

Ph.D. HANDBOOK

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I. INTRODUCTION

This manual is designed to provide students in the Ph.D. program with the information about departmental guidelines and regulations involved in the graduate programs. Information about special departmental policies and procedures is included and this manual is intended to be used as a supplement to the Graduate School Catalog.

Although we have attempted to provide you with a complete summary of departmental regulations, obviously specific details and application of policies will vary with the special circumstances related to a specific student. Thus, students are encouraged to seek additional information from their faculty advisor or the department head if the need arises. We encourage you to read this manual as you are responsible for its contents.

II. DOCTOR OF PHILOSOPHY (Ph.D.) PROGRAM –POLICIES

The awarding of a Ph.D. degree is evidence of exceptional scholarly attainment and demonstrated capacity for original investigation. Requirements for the degree include course work, examinations, residency and a clear demonstration of competence in a chosen professional area. The following statements are considered to constitute the purpose and intent of departmental efforts in establishing performance standards, options, and requisites in the Ph.D. program. The information is offered as a set of guidelines and should not be construed as absolute and irreversible departmental policy.

Assignment of Major Professor/Advisor

At the time of admission, the Doctoral Education committee will assign a major professor (program advisor) based on the student's expressed interest and anticipated major area of concentration. This advisor may be changed during the program as interests or other circumstances (e.g., faculty leave of absence) arise. It is the responsibility of the student, in cooperation with the advisor, to develop a doctoral program committee.

Doctoral Committee

The major professor directs the student's doctoral program and chairs the doctoral committee. This is the same committee that will oversee the dissertation process. The student and major professor will identify a doctoral committee composed of at least three faculty members from within the department and one faculty member from outside the department all of whom must hold the rank of assistant professor or above. Three of these faculty members, including the chair, must be approved by The Graduate Council to direct doctoral research. This committee should be formed during the student's first year of doctoral study with the advice and consent of the Head of Department. Any change in the committee membership during the course of the student's program due to change in area of interest or other pertinent reason, must be approved by the Head of Department.

Over the course of the doctoral student's tenure in the department, the committee has three functions: (1) planning of the student's program and approving all course work applied toward the degree; (2) certifying the mastery of the major field of study through the examination of the student's academic and research competency, and (3) assisting the student in conducting research, and overseeing the direction and completion of the doctoral dissertation.¹

It is recommended that the doctoral committee meet to approve the planned course of study before the end of the first semester.

Program Content

The student and their doctoral committee will define the content of the doctoral program. The

¹ A department form (ASP 54 - Doctoral Requirements) is available to maintain a chronology of requirements and the dates on which they were satisfied. Both the student and his/her advisor should keep a copy of this form.

minimum requirements are outlined and described below and will include:

1. 6 s.h. credit in a research tool,
2. 6 s.h. credit in a cognate field outside the department,
3. 24 s.h. credit in the major area of study (6 credits must be at the 600 level within the department),
4. 24 s.h. credit in dissertation (600) enrollment.

Research Tools:

Successful completion of course work is required in the study of one or more research tools or other scientific methodology vehicles which prepare the student to engage in meaningful and intelligent research efforts. On a limited basis, course work from other schools may be accepted as full or partial fulfillment of this requirement. In any case the student must build a rationale for "tools" selected as being adequate and pertinent to his/her area of primary interest. It is the Committee's prerogative to require demonstration or other proof of claimed expertise in a research tool. Final decisions as to acceptability of proposed course work and subject matter are left to the Committee.

Appropriate research tools are numerous and the following list is meant to be suggestive rather than exhaustive:

- a. Statistics. It is recommended that students take the SPSS two course sequence online (531, 532).
- b. Computer Science/Computer Programming
- c. Applied electronics
- d. Histology
- e. Psychometrics
- f. Foreign language

Cognate Field Requirements:

The required six semester hours outside the department is meant to be corollary to the student's primary interest area within the department. An appropriate cognate field is usually defined as one that encourages the development of concepts rather than techniques or mechanics. An abbreviated list of possible collateral areas includes:

- a. Physiological Psychology
- b. Neurophysiology
- c. Special Education
- d. Linguistics
- e. Genetics
- f. Educational Administration
- g. Counseling & Guidance

Course work in major area

The 24 hours of courses in the major area will include the following:

- a. a minimum of 6 s.h. credit on the topic of major interest,
- b. a minimum of 6 s.h credit earned through participation in two different research projects,

- c. 3 s.h. ASP 611(Experimental Design) course (or equivalent),
- d. 3 s.h. ASP 655 supervised teaching experience.

