Welcome GTAs!

“Thank you for your service.” This phrase is most often used to demonstrate appreciation to members of the armed forces, first responders, and more recently essential workers. But, I believe this phrase applies equally to those who are teachers. Efforts made by teachers directly impact the lives of their students, and the work that you will do as a GTA has the potential to make a positive impact on undergraduate students at the University of Tennessee. So in advance of the fall 2022 semester, let me be the first to say “Thank you for your service.”

You may be new to teaching, or you may have previous experiences in the classroom. Regardless, fall 2022 is going to be a new opportunity for you to expand your skills as a communicator, listener, and learner. Good teaching requires the ability to receive information from your students as well as the ability to relay information to them. There are many UT offices committed to helping you do your job well. Throughout this orientation, you will be hearing from some of these offices. There is much to absorb as you transition into your role as a GTA, but faculty members in your department and staff in offices you’ll hear from today stand ready to support you.

The speakers at the New GTA Orientation provide important insights from offices across campus. Teaching and student success are collaborative ventures that require cooperation across units. In this program, you will find valuable links to resources on campus. Familiarize yourself with these resources so that you can be positioned to be the best possible teacher for our students. If you need help with your teaching duties, be willing to ask for support. Your success as a teacher will translate into success for your students.

Providing a positive learning environment for our students is critical to UT’s mission, and you are key members of our teaching force. Often, undergraduate students feel more comfortable reaching out to GTAs than to other members of our instructional faculty. Get to know your students, even if in an online environment, and let them know you are there to help them. You could be a difference maker in the success of a student.

Wishing you all the best,

Dixie Thompson
Vice Provost and Dean of the Graduate School
**Welcome & Introduction**  
Dixie L. Thompson, Dean of the Graduate School  
George T. Fields, Graduate Student Senate President

**Creating an Effective Teaching Practice**  
Robert Jacobsen, Teaching & Learning Innovation

**Title IX: Your Role as a Mandatory Reporter**  
Ashley Blamey, Office of Title IX

**Undergraduate Student Success at UT**  
Krystyne Savarese, Division of Student Success

**Intermission**

**Disability Related Accommodations**  
David Ndiaye, Student Disability Services

**UT Libraries**  
Anna Sandelli, UT Libraries

**Academic Integrity & Classroom Behavior**  
Shawn McComas, Student Conduct and Community Standards

**Policy, Privacy, & Instructor Responsibility**  
Jennifer Hardy, Registrar Office

**Conflict of Interest**  
Jay Bailey, Finance and Administration

**Closing Remarks**
Creating an Effective Teaching Practice
Robert Jacobsen, Teaching and Learning Innovation
9:10-9:50am
This presentation focuses on evidence-based teaching strategies that you can incorporate into your teaching practice. Evidence-based teaching strategies are supported by classroom research and show substantial improvements in student learning. These strategies emphasize connecting with students to promote engagement, modeling behavior to achieve learning outcomes, and assessing for student learning and improvement. Programs and resources from Teaching & Learning Innovation are available for those wanting to advance their teaching skills.

Title IX: Your Role as a Mandatory Reporter
Ashley Blamey, Office of Title IX
10:00-10:30am
As a GTA at UT, you are federally mandated to report Sexual Harassment, Sexual Assault, Dating, and Domestic Violence, and Stalking (Prohibited Conduct) to the Office of Title IX. This presentation will explain what it means to be a mandatory reporter and what steps GTA’s must take to fulfill their obligations under the policy.

Undergraduate Student Success at UT
Krystyne Savarese, Division of Student Success
10:40-11:20am
Assistant Vice Provost of Student Success Krystyne Savarese will share how UT enhances the undergraduate experience through developing the potential of each student scholar to thrive throughout their academic journey. Participants will gain an overview of innovative initiatives like the Vol First Year Experience, Vol Study Center, Vol Success Teams, UT Success Academy, and Vols Start Back, as well as creative academic interventions currently being piloted.

Disability Related Accommodations
David Ndiaye
12:00pm-12:30pm
The number of students with disabilities who request accommodations continues to grow at the University of Tennessee, Knoxville. This presentation explains the accommodation request process and the role of faculty in the provision of accommodations for students with disabilities.

