



THE UNIVERSITY OF
TENNESSEE
KNOXVILLE



Education
USA
Academy

Summer 2019 Student Handbook

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WELCOME

Welcome to the University of Tennessee, Knoxville (UTK).

We want you to be well-prepared for your experience this summer at the EducationUSA Academy. This handbook will provide you with important information about the program. It is intended to guide you through the various practical and administrative aspects of the program: information about your course, arrival on campus, moving into your residence hall, finding your way around campus, and more.

Please review the handbook closely, and contact our office if you have questions. If you have questions about the Academy, please contact us at eli@utk.edu.

Make sure that you and your parent(s)/guardian(s) add eli@utk.edu to your *safe senders* list so that you do not miss important announcements that will be emailed prior to and during the program.

IMPORTANT CONTACTS

EducationUSA Administration

Jim Hamrick, Director - jhamric1@utk.edu, 865-974-3404

Lauren Wood, Recruiter - lwood16@utk.edu, 865-974-1368

Steve Randolph, Student Services Specialist - eli@utk.edu, 865-974-3404

TRAVEL

Prior to your departure

Send your full travel itinerary to Steve Randolph at eli@utk.edu by **June 22**. Include the following information:

1. Arrival & departure dates and times
2. Airline names & flight numbers
3. Transit cities (if applicable)

Note: Final destination *must* be the McGhee Tyson Airport located in Knoxville, Tennessee

While traveling

Make sure that the following are listed on all of your luggage tags:

1. Your name (as listed on your passport)
2. Your home address
3. The UTK English Language Institute address & phone number:
English Language Institute, ATTN: Steve Randolph
UT Conference Center Building
600 Henley Street, Suite 120
Knoxville, TN 37902
USA
Phone: +1-865-974-3404

If you encounter an emergency during your travels, please call our office at +1-865-974-3404 during normal business hours (8:00 AM to 5:00 PM Eastern Daylight Time (EDT), Monday-Friday). Outside of normal business hours, our number is +1-865-274-6716.

A UTK staff member will meet you at the Knoxville (TYS) airport and take you to the University of Tennessee. The TYS airport is small, so you will be able to find your way to the baggage claim area quite easily. There is one escalator that leads to baggage claim on the

first floor. That is where you will meet a member of our staff who will greet you and take you to check in to your room at the university.

CHECK-IN/OUT

Check-in

After your arrival, you will be taken to the residence hall where the Academy participants will live. One of our staff members will help you check in at the front desk of your building, where you will receive a key to your room. You will be provided with a list of the residence hall's rules and regulations upon check-in. See the [On-Campus Housing](#) section of this handbook for more information. Please note that it is university policy for any damage done to the room to be charged to the student or the ELI, so we ask that you avoid damaging any furniture or furnishings in the room.

Check-out

You will be required to turn in your key to the front desk after you have taken all of your belongings out of your room for check-out. You will be given instructions on the procedures for check-out a week before the end of the program.

IMPORTANT DATES

July 6: Arrive in Knoxville (TYS) and move in to residence hall.

July 7: Scheduled Academy activities (orientation) begin.

August 3: Depart Knoxville (TYS) for your home country.

WHAT TO BRING

Carry-On Luggage

Most airlines will allow you to have one carry-on bag and one piece of checked luggage. We recommend a backpack for your carry-on luggage for ease, comfort, and size. The list below includes our recommendations regarding contents of your carry-on luggage:

- Passport and visa
- Acceptance letter from the English Language Institute, University of Tennessee, Knoxville
- Medications (if any)
- Water bottle
- Debit or credit card (optional) **(Make sure the card is activated for use in the U.S.)**
- Notebook and pen/pencil
- Mobile phone (optional)
- Basic toiletries (toothbrush, toothpaste, brush, etc.) and clothing for one day (in case your luggage is lost or delayed) ****highly recommended*
- Cash for expenses in transit (less than \$200 recommended)
- Laptop or tablet (optional)