Maximum Hour Restrictions for Seminars and Directed Research

Many courses within the department are available for variable credit and indicate a maximum number of credit hours that may be obtained for that course. For example, the Graduate Catalog lists courses such as ASP 656, Directed Research and indicates a maximum 9 hours. ASP 652, Advanced Seminar in Speech and Language shows a maximum of 8 hours. The maximum number of hours refers to the total number that will count toward the degree. The hours for a course that has a maximum number of credits may be taken in one semester or spread over several semesters.

Research Expectations

The purpose of a doctoral degree is to prepare a student for a research and teaching career. All students are required to actively participate in and complete at least two research projects prior to beginning the dissertation. These research projects should be undertaken through enrollment in independent study with a faculty member following approval by the doctoral committee. It is expected that students will spend a minimum of 9-10 hours per week on their research project and should register for 3 hours of directed research with project advisor. This process may or may not require a prospectus meeting, and this decision will be made by the doctoral committee. A defense of each research project is required.

It is important that the projects be of publishable quality, include the student as one of the authors, and be submitted for peer review. In the event that a research project is not completed or not submitted for review, the student may be required to participate in an additional research experience, as guided by the doctoral committee. The purpose of these requirements is to give the doctoral student practice in conducting and reporting research prior to the dissertation project and to build a CV that is appropriate for a student enrolled in a research university. The student and his/her committee are encouraged to include some degree of research exposure (directed study/directed research) in each semester of the program. This may include participation in labs across the department as part of an independent study or part of Graduate Assistantship responsibilities.

It is the ultimate responsibility of the doctoral committee to determine if the requirements of the research experiences have been met.

Teaching Expectations

In an effort to prepare students for work in academic settings, one supervised classroom teaching experience is required. The term and content of the course to be taught will be discussed with the advisor at least two terms prior to enrollment in ASP 655 – Practicum in College Teaching. In the term immediately before the teaching experience, the student will use 10 hours of his/her GA assignment toward course preparation. These 10 hours of GA time will be supervised by either the advisor or the faculty member who is usually assigned to the course. During the term the student teaches, no GA time will be allocated toward teaching. The student will enroll for ASP 655 and receive a grade at the end of the semester.

According to university policies, doctoral students cannot teach graduate-level courses for their teaching experience.

If the student is not receiving financial support as a GA, the student should enroll in an independent study the term prior to teaching. The independent study should be used to prepare the course in cooperation with either the advisor or the faculty member who typically teaches the course.

Comprehensive Examination

The comprehensive examination must be taken within five years of a student's enrollment in a doctoral degree program.

The content of the comprehensive examination will be determined by the doctoral committee. The examination content will include material relevant to the student's area(s) of interest. The format will require the student to complete 4 comprehensive examination questions written by the doctoral committee members. Two of these questions will be take-home and due 2 weeks after they are distributed. Two of the questions will be completed on-site in two four-hour sittings prior to or just after the completion of the take-home exam questions. Within two weeks following the completion of the written comprehensive examination, an oral defense of the examination content will be scheduled.

Admission to Candidacy

Successful completion of the comprehensive examination and at least a B average in all graduate course work fulfill requirements for admission to candidacy for the doctoral degree. The student is responsible for completing an admission to Candidacy form which lists all courses to be used for the degree program. The Admission to Candidacy form must be approved by the Office of the University Registrar at least one full semester prior to the date the degree is to be conferred.

Dissertation Research

Students working on a Ph.D. are expected to undertake a minimum total of 24 semester credit hours of dissertation research. Students may register for ASP 600 after they are advanced to candidacy. Once enrollment in ASP 600 has begun, the enrollment must be continuous (minimum of 3 hours per semester) until graduation. If a student will not be using the facilities for a period of time, a leave of absence may be requested up to a maximum of 6 semesters. This must be approved by the major professor and filed in the Office of the University Registrar.

After being advanced to candidacy, the student will prepare a prospectus to be presented to the doctoral committee. The prospectus must be approved by the committee prior to beginning dissertation research. Major changes in the proposed study that become necessary or desirable during the course of the project must be approved by the members of the doctoral committee before such modifications can be instituted.

A student must be registered for ASP 600 in line with the fraction of effort devoted to the

preparation of the dissertation. For example, a student working full time on the dissertation should enroll for full-time credit as specified by the graduate school.

The dissertation, including those modifications in content and design as approved at the prospectus meeting or subsequently, will be completed under the direction of the Major Professor. The dissertation will be written according to the form and style regulations stipulated by the Graduate School. The manuscript style requirements should follow the APA style and format specified in the Publication Manual of the American Psychological Association (5th ed.) and more importantly, adhere to the most recent Guide to the Preparation of Theses and Dissertations, available at <http://web.utk.edu/~thesis>.

Doctoral students are eligible to apply for up to \$500 for their dissertation project. They must submit a budget to the doctoral education committee. Committee members will vote on approval of the budget and make their recommendation to the department head.

