vann Drive <http://properties.theshoppingcentergroup.com/property/output/center/detail/id:2595/#maps>

West Town Commons: <http://rcgventures.com/properties/west-towne-commons/>

In Paducah, Kentucky:

Kentucky Oaks Mall: <http://www.kentuckyoaksmall.com/>

Downtown Paducah has a lovely downtown area along the river with shops and restaurants!

Leisure Time in Martin and the Great State of Tennessee

Cine Theater in University Plaza: www.moviesinmartin.com

Reelfoot State Park – Picnic areas, camping, boat trips and restaurants for real catfish! <http://tnstateparks.com/parks/about/reelfoot-lake>



Paris Landing, Kentucky Lake - Swimming, camping, fishing, boating, picnic areas and boat rentals <http://tnstateparks.com/parks/about/paris-landing>

Gatlinburg and the Great Smokey Mountains – About seven hours from Martin, across the state of Tennessee. The Cherokee Indians called this land Shacohage “Place of the Blue Smoke.” Millions of visitors come each year for hiking and fishing. The cities of Gatlinburg, Pigeon Forge and Sevierville have a whole host of attractions for the whole family. <http://www.nps.gov/grsm/index.htm>



Living in a New Country

At first, you will be very excited to be in a new country! Everything is new and exciting! Your classes have students from all over the world. This is called *The Honeymoon Phase*. Then you will begin to feel annoyed. Your classes are too early. The food is too heavy. Americans are not as friendly as you thought. This is called *'The Crash!* Finally, you will *level out* – you will adjust to your new life. You will make friends and find a balance between connecting with people from your own country and culture and adapting to your new home. Be patient! It is normal. *If you feel sad or depressed, please come visit us in Gooch Hall 144. We will give you resources!*

The Language – English that you learn in your country and read in textbooks is very different from what you will hear in the U.S., particularly Tennessee. Be patient. Ask people to repeat something or to speak more slowly. You WILL improve, both in academic English and casual conversation

Making friends - It is OK to make friends from your country! They are your support during your time in the U.S., but you must make an effort to make friends with people from other cultures, particularly Americans. We at TIEP will help you to make these connections.

Values and Customs

Remember: Americans have different values. They are not wrong or right, they are just different. It is good to understand them.



- ◆ **Time** – in our culture, be punctual. If you make an appointment, show up on time.
- ◆ **Following rules** – If rules are clear and posted, it is generally how things are done. It is rude to demand something.
- ◆ **Openness** – Americans ask “How are you?” and it is polite to answer “Fine” or “Great.” Sometimes it will lead to a longer conversation. Sometimes it is only a greeting.
- ◆ **Privacy** – Americans are very open, but they also have an expectation that their privacy will be respected.

Also remember that TIEP has students from many countries. Be respectful of their values.

- ◆ **Dating** – Dating customs vary widely around the world. In the US, men and women value equal rights and dignity. A date is a social outing to get to know each other. It is **NOT** regarded as an invitation to have sex. There are also very strict laws about sexual relationships. It is **ILLEGAL** to have sex with a minor (someone under age 18). This will result in jail time. ***It is very, very serious.***