Checked Luggage

International luggage standards are usually based on weight. 50 pounds (22.68 kilograms) is typically the limit permitted per bag, but you should check with your airlines to confirm as some have different policies. Please note that you will need to be able to move your luggage without assistance, and you might be charged for oversized and additional checked luggage. The list below is what we recommend you pack in your checked luggage:

- **Clothing-Recommended:** Casual outfits for summer, Jeans/Pants, Jacket (for evenings/mountains), Raincoat/Waterproof jacket, Sleepwear, Sandals/Shower shoes,

Comfortable Walking shoes, Undergarments –*Laundry facilities will be available in your building.*

- Bag/Backpack to take to events
- Electronic Converters/Adapters: AC/DC for American outlets [110 volts/60 cycles]
- Chargers/Electronic Devices
- Hair Dryer (if needed)
- Toiletries

Please note that bedding and towels will be provided for use during the Academy.

You will have the opportunity to purchase toiletries and other basic items during orientation.

REFUND POLICY

If you are unable to attend the EducationUSA Academy, you will qualify for a refund with a cancellation fee withheld. The refund amount of \$4,355.00 will be issued if cancellation is received by July 5, prior to the beginning of the Academy on July 6.

If you choose to withdraw early, or if you are removed from the program on or after July 6, no refund will be issued.

SAMPLE DAILY SCHEDULE

Below is a sample schedule to give you an idea of what to expect. Upon arrival, you will receive the final daily schedule, which will include information about guest speakers, field trips, and other activities.

Prior to 9 AM	Breakfast
9:00 - 9:50 AM	College Prep/Academic Skills: Reading
10:00 -10:50 AM	College Prep/Academic Skills: Writing
11:00 -11:50 AM	College Prep/Academic Skills: Listening and Speaking
11:50 -1:30 PM	Lunch
1:30 – 3:00 PM	Business and Entrepreneurship OR College Preparation Coaching
4:00 – 6:00 PM	Campus or Community Recreation
6:00	Dinner
Evening	Evening Recreation

GENERAL INFORMATION FOR PARENTS AND STUDENTS

Getting Around Campus

To ensure their safety, Academy participants will be required to contact their Residential Assistant prior to leaving the residence hall at any time. Participants are not permitted to leave campus without a staff member.

Academy participants will abide by the “buddy system” throughout the program. This means that students will not be permitted to travel alone on-campus or in the city during the program. They will be required to be in pairs or small groups.

Lost and Found

If an item is lost, contact the residence hall staff and/or the EducationUSA Academy staff members. If deemed appropriate, a report may be filed with the UT Police Department.

UTK Smoking, Alcohol, and Drugs Policy

Smoking

The University of Tennessee, Knoxville is a smoke-free campus. Smoking is prohibited in and on all University Property. This prohibition includes smoking in private vehicles when parked or operated on University property. In addition, individuals under the age of 18 are not permitted to possess tobacco in the state of Tennessee.

Alcohol

Individuals under the age of 21 are prohibited from drinking alcohol in the state of Tennessee. It is also against the law for an individual to give alcohol to an individual under the age of 21. Public intoxication is against the law.

Drugs

The state of Tennessee only allows the usage of drugs that are sold over the counter or prescribed by a doctor for the treatment of an ailment. Any drugs outside of these parameters are considered illegal and their use is considered against the law.

Weather

The city of Knoxville, Tennessee averages a temperature of 31 degrees Celsius (High) to 20 degrees Celsius (Low) in July and August. The summers are long, hot, and muggy with high humidity. Although the state of Tennessee is landlocked, the weather can be affected by tropical storms, resulting in sudden and strong rain showers that are often short in duration. It is advised to maintain hydration by drinking water frequently if spending long amounts of time outdoors. Also, it is recommended that sunscreen of SPF 30 or higher be used during the summer months.

If traveling to the mountains, the temperature will be slightly cooler during the day and significantly cooler during the evening.