Dissertation Defense

The meeting for the dissertation defense is scheduled through the Office of Graduate Admissions and Records, 201 Student Services Building. Dissertation committee members are expected to receive the completed manuscript at least two weeks prior to the date scheduled for this meeting. University faculty members and students are invited to the dissertation defense.

The public dissertation defense is typically scheduled for a two-hour block. The doctoral committee will organize the structure of the meeting with the student to include the presentation, questions from the audience, and time alone with the Dissertation Committee. The defense presentation should include a description of the research project including theoretical foundations, research questions, methods, and outcomes. In general, the majority of the time allotted is to be used for questions from the committee.

There are three possible outcomes of this meeting:

1. Dissertation is accepted. The student is recommended to the Graduate School as having successfully completed all the requirements for the Ph.D. degree.
- 2) Conditional acceptance. The Committee does not see a need for a second defense but relatively minor changes are to be made in the manuscript before it is accepted.
- 3) Fail. The dissertation is not acceptable. The student is required to rework major portions of the document and to eliminate serious weaknesses. There will be a second defense scheduled during a subsequent semester. Failure in the second defense constitutes failure in the program and the student will not be allowed to continue.

The decision to accept or reject the dissertation is by majority vote of the Doctoral Committee. This decision is made on the basis of scientific merit rather than on philosophical or personal judgmental bias. Signatures of the major professor and the other Committee members are to attest to the fact that they have "read this dissertation and recommend its acceptance."

When the dissertation and all other program requirements are complete, the committee certifies to The Graduate School that the student has successfully completed all the requirements for the degree and recommends that the University confer the degree.

Submission of the Dissertation

Paper or electronic submission of the dissertation will be approved by the student's committee prior to final preparation of the document. Two paper copies or an electronic copy must be submitted to and accepted by the Office of Graduate Student Services on behalf of the Graduate Council. Each dissertation must be accompanied by two approval sheets, signed by all members of the doctoral committee. The approval sheets reflect the final format for submission and certify to the Office of Graduate Student Services that the committee members have examined the final copy and found that its form and content demonstrate scholarly excellence.

At the same time that the dissertation is submitted, the student must submit the Microfilm Agreement form, the Survey of Earned Doctorates form, and the Abstract form.

Hard/Soft Bound Copies. Each student completing a dissertation shall arrange to have one hard bound copy prepared for the department office and one for the dissertation director (i.e., in the same manner as the two copies submitted to the Graduate School). Soft bound copies shall be prepared for all other committee members. Spiral-bound or other non permanent bindings are not acceptable for the department office or the dissertation director copies.²

Time limits. There is no specific time limit for reporting the Final Oral (dissertation defense) to the Graduate School. There is a time line at the end of each semester for degree requirements to be completed in order for the student to be granted the degree that term and to be included in the official ceremonies. Students and the Major Professor should make certain they schedule all dissertation defense activities well within the time limits set by the University.

All requirements for the doctoral degree must be completed within eight years from the time of a student's first enrollment in a doctoral degree program.

² footnote: The dissertation may be formally copyrighted at the student's option. It is important to copyright a dissertation (or thesis) if there are unique ideas or innovative processes which give the work a potential commercial value. The copyright places a copy of the work in the Library of Congress and essentially puts teeth in the common law protecting original work from being used for another's profit or commercial gain.

The copyright process can be accomplished by University Microfilms for a \$35.00 fee to the student. They will then provide the copy to the Library of Congress. The student also can copyright the work by using form TX (provided by UT) and paying a \$25.00 fee. The student must supply one copy of the work to be included with form TX.

Students are encouraged to publish their dissertations, citing appropriate credit to the institution.

DOCTOR OF PHILOSOPHY (Ph.D.) PROGRAM – ACADEMIC POLICIES

Academic Integrity

The Department of Audiology and Speech Pathology is committed to upholding the highest standards of academic integrity and honesty. Students are required to abide by the University of Tennessee Honor Statement:

"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."

(Hilltopics, 2003)

The Department's expectations related to academic honesty extends to participation in clinical work, research activities, and the completion of classroom assignments, exams, and all requirements. Each faculty member provides a statement on the course syllabus regarding his/her policy for handling confirmed cases of cheating or plagiarism. In support of self-policing, students should report any infractions of academic integrity to the appropriate faculty member or the Head of Department.

Additionally, students are expected to abide by the ASHA Code of Ethics in the execution of all clinical activities.

Attendance

The instructor sets the specific attendance requirements per course. Although no department policy exists, regular attendance is assumed. Students are expected to demonstrate a high standard of professionalism in meeting all their assigned duties as graduate or research assistants. Demands of work-related responsibilities should not be used as excuses for failure to meet academic requirements; nor, should the academic demands be used as an excuse for failure to meet work-related responsibilities.

