Off-Campus Department Overview

We are about student success. The mission of MTSU’s University College is simple; everything that we do is designed to enhance our student’s success – academically and beyond. To fulfill this mission the University College has been organized with six distinct divisions, Academic Outreach (Off-Campus), Administration and Finance, Student Advising, Distance Education (On-line), and NonTraditional Programs (Adult Degree Completion Program), the Summer Sessions and University Studies under the guidance and support of the Dean’s office. Each group fulfills a specific mission. Here’s the link to preview those divisions [http://www.mtsu.edu/university-college/index.php](http://www.mtsu.edu/university-college/index.php)

Mission

The primary mission of Off-campus courses at Middle Tennessee State University is to extend the resources of the University to promote and provide lifelong learning beyond the resident students on campus. Efforts are made to service any special request for off-campus credit courses undergraduate as well as graduate by business and industry, school systems and agencies in the Middle Tennessee area. We are committed to maintaining the service, quality and excellence students and faculty expect from all departments at Middle Tennessee State University.

Office Hours

The Off-campus office hours are Monday through Thursday from 9:00am until 5:30pm, Friday from 8:00am until 4:30pm. The office is located at 855 W. College St. Suite K, Murfreesboro, TN 37129.

Important Phone Numbers

<table>
<thead>
<tr>
<th>University College</th>
<th>(615) 898-5611</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTSU Off-campus Coordinator</td>
<td>(615) 898-2121</td>
</tr>
</tbody>
</table>
Safety and Security

Instructors should follow all safety and security instructions provided by the off-campus site administrator. Instructions for Nissan are included in this handbook on page 21. If you have any questions, please contact the site administrator listed on page 3 of this handbook or contact the Off-Campus Coordinator at 615-898-2121. Faculty are encouraged to review the MTSU employee safety handbook [http://www.mtsu.edu/hrs/relations/handbook.php](http://www.mtsu.edu/hrs/relations/handbook.php). At all off-site locations, faculty or students should call 911 in case of emergency so that local officials can respond. The MTSU Public Safety Office can be reached at 615-898-2424.

As stated above, all MTSU faculty, staff, students and guests should report criminal or suspicious activity to the local law enforcement agency responsible for their off-campus location. Additionally, the MTSU Off-Campus Coordinator and/or MTSU Public Safety should be informed of the incident in order to comply with the following Department of Education policy.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, more commonly known as the Clery Act, requires colleges and universities to, in part:

- Disclose crime statistics for the campus, public areas immediately adjacent to or running through campus, and certain non-campus facilities and remote classrooms. The statistics must be gathered from campus police or security, local law enforcement, and other University officials who have “significant responsibly for student and campus activities.”
- Publish an annual report by October 1 that contains three years of campus crime and fire safety statistics and certain campus security policy statements.

**Off-campus Locations and phone numbers**

Blackman Middle School (Mr. Will Shelton)  (615) 904-3860
Cason Lane Academy (Lee Wilkerson)  (615) 898-7148
Cedar Grove Elementary (Mr. Mark Guillion)  (615) 904-3777
Clifton (CSCC) (Steve Milligan)  (888) 346-6581
Coffee Co. Central HS., Tullahoma,TN (Mr. John Bush)  (931) 723-5159
Collinwood Elem. School, Collinwood, TN (Mr. Robert Vandiver)  (931) 724-9118
Columbia State Community College (Eugenia Bobo)  (931) 540-2618
Cowan Elementary School (Cynthia Young)  (931) 967-7353
Fayetteville, TN Motlow Community College (Laura Monks)  (931) 438-0028
Franklin: Columbia State Community College (Ralph Walker)  (615) 790-4403
Franklin Co. HS, Winchester, TN (Greg Mantooth, Principal)  (931) 967-2821
Hohenwald (Lewis Co. District Board) (Patricia Couch)  (931) 796-3264
Independence High School, Franklin (Dr. Todd Campbell)  (615) 472-4600
John Colemon Elementary School (Joe Phillips)  (615) 459-0936
John Pittard Elementary (Roseann Barton)  (615) 396-0204
Lawrenceburg (CSCC) (Cissy Holt)  (931) 766-0465
Lewisburg (CSCC) Elizabeth McDow  (931) 359-035
Motlow, Fayetteville, TN (Laura Monks)  (931) 438-0028
Motlow, McMinnville, TN (Melody Edmonds)  (931) 668-7010
Motlow, Tullahoma (Camilla Stratford)  (931) 393-1695
Nashville State Southeast Campus (Hickory Hollow)  (615) 780-2760
<table>
<thead>
<tr>
<th>Institution</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nissan, Smyrna (Jackie Turner)</td>
<td>(615) 459-1124</td>
</tr>
<tr>
<td>Pulaski Tennessee Technology Ctr. (James Dixon)</td>
<td>(931) 424-4010</td>
</tr>
<tr>
<td>Rockvale Middle School (Fred Barlow, Principal)</td>
<td>(615) 904-6745</td>
</tr>
<tr>
<td>Shelbyville MTEC, (Wayne Dillingham)</td>
<td>(931) 685-4444</td>
</tr>
<tr>
<td>Southside Elementary School (Ms. Shipman)</td>
<td>(615) 444-4586</td>
</tr>
<tr>
<td>Vol St Comm. College, Livingston, TN (Vickie McClure)</td>
<td>(931) 823-7065</td>
</tr>
<tr>
<td>Wayne County Technology Center (Dr. Beverly Hall)</td>
<td>(931)-722-5495</td>
</tr>
</tbody>
</table>
Teaching an Off-campus Course

Delivery of an Off-campus course is taught away from the main campus of MTSU. An off-campus course can be taught as instructional in-load for faculty. Faculty who agree to teach an off-campus course must insure that the course is consistent with