CAMPUS RESOURCES AND FACILITIES

RecSports

RecSports is the Department of Recreational Sports within the Division of Student Life at the University of Tennessee. It serves students, faculty, and staff by providing a wide variety of programs and well-maintained facilities for almost any sport-or fitness-oriented person.

RecSports has a number of programs including Fitness, Intramurals, Outdoor Recreation, Sport Clubs, and allows for friendly competition, fitness training, and sport to all members of the university community. Academy participants are permitted to use many of the RecSports facilities, and they will receive more information about these opportunities during Orientation when they receive their ID cards.

Volshop

The UT Volshop offers Volunteer-themed merchandise, as well as academic and technological products to students, faculty, and the public.

The UT Volshop is located in several areas to serve customers. They are three locations in the Student Union: The VolShop, Lobby Store, and Technology Store; there is a VolShop located at 17th Street & Cumberland Avenue, and there is a branch store in the Art & Architecture Building.

Center for International Education

The principal role of CIE is to lead, coordinate, and support the university's strategies for global education, research, and engagement. Responsibilities include developing and managing international partnerships, welcoming and assisting international students and

scholars, providing study abroad opportunities for our students, and creating international and intercultural programming for the campus and broader community.

With a staff numbering more than thirty-five individuals, CIE is organized into six major units: [English Language Institute](#), [International House](#), [International Students and Scholar Services](#), [Office of International Partnerships and Exchanges](#), [Office of the Peace Corps](#), and [Programs Abroad Office](#). With approximately 1,200 international students from over 100 different countries, some 500 international scholars, and over 1,000 UT students studying abroad every year, the CIE is a linchpin in the university's globalization agenda.

International House

The International House aspires to educate and engage all students in order to help them participate as members of a global society. They pursue this mission by: (a) Creating an open and positive environment for all students to relax, study, and learn together; (b) Developing cultural events that highlight international cultures and the traditions, customs, rituals, food, etc. that are significant representation of that culture; (c) Presenting programs that educate individuals about current international events and issues. These programs include the Global Issues Series and Global Hour as well as events in collaboration with other departments/programs/ organizations on campus; (d) Supporting international student transition to the University of Tennessee and Knoxville communities through an engaging and welcoming series of programs designed to create a "home away from home"; and (e) Providing high quality facilities and event support to members of the campus community.

Libraries

The UT Libraries serves the flagship campus of the state university system. The UT Libraries supports the teaching, research, and service mission of the university and enhances the academic experience of each student enrolled through the Knoxville campus — with outstanding print and electronic collections, reference and instructional services, and top-notch facilities and technological resources.

UT's libraries include the [John C. Hodges Library](#), [Webster C. Pendergrass Agriculture and Veterinary Medicine Library](#), and [George F. DeVine Music Library](#). In the Hodges Library, research assistance and technology services are available almost all hours of the week in the attractively furnished, student-centric [Commons](#) — a popular venue for both studying and socializing. Technology-rich facilities and services include a multimedia digital production [Studio](#) and ever-expanding virtual resources that are easily discoverable at library.utk.edu from any computer or mobile device.

Student Health Center

If you need health care during your time at the Academy, contact your Residential Assistant or another member of the EducationUSA Academy staff as soon as possible. We will make arrangements for you to visit the Student Health Center and accompany you to the center for your appointment. We will also ensure that parents/guardians are notified and updated as necessary.

The University of Tennessee's Student Health Center provides outstanding and convenient primary care. Primary Clinical Services include: Acute Care Clinic/Triage, Primary Care Clinic, Sports Medicine/Physical Therapy, and Women's Health Clinic. Specialty Services include: Allergy/Immunization Clinic, Gynecology Clinic, Laboratory Services, Pharmacy, Physical Exams, Radiology, Surgery Clinic, and Travel Clinic.