Illness

A student who is ill with a highly infectious disease (strep throat, conjunctivitis, etc.) is cautioned to consider the health and welfare of those around them. Each student is individually responsible for the management of his/her personal health and should consult a personal physician to assist in making decisions regarding risk to others when an illness occurs. Students with graduate or research assistantships should determine the policy regarding illness related absences from their supervisor.

Conference and Convention Participation

Students are encouraged to participate in professionally relevant conferences and conventions. Attendance at conventions may be considered a suitable substitution for class attendance, although the instructor may decide on an alternative such as a make-up session.

Students are responsible for all materials missed while not in class.

Basis for Dismissal from Department

A student may be dismissed from the Ph.D. program in this department for any of the following reasons. Specific requirements are described elsewhere in this manual.

1. Failure to meet requirements for academic success
2. Failure of the Ph.D. comprehensive examination
3. Failure to abide by the UT Honor Code and the professional Code of Ethics.

It is assumed that each student will maintain appropriate standards of academic integrity and clinical responsibility. Violations of these standards will be handled on an individual basis with the student informed of appropriate appeal procedures. As members of disciplines bound by a professional Code of Ethics, violations of the letter or spirit of the Code constitute grounds for dismissal.

Disabilities Policy

Any student who has a documented handicapping condition which might require adaptive instruction or which might interfere with performance in this course should address the disability issue with the Office of Disability Services (ODS) [<http://ods.utk.edu>] and schedule an appointment with the instructor prior to or during the first week of class. It is also recommended that the student discuss the need for accommodations with his/her major professor.

Enrollment

Students pursuing a Ph.D. in the department may enroll in a full-time or part-time basis. However, it is the experience of the faculty within the department that students who do not devote full-time study to the program are somewhat less likely to complete the degree and do not gain as much from the experience. University policy limits the maximum load for a graduate student to 15 hours (12 hours in summer term). Nine to twelve hours are considered a full load, however, permission of the Vice Chancellor and Dean of the Graduate School is necessary for registration of more than 15 hours (up to 18 hours is allowed with a 3.6 GPA or better).

Grading

Incomplete (I) Grades

Graduate School regulations state that Incompletes must be removed within one (1) semester, excluding summer semester. If a supplemental grade has not been received in the Office of Graduate Admissions and Records at the end of the semester following the awarding of an Incomplete grade, the I (Incomplete) will be converted to an F. For additional information, consult the Graduate Catalog. Legitimate reasons for an incomplete include extended illnesses, unexpected equipment failure, etc. Projects extending 2 or more semesters should be graded on a semester-by-semester basis. Failure to complete the agreed upon work for a semester does not constitute a legitimate reason for an incomplete.

Satisfactory/No Credit Grading

Graduate students may take courses for Satisfactory/No credit (S/NC) grading only where indicated in the course description in the Graduate Catalog. The S/NC grading carries credit hours but no quality point value. In courses taken for graduate credit, a grade equivalent of B or better is required to obtain a Satisfactory grade.

According to University regulations, only 25 percent of the total credit hours required for the student's graduate program listed on the Application to Candidacy Form may be taken for S/NC (excluding thesis or dissertation). This requirement does not limit the student to only 1/4 of the course hours in a given semester as S/NC; it only applies to the final total of hours submitted in fulfillment of degree requirements. Thus, the student may take additional S/NC courses not submitted for fulfillment of degree requirements during their academic and clinical performance and remain in the graduate training program.

Graduate Student Travel Fund

Assistance through a Graduate Student Travel Fund is administered by the Office of the Dean of Students in cooperation with the Graduate Student Association and the Dean of Graduate Studies. Support is intended to provide travel awards for UT graduate students attending professional meetings. The awards are made on the basis of merit, not need, and allow for partial reimbursement of transportation, lodging, and registration expenses.

Travel award requests must be filed using the UPSF Graduate Student Travel Fund application. These are available in the office of the Dean of Students (413 Student Services Bldg.) or downloaded from the GSA web site at <<http://web.utk.edu/~gsa>>. Applications must be submitted to the office of the Dean of Students by the deadlines listed in the Graduate Catalog.

Residence Requirements

Residence is defined as full-time registration for a given semester on the campus. This includes summer sessions. For the doctoral student, a minimum of two consecutive semesters of residence is required.