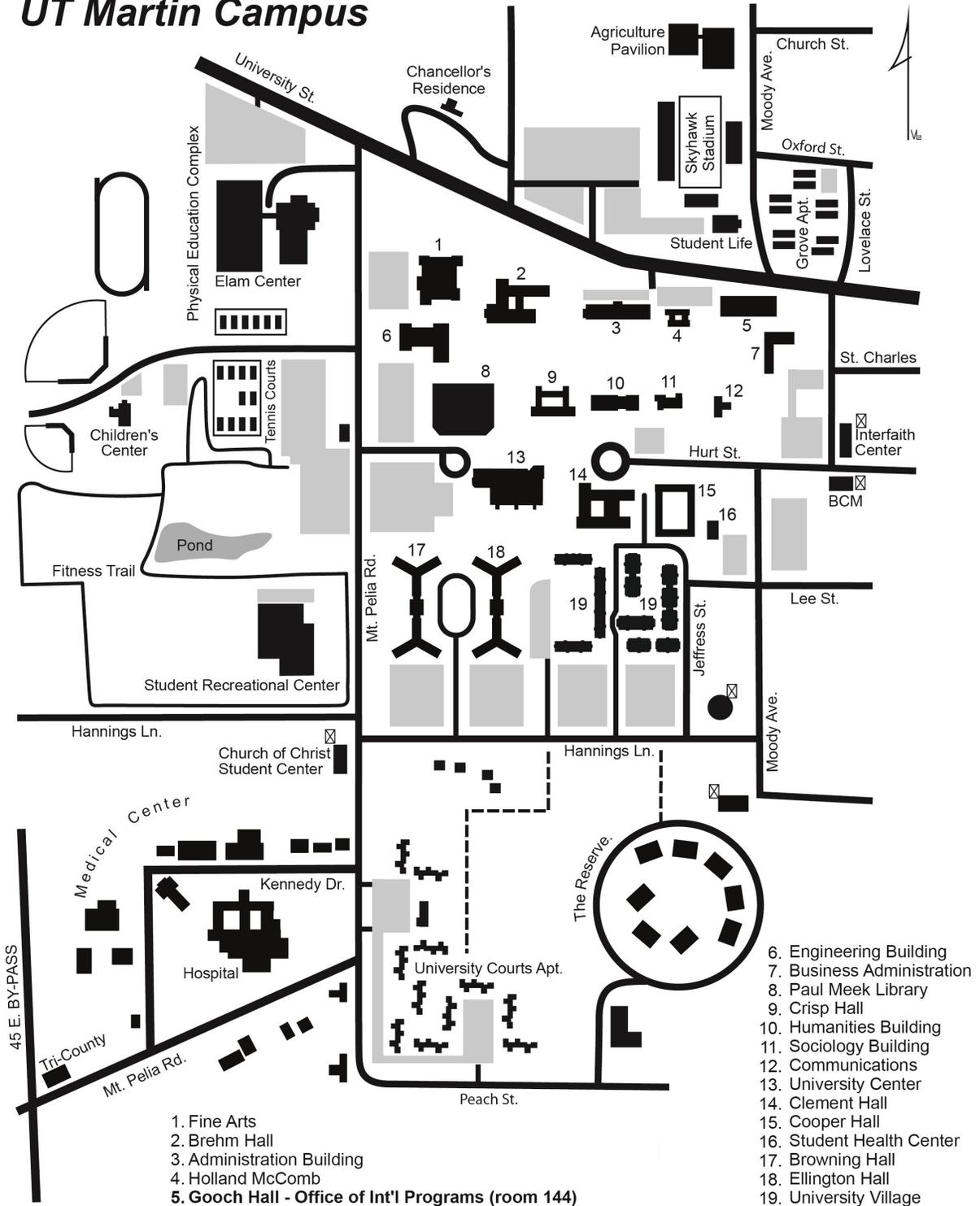
In our country and on our campus: NO MEANS NO! Against the will is against the law!

The campus policy is very strict about this. It is different from a court of law. If you are accused of forcing yourself sexually on someone or verbally/physically bothering anyone in any persistent and bothersome way, you may be expelled from campus or worst, go to jail.

Read the campus policy about the Policy on Sexual Misconduct, Relationship Violence and Stalking here: <http://www.utm.edu/sexualmisconduct/>