UT Libraries: A Partner in GTA Success
Anna Sandelli, UT Libraries
12:40-1:20pm
This presentation will provide an overview of UT Libraries’ resources, services, and spaces to support Graduate Teaching Assistants. Topics will include library instruction and consultation opportunities; approaches to incorporating collections, electronic resources, and librarian-created teaching tools; and highlights of library spaces to foster teaching, learning, and innovation. The session will provide resources for in-person, online, and hybrid teaching environments.

Academic Integrity & Classroom Behavior
Shaun McComas, Student Conduct & Community Standards
1:30-2:00pm
The Academic Integrity and Classroom Behavior presentation by Student Conduct & Community Standards will introduce participants to academic and behavioral issues and Code of Conduct processes at UT. Topics include academic integrity, frequent academic misconduct issues and trends, classroom behavior issues and trends, and campus resources. Detailed Conduct process information will be provided.

Policy, Privacy, and Instructor Responsibility
Jennifer Hardy, Office of the Registrar
2:10-2:40pm
As the instructor of a UT course, it is important that you are aware of key federal, state, and university regulations that impact both you and your students. This presentation will focus on key academic policies and deadlines that instructors must know, including FERPA, CPOS, attendance tracking, and grading.

Conflict of Interest
Scott Canner, Office of Research, Innovation, and Economic Development
Jay Taylor Bailey, Division of Finance & Administration
2:45-2:55pm
This presentation will provide a brief overview of the Conflicts of Interest process at UT, including requirements for completing an annual Outside Interest Disclosure form.
Jay Taylor Bailey
Division of Finance & Administration

Jay Taylor Bailey has been with UT for 24 years in various audit and compliance rolls. She holds certifications as a Certified Fraud Examiner and a Certified Internal Controls Auditor. In her current role, she manages the financial and organizational conflicts of interest (COI) program for UT Knoxville.

Jennifer Hardy
Office of the Registrar

Jennifer Hardy is the Deputy Registrar and Residency Coordinator at the University of Tennessee, Knoxville. Her work history includes administrative experience at public and private schools and at small and large institutions. Jennifer has a bachelor’s degree in Classics from the University of Cincinnati and a master’s degree in Classics from Vanderbilt University. She has been at UT since 2006.

Ashley Blamey
Office of Title IX

Ashley Blamey serves in a dual role as Title IX coordinator for the UT System and UT Knoxville. She has a bachelor’s degree in special education from ETSU and both master’s and doctoral degrees in social work from UT Knoxville. She joined UT Knoxville in 2008 as its inaugural student case management specialist and has served as the director for the Center for Health Education and Wellness and assistant vice chancellor for student life. Ashley is currently UT’s representative on the National Academies of Sciences, Engineering, and Medicine Action Collaborative to prevent sexual harassment in higher education. Under her leadership, UT Knoxville was awarded a U.S. Department of Justice grant to develop best practices related to education about and prevention of sexual assault, domestic violence, dating violence and stalking.

Scott Canner
Office of Research, Innovation, and Economic Development

Scott Canner joined the University of Tennessee in March of 2022. In his role, Scott examines the outside activities and interests of researchers to determine if the existence of either of those could create a conflict of interest in their research.
Krystyne Savarese
Division of Student Success

Krystyne Savarese, PhD, serves as the assistant vice provost and chief strategist in the Division of Student Success. In this role, she leads the work of the Volunteer Experience to create a campus rooted in well-being where every student thrives and is career ready. Additionally, she oversees the division’s special events team, organizational culture development, and data analysis efforts. Krystyne has a BA in English from the University of California, Irvine, and a Master of Arts in college student personnel from Bowling Green State University. She holds a PhD in higher education and student affairs from The Ohio State.