Review of Research Proposals

All students in the Ph.D. program will participate in research projects, most of which will include human subjects. All Ph.D. students are required to complete an online "human subjects protection" course. The following page at NIH lists some resources: <http://www.nih.gov/sigs/bioethics/casestudies.html>. All Ph.D. students are also encouraged to read some of the "cardinal documents" on research conduct:

The Belmont Report <http://ohsr.od.nih.gov/guidelines/belmont.html>

The Nuremberg Code <http://www.hhs.gov/ohrp/references/nurcode.htm>

The Declaration of Helsinki <http://www.wma.net/e/policy/b3.htm>

As dictated by Federal guidelines and University Policy, all research involving Human

Subjects must have prior approval by the Departmental Committee and by the University Committee. Human Subjects Review materials must be completed for each research project involving human subjects. An example of guidelines and related instructions is on file in the Department Office. It is the Project Director's responsibility to insure that these regulations are fulfilled.

The purpose of the review procedure is to protect the rights of subjects involved in research, so most critical portions of the application are those concerned with Objectives, Procedures, and Informed Consent.

Time Limits for Completing Doctoral Degree:

Comprehensive examinations must be taken within five years of entry into the doctoral program. All requirements must be completed within eight years from the time of a student's first enrollment.

Unique Educational Opportunities

Departmental Research Meetings

The purpose of the Research Meetings is to highlight the importance of active participation in research activities by faculty and students. Attendance at these meetings should be considered a mandatory part of any doctoral program. The meetings may be scheduled for an invited speaker to share research with the faculty, staff, and students. At other times the scheduled presenter may be a member of the faculty, professional staff, or a student. The content of the meetings may be an informal presentation of a research project or a formal presentation of material prepared for a professional meeting. All doctoral students pursuing a Ph.D. are expected to present at a departmental research meeting.

Sol Adler Memorial Lecture Series

The annual Sol Adler conference is designed to present current issues of interest to professionals who provide clinical services in speech pathology and audiology and to those who conduct research in communication sciences and disorders. This event honors the memory of Dr. Sol Adler who was a Professor in our Department for 26 years. Students and faculty are encouraged to attend this function and students in the department are given a rate reduction in order to make attendance possible.

Faculty/Staff Meetings

Doctoral students are invited to attend faculty/staff meetings, but attendance is not required.

IV. DOCTOR OF PHILOSOPHY (Ph.D.) PROGRAM – EMPLOYMENT POLICIES

A. Doctoral Student Assistantships

The department strives to assist in the financial support of doctoral study. Students are generally awarded a Graduate Assistantship, Graduate Teaching Assistantship or Graduate Research Assistantship upon entry. Assignments are made each semester after determining the primary needs of the department and the student. These positions are typically nine-month appointments (with salary spread out over 12 months). Definitions of the four types of graduate student assignments are provided below:

1. Graduate Teaching Assistant:

Graduate Teaching Assistants work under the direct supervision of a regular faculty member in activities such as helping to prepare lectures, teaching discussion sections, conducting laboratory exercises, grading papers, and keeping class records. In consultation with the supervisor, the assistant works to gain teaching skills and an increased understanding of the discipline. The assistant may grade exams according to examination questions and answers provided by the responsible instructor but not generate examinations.

2. Graduate Teaching Associate:

Exceptionally experienced graduate students may be assigned primary responsibility for teaching undergraduate courses, including the assignment of final grades.

3. Graduate Assistant:

Graduate Assistants are appointed primarily to perform various types of duties other than teaching. Any assigned instructional activity is conducted under careful supervision.

4. Graduate Research Assistant:

Graduate Research Assistantships are generally financed through gift, grant, or contract funds. Persons holding such appointments pursue a work and study program like that expected under the other types of awards. A limited number of these assistantships and similar types of assignments may be available. Selection of R.A.'s is made by the project director or principal investigator of the particular project involved. Criteria for eligibility varies with the tasks required on the project.

Duties for the graduate assistants and associates within the Department are meant to supplement, but not to supplant, the College and Graduate School Policies for employment and administration of student assistantships. The generic term "graduate assistantships" (not capitalized) as used here is meant to include students assigned in any of the above categories. Unless otherwise specified, the time line for an assignment will be from the first full week of classes to the last day of class in a semester.

Specific work assignments for graduate assistants must be clearly specified and be of potential value to the student, the faculty, and the Department. Assignments will reflect an

awareness of the graduate assistants' obligation to make satisfactory progress in their academic program and their assignments, duties, and time commitments should be detailed in writing. If the task assignments or hour commitments change during the course of the term of the assistantship, the new task descriptions must be clearly specified and the graduate assistant must agree to the new task description if the work assignment is to be continued.

Assigned tasks, including necessary preparation, must be appropriate to the time (hours) allotted -- i.e., the average work week is not to exceed the allotted time. Excess time during any individual week will not exceed ten percent of the assigned time, except by agreement of the student assistant and faculty member. Any "excess" time would be compensated by "release" time in subsequent weeks. The student assistant will notify the staff person of unavoidable absences as far in advance as possible, and arrange to make up the lost time as soon as possible.