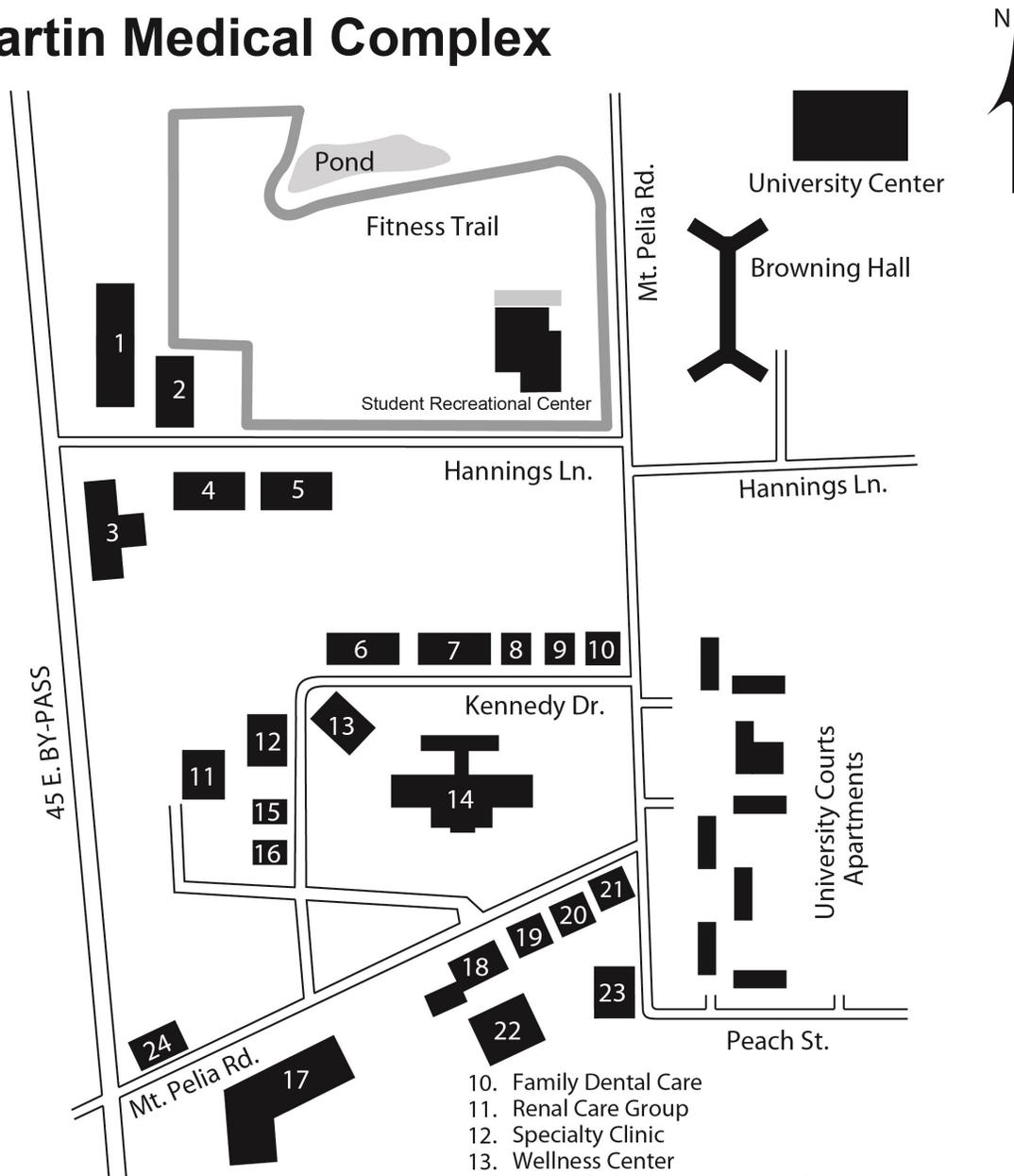
Map 1: Map of UT Martin

UT Martin Campus



Map 2: Martin Medical Complex

Martin Medical Complex



- | | |
|---|---|
| <ul style="list-style-type: none"> 1. Counseling Center/Pathways 2. Community Development Center 3. Van Ayer Manor Nursing Center 4. Wesley at Martin (Senior Ministry) 5. Greenbrier Meadows (Assisted Living) 6. University Home Health 7. Martin Medical Center 8. Dentistry 9. Eye Care Center | <ul style="list-style-type: none"> 10. Family Dental Care 11. Renal Care Group 12. Specialty Clinic 13. Wellness Center 14. Methodist Volunteer Hospital 15. Professional Arts 16. Dentistry 17. Health South Cane Creek Rehabilitation Center 18. Health South (Rehabilitation) 19. Medicare Rentals & Services 20. Gastroenterology Associates 21. Martin Pediatric & Adolescent Center 22. Martin Health Care 23. Surgical Associates of Martin 24. Tri-County Medical Center |
|---|---|