Shaun McComas
Student Conduct & Community Standards

Shaun McComas has served students at UT in Student Conduct & Community Standards since 2016. Shaun’s primary focus has been working with faculty, staff, and students to address behavioral and academic misconduct on campus while maintaining responsibility for office assessment, evaluation, and administration of Maxient’s student conduct database software. Prior to joining the office, Shaun worked as a counselor for a local alcohol and drug treatment facility providing treatment and counseling as part of a multidisciplinary team to individuals with substance use disorders. Shaun’s professional experiences paired with his social work education allow him to approach student conduct with compassion, understanding, and attention to environmental factors to promote student development.

Anna Sandelli
UT Libraries

Anna Sandelli is Head of Teaching and Learning Programs and Associate Professor at the UT Libraries, where she leads a department focused on student success, information literacy, experiential learning, and instructional design. Her roles and interests have included coordinating the libraries’ student advisory committee, enhancing student-created learning communities, and engaging with campus partners to advance inclusive teaching and online engagement. She has taught for-credit courses for first-year, transfer, and graduate student populations. She has also been recognized as an American Library Association Emerging Leader.

David Ndiaye
Student Disability Services

David Ndiaye serves as the director of Student Disability Services at the University of Tennessee, Knoxville. In this role, David oversees the overall function of the department and collaborates with other units to ensure equitable access to the university’s experience for students with disabilities. He began his career in the disability field as a graduate assistant, coordinating testing accommodations for registered students with disabilities. After spending some time in the private sector, he decided to return to higher education and joined Student Disability Services at UT in 2008.
The Graduate Student Senate (GSS) represents the interests of all graduate and professional students at the University of Tennessee, Knoxville. The GSS provides the opinion of the graduate student body to administrators and works towards improving the graduate and professional student experience on campus. In addition, the GSS has partnerships with various organizations and departments on campus to provide valuable programming for graduate and professional students. This includes, but is not limited to Graduate and Professional Student Appreciation Week (GPSAW), collaborations with the Center for Career Development, GSS Travel Awards which provide funds to graduate and professional students traveling to conferences to present original work, and the GSS Awards Ceremony which recognizes outstanding graduate and professional students as well as the faculty and staff who support them.

The GSS participates in the establishment of policies and regulations relating to the graduate experience and makes recommendations to the appropriate decision-making officers. The voting membership of the GSS consists of representatives from each academic graduate program or department. In addition to internal strategic planning and legislative committees, many GSS Senators serve as representatives on various university-wide committees including the Graduate Council.
The GPSPD team has worked to create a framework for professional development that can help guide graduate and professional students to opportunities that can help them achieve their career goals.

Communication & Presentation Skills
Writing and speaking to the public and within your field are critical for professional success.

- Learn to develop professional oral and written communications, including public speaking, professional correspondence, presentation development and delivery, and visual representation of data.
- Learn when and how to use social media for personal brand development and professional purposes.

Career Development & Management
Cultivate the skills to assess opportunities and take strategic risks.

- Build awareness of career options in your field and pathways to those careers.
- Learn personal goal-setting and implementation
- Develop relevant skills, experience, and competencies toward that career goal.
- Develop a professional identity

Professional Socialization & Professionalism
Learn skills and competencies to become a professional in research and applied settings.

- Learn collaboration across disciplines and creative problem-solving to develop projects and effectively lead or contribute to teams.
- Identify and cultivate the transferable skills taught within the graduate career that are expected of a high level, working professional.

Networking & Relationship Building
Professional opportunities such as internships, grants, and collaborations are often acquired through professional networks.

- Learn to establish and cultivate relationships with professionals and organizations in your field.

Well-Being & Personal Development
It is important to understand the demands of graduate life and professional life.

- Learn to manage the competing priorities of personal and professional life.
- Develop attention to work-life harmony, personal goals, and professional productivity.