The teaching assistant will work under the direction of a faculty or staff person. Tasks assigned must be appropriate to the training level and expertise of the student. For example, when acting as a Teaching Assistant, the T.A./G.T.A. must have the appropriate academic standing (e.g., an M.A. level T.A./G.T.A. with undergraduate classes, or Ph.D. level T.A./G.T.A. with M.A. or Ph.D. students).

The faculty or staff person to whom the graduate assistant is assigned has the responsibility to evaluate each assistant and provide such evaluative judgment to the assistant. Specific deficiencies are to be brought to the attention of the graduate assistant when they arise. A written evaluation for each term of assignment must be provided to the student, the Department, and the student's file.

Graduate assistants' grievances should be addressed first to the person to whom the assistant is assigned. If this avenue fails to resolve the difficulty, or if the student wishes, he/she may bring the complaint to the Head of Department for resolution.

All graduate assistants involved in classroom related activities (e.g., preparing lectures, grading papers, conducting laboratory sessions, etc.) must be competent in spoken English as demonstrated by a passing score on the SPEAK Test.

Financial assistance to doctoral students is available *so long as the student is making satisfactory progress toward completion of the degree*. Because the number of such positions is limited and other persons wishing to enter the program also may require assistance, the department generally regards **four years** as the normal length of time it can provide financial support. Extension beyond that time must be requested six months in advance, and depends on the availability of resources.

The duties for these positions vary depending upon the type of appointment and the needs of the program in which the position is available. In general, a Ph.D. student should expect that duties will be devoted to educationally beneficial activities.

B. Graduate Student Employee Health Insurance

All graduate students who are employed at least 25% time as a Graduate Assistant, Graduate Teaching Assistant or Associate, and/or Graduate Research Assistant will automatically be enrolled in the student employee health insurance program and have 100% of the premium for the student paid by the University of Tennessee. This health benefit applies to 9-month and 12-month appointments. If students already have insurance coverage through another insurance carrier, this policy functions as additional coverage. Graduate student employees may not elect to receive other compensation or benefits in lieu of the insurance benefit. The premium is not taxable income to the graduate student employee. Students may elect to add spousal or dependent coverage at their own expense.

V. BUILDING AND EQUIPMENT POLICIES

Office Space Assignment

An attempt is made to provide all Ph.D. students with office space. Students with graduate assistantships, particularly those with instructional responsibilities will be given priority.

Bulletin Boards

Posting of notices, announcements, etc., is limited to bulletin boards located through the department. Permission to post materials may be obtained at the department office. Bulletin boards available include:

Hearing & Speech Center:

Library: Jobs and School News

Lounge: Current Clinical Information

Reception Area: Inside office (through window when clients sign in for therapy) - therapy cancellations, notices, etc.

South Stadium:

Outside main office and outside Rm 575 (Head of Department's Office):

Official department notices should be checked regularly

Outside Waiting Room: Audiology news

Duplicating Equipment

Duplication of materials related to graduate assistantship assignments can be completed in the mail room (5th floor SSH). Copying materials for personal use or materials not departmentally related must be done outside the department.

Equipment

A wide variety of research, teaching, and clinical equipment is available within the department. Classroom and research equipment can be obtained through the permission of the professor directing the research laboratory or class involved. Clinical equipment should be requested through the Director of the Hearing and Speech Center.

Keys

Keys to assigned offices and teaching/lab space in South Stadium Hall or the Hearing and Speech Center are available to doctoral students. To arrange for a key, please see Ms. Kay Gross. Temporary use of departmental keys by students should be arranged through the staff member in charge of the assigned area.

Maintenance of Departmental Space

All students are expected to help faculty and staff maintain classrooms, research labs, and clinic rooms. This includes individual responsibility to help keep these areas neat and clean.

Reporting of Repair Needs

Needed repairs of equipment and materials should be reported either to the clinical supervisor or the professor in charge.

Smoking

Smoking is not permitted in any buildings in accordance with University regulations.

Use of Faculty Libraries

All books, articles, and reference material in faculty offices are personal possessions. Some of the faculty may, on a limited basis, allow students to borrow these materials. No material may be checked out or removed from faculty and staff offices for any reason without their prior approval.

VI. GENERAL STUDENT APPEAL PROCEDURES

Student Grievance Procedures

The Department of Audiology and Speech Pathology has developed the following procedural guidelines to resolve all types of student's concerns, complaints or grievances. It is important that all students, faculty/supervisors and staff have the right to seek satisfactory solutions to all problems consistent with the basic tenants of fairness and justice. It is equally important that we work cooperatively to resolve problems at the departmental level before seeking solutions outside the department.