You will be enrolled in the United Healthcare Insurance Plan during your enrollment at the EducationUSA Academy. The primary location for healthcare during business hours will be at the UT Student Health Center. After-hours care will be at the UT Medical Center located three miles away from campus.

During the EducationUSA Academy, students will be provided 3 meals per day (Breakfast, Lunch, and Dinner). The main location where students will be dining is the Presidential Court Building (PCB). The PCB is UT's main residential dining hall.

For additional information regarding dining locations, hours, and nutrition facts view the following website: <https://dining.utk.edu/>

Students will have small refrigerators and microwaves in their rooms if they wish to purchase snacks or drinks.

ON-CAMPUS HOUSING

UT Residence Hall Policies include the following:

Decorations and Displays

Holes may not be made in the walls. Do not place any stickers or contact paper on room doors, furnishings, or glass surfaces. Any personal decorations shall not be displayed in or on windows, and is prohibited on hallway-facing doors.

Overall, we discourage you from investing in excessive decorations for the short duration of your stay. Please keep in mind that any decorations that you purchase must either be taken back home with you in your luggage, be given away, or disposed of upon check-out.

Quiet Hours and Courtesy Hours

Quiet hours must be observed from 9 PM to 9 AM, seven days a week. Any excessive noise may be addressed by hall staff at any time. Courtesy hours are in effect 24 hours per day. During Courtesy Hours, students are expected to refrain from noise that is a disturbance to another member of the community. A general guideline to follow: if noise can be heard outside your room, it is probably too loud. Residents who are disturbing others by violating this policy will be subject to disciplinary action.

Room Cleaning

Residents are expected to maintain assigned living areas in a clean and orderly condition. Keep trash to a minimum and dispose of it as prescribed by the hall. Residents are not permitted to keep empty cans, bottles, etc. in their rooms because they attract insects. Recycling is highly encouraged on the University of Tennessee campus. Overall, use courteous practices toward your roommate and those that staff the residence hall.

Roommate Agreement

All residents agree to conduct themselves in a manner that is conducive to fellow residents' desire to study, live, and sleep. Each resident agrees to demonstrate reasonable efforts to resolve roommate and/or residence hall problems. Residents are expected to report uncivil treatment of others, vandalism, and other violations of the policies. Students will work with staff-led mediation if they need further assistance with roommate concerns.

Access to Halls/Security

UT Housing facilities are equipped with security doors that can only be opened with Volcards, the student ID card that will be issued to each student during orientation. They can also be opened by the Hall's front desk staff. Each facility is equipped with security cameras in all common areas.

STANDARDS OF CONDUCT

From the University of Tennessee: *Hilltopics: Student Handbook 2018-2019*.

Section 2.3 Responsibility for Conduct

Each student shall be responsible for their own conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if their conduct is not discovered until after a degree is awarded).

View the Hilltopics Student Handbook for full text on University of Tennessee Standards of conduct - <https://hilltopics.utk.edu/student-code-of-conduct/>

HONOR STATEMENT - ACADEMIC

From the University of Tennessee *Hilltopics: Student Handbook 2013-2014*, Student Rights and Responsibilities.

Honor Statement

An essential feature of the University of Tennessee at Knoxville is a commitment to maintaining an atmosphere of intellectual integrity and academic honesty. *“As a student of the University, I pledge that I will neither knowingly give nor receive any inappropriate assistance in academic work, thus affirming my own personal commitment to honor and integrity.”*

Prohibited Conduct

1. The Honor Statement prohibits cheating, plagiarism, and any other type of academic dishonesty.
2. Plagiarism is using the intellectual property or product of someone else without giving proper credit. The undocumented use of someone else’s words or ideas in any medium of communication (unless such information is recognized as common knowledge) is a serious offense, subject to disciplinary action that may include failure in a course and/or dismissal from the university.

MAP OF THE UNIVERSITY OF TENNESSEE CAMPUS

Visit the following website for a current, interactive campus map of the University of Tennessee

<http://maps.utk.edu>