tiny.utk.edu/GPSPD
calendar.utk.edu/GPSPD
<table>
<thead>
<tr>
<th>Department</th>
<th>Contact Information</th>
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<tbody>
<tr>
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<td>865-974-5435 • <a href="mailto:career@utk.edu">career@utk.edu</a> career.utk.edu</td>
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<td>Center for Global Engagement</td>
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<td>Center for Health Education &amp; Wellness</td>
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<td>Dean of Students</td>
<td>865-974-3179 • <a href="mailto:dos@utk.edu">dos@utk.edu</a> dos.utk.edu</td>
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<td>Office of Information Technology</td>
<td>865-974-9900 • <a href="mailto:help@utk.edu">help@utk.edu</a> oit.utk.edu</td>
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<td>Office of Ombuds Services</td>
<td>865-974-6273 • <a href="mailto:lisayl@utk.edu">lisayl@utk.edu</a> ombuds.utk.edu</td>
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<td>Office of Research &amp; Engagement</td>
<td>865-974-3466 • <a href="mailto:research@utk.edu">research@utk.edu</a> research.utk.edu</td>
</tr>
<tr>
<td>Office of Title IX</td>
<td>865-974-9600 • <a href="mailto:titleix@utk.edu">titleix@utk.edu</a> titleix.utk.edu</td>
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<tr>
<td>One Stop Student Services</td>
<td>865-974-1111 • <a href="mailto:onestop@utk.edu">onestop@utk.edu</a> onestop.utk.edu</td>
</tr>
<tr>
<td>Parking &amp; Transit Services</td>
<td>865-974-6031 • <a href="mailto:parking@utk.edu">parking@utk.edu</a> parking.utk.edu</td>
</tr>
<tr>
<td>Student Conduct &amp; Community Standards</td>
<td>865-974-3171 • <a href="mailto:studentconduct@utk.edu">studentconduct@utk.edu</a> studentconduct.utk.edu</td>
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</table>
Student Disability Services
865-974-6087 • sds@utk.edu
sds.utk.edu

Student Health Center
865-974-3135
studenthealth.utk.edu
Questions about graduate student health insurance? Contact Yolanda McCaffrey at 865-974-2337 or Sara Dunphy at 974-6147.

Teaching & Learning Innovation
865-974-9872 • tli@utk.edu
teaching.utk.edu

Graduate Student Organizations
If you are looking to connect with other graduate students, there are many opportunities for you to get involved with a student organization at UT. Visit VOLink to find groups such as:

• The Multicultural Graduate Student Organization
• OUTGrads
• Latina/o/x Association of Graduate Students
• Women in STEM: Advancing Research, Readiness and Retention

plus many departmental student organizations!

The Graduate School
The Graduate School is ready and willing to help you with any questions you may have. If we don’t know the answer, we will work with you to find one.
865-974-2475 • gradschool@utk.edu
gradschool.utk.edu

UT Libraries
865-974-4351
lib.utk.edu
You can also email the Research Assistance staff or text questions to 865-940-0821.

UT Police
865-974-3114 • utpolice@utk.edu
utpolice.utk.edu

VolCard Office
865-974-3430 • volcard@utk.edu
volcard.utk.edu

Follow Us on Social Media
These businesses have been great supporters of graduate education over the years and have provided gifts and prizes for our events, including this week’s Community Fair. We hope you’ll take the time to visit these local businesses and help support them just as they have done for us.

Muse Knoxville
K Brew
Tennessee Smokies Baseball
Bush Brothers & Company (Baked Beans)
Hildreth Insurance
Cruze Farm Dairy
Knoxville Ice Bears
NASCAR Speedpark
Nothing Too Fancy
Kroger
Visit Knoxville
Brenz Pizza Co.
Hollywood Wax Museum (Pigeon Forge)
The 2022 Graduate Teaching Assistant Orientation is hosted by the Graduate School in affiliation with the Graduate Student Senate and with special assistance from UT Conferences.

A special “thank you” to the 2022 Orientation Planning Committee:

**Dixie L. Thompson**  
Vice Provost and Dean

**Sara Bradberry**  
Assistant Dean and Director of Student Services

**Anna Chappell**  
GRA - Dean’s Office

**Leighton Chappell**  
Graduate Student Senate Vice President

**Millie Cheatham**  
Coordinator & Office Manager

**Catherine Cox**  
Coordinator & Catalog Editor

**George T. Fields**  
Graduate Student Senate President

**Sean Q. Hendricks**  
Communications Manager

**Carly Porter**  
GRA - Communication & Recruitment

**Abby Sherman**  
Coordinator of Students Services