In the spirit of mutual cooperation to resolve problems, the procedures for all types of problems are as follows:

1. Students are expected to first attempt resolution of the problem with the faculty or staff member involved in the problem. If the student is concerned about discussing the problem with the faculty or staff member, or if direct discussion with the faculty or staff member is unsatisfactory, the student should discuss the problem with his/her academic advisor.
2. If the problem is not resolved through discussion with the faculty or staff member involved or through discussion with the academic advisor, the student should then contact the Head of Department.
3. If the Head of Department is unable to reach a satisfactory conclusion to the issue, students will be encouraged by the Head of Department to seek help and advice from the Dean of the Graduate School, the Dean of the College of Arts and Sciences or other administrative or support personnel on campus as appropriate to the issue.

Students concerns may relate to any of the accreditation standards of the Council on Academic Accreditation. In the event of a serious concern, students may contact the CAA directly for information. According to the CAA, complaints about programs must:

- 1) be against an accredited education program or program in candidacy status in speech-language pathology and/or audiology,
- 2) relate to the standards for accreditation of education programs in audiology and speech language pathology, and
- 3) include verification, if the complaint is from a student or faculty/instructional staff member, that the complainant exhausted all institutional grievance and review mechanisms before submitting a complaint to the CAA.

The full process of the CAA complaint procedure is available on-line on the ASHA website.

Procedures for Appealing Final Course Grades

The faculty and staff of the Department of Audiology and Speech Pathology believe that a fundamental responsibility of teaching is to evaluate the quality of work performed and to assign appropriate grades for that work. Students have the right to be informed of the criteria used to evaluate their clinical and academic performance. Mistakes in assigning grades are unusual but possible and should be corrected when discovered by the student or the instructor.

In the event that a student believes a grade is incorrect and the instructor believes the grade accurately represents performance, the faculty and staff agree to abide by the following procedures for conducting appeals to affirm or change a student's grade

1. In accord with the department's current appeal procedures for all appeals, these review procedures must be initiated by the student who is requesting departmental review of the final grade assigned for academic or clinical course work.
2. The student must first contact the Instructor and try and resolve the matter with the Instructor.
3. If direct discussion with the Instructor is unsuccessful, the Head of Department will strive to resolve the problem.
4. If the matter cannot be resolved to the student's satisfaction by the Head of Department, the student may then request an evaluation by a Departmental Review Committee. This written request must identify clearly the problem and include relevant facts or supporting information. A three-member faculty and/or staff Departmental Review Committee will then be appointed by the Head of Department to adjudicate the problem. The student's advisor will be one member unless there is a conflict of interest. Other members will be peers of the Instructor, e.g., clinical faculty for problems related to clinical practicum and academic faculty for academic course problems.
5. The Departmental Review Committee will obtain and consider all necessary information and then make a written recommendation to the Head of Department as soon as possible.
6. In accord with other departmental policies, the "burden of proof" for establishing unfairness, bias, procedural irregularities, etc. shall be on the student requesting the review.
7. The decision of the Committee will be final within the department and the Head of Department must follow all of the recommendations of the Committee including upholding or changing the grade.
8. The Department Head will inform the student of the Committee's decision and

will inform the student of the regular University appeal procedures.

Procedures for Assigning Grades When the Instructor is Unable to Fulfill the Responsibility

When the Instructor is unable to assign course grades because of severe illness, death or other similar emergency, the faculty and staff agree to abide by the following procedures.

1. Assuming that the grade of Incomplete is not a viable option, the Head of Department will appoint appropriate faculty and staff to determine the grades of class members.
2. Class members may be consulted about the process to be used or be asked to provide input.
3. Students shall have the right to appeal grades assigned.

VII. STUDENT ORGANIZATIONS

National Student Speech-Language-Hearing Association (NSSLHA)

1. Members automatically receive the NSSLHA Journal and the ASHA Journal.
2. Members receive a choice of one of the following journals: Journal of Speech, Language, and Hearing Research, American Journal of Speech-Language Pathology, American Journal of Audiology, or Language, Speech, and Hearing Services in Schools.
3. As a member during your year of graduation, you are eligible for the ASHA Conversion Program. Under this program, you can apply for ASHA membership and certification at significantly reduced rates.
4. Dues are renewable each October. If dues are paid after January 31, journals will be issued upon receipt of the dues.
5. Application forms may be obtained online (<http://www.nsslha.org/nsslha/join/>), during membership drives, or from the NSSLHA Officers or faculty\staff representatives.

U.T. Chapter of NSSLHA

1. Serves as a resource for student issues\concerns within the Department
2. Sponsors Information Seminars each semester on topics related to academic, clinical, and student issues
3. Develops and maintains a Departmental Student Phone Directory
4. Coordinates social functions within the Department
5. Dues are payable at the beginning of Fall and\or Spring Semesters.

Tennessee Association of Audiologists & Speech-Language Pathologists (TAASLP)

1. Members receive the TAASLP newsletters and membership directory.
2. Members receive reduced registration fees for the annual TAASLP Convention.
3. Dues are renewable beginning June 1 with a late fee after August.
4. Application forms may be obtained online (<http://www.taaslp.org>), from the TAASLP Representative, or by calling TAASLP office at 615-254-3687.

VIII. SPECIAL UNIVERSITY SUPPORT SERVICES

Specialized Research Support

In addition to all academic faculty who hold research degrees, the following individuals act as special consultants (within their areas of expertise) to assist with research projects being conducted by students, faculty and staff in the Department of Audiology and Speech Pathology. Feel free to contact them with any research-related questions.

Max Dawson Computing/Technology 974-1803

Lana Dixon Library Resources 974-4700

Joan Dolence Thesis & Dissertation Formatting and Design 974-3251
jdolence@utk.edu

Mark Hedrick Departmental Review 974-8105
mhedric1@utk.edu

Ron Holder Computing/Technology 974-1805

Shirley Hoskins Grants/Budgets 974-1778

Brenda Lawson Institutional Review Board Liaison
Human Subjects Issues 974-3466
blawson@utk.edu

Bob Muenchen Statistics 974-5230

Career Planning and Placement Office

Career Services provides resources and assistance in career planning and job searching, whether a student is seeking a full time, part time, or internship position. All of the services are free to students and alumni. The following services are available:

Career Planning

Interest and Personality Assessments
Individual appointments with Career Counselors
Occupational Information

Placement Services

Job listings in the Career Resource Center and on the web site
Part-time jobs, internships and summer job listings
Resume critiques and samples
Videotaped mock interviews
Resume referrals to employers for full time jobs and internships
Web resume access to employers
Employer information
On-campus interviews
Job hot line listing local openings, 974-9734

Web Site Resources (http://career.utk.edu)

Web Resume Writer posts your resume on the internet

Web registration and interview sign-ups online

Job vacancy listings

Workshops and Special Events listings

Career information links

Graduate school links

Job search links

Career Resources

Computer lab

Free handouts

Sample resumes and cover letters

Career literature

Job vacancy announcements

Graduate school directories

Council of Graduate Programs in Communication Sciences and Disorders website

Publications for Graduate Student Support

Other important Graduate School publications include: The Graduate Catalog, Guide to the Preparation of Theses and Dissertations (8th ed.), and GradSources, a guide to financial support and aid for graduate students. Contact the Graduate School for further information regarding these and other publications.

Examples of Dissertation Guides Available on amazon.com

Surviving Your Dissertation: A Comprehensive Guide to Content and Process by Kjell Erik Rudestam \$41.95

Writing Your Doctoral Dissertation: Invisible Rules for Success by Rita Brause \$31.95

Secrets for a Successful Dissertation by Jacqueline Fitzpatrick \$43.95

Proposals that Work: A Guide for Planning Dissertations and Grant Proposals by Lawrence F. Locke \$49.95

IX. Student Forms

Six Departmental and Graduate School forms are the responsibility of the student to complete. They are listed below, included in this handbook, and available in the Department Office

- 1) ASP 54 - Doctoral Student Requirements
 - a) copies maintained by the student, departmental office and all members of the doctoral committee
- 2) Recommended Doctoral Committee Appointment
 - a) one copy to Office of Graduate Student Records, and one to the departmental office
- 3) Results of Defense of Research Project
 - a) copies maintained by the student, departmental office and all members of the doctoral committee
- 4) Approval of Dissertation Prospectus (ASP 35)
 - a) copies maintained by the student, departmental office and all members of the doctoral committee
- 5) Results of Admission to Candidacy Examination
 - a) three copies to Office of Graduate Admissions and Records, additional copies to Department Office and student
*** must be submitted at least one full semester prior to Commencement.**
- 6) Dissertation Defense
 - a) scheduled through Graduate Admissions and Records Office at least one week prior to examination. Copies given to Graduate Student Records.

Department of Audiology and Speech Pathology
University of Tennessee

Independent Study Plan

Student's Name _____ Student ID # _____

Course Number _____ Credits _____ Term _____

Faculty Member Supervising Course _____

Describe the general goal of the activity:

Describe the specific activities to be undertaken (e.g., readings, discussions, labs etc.):

How will progress be evaluated?

Student signature _____ Date: _____

Supervising faculty member signature _____ Date: _____

Faculty Advisor signature _____ Date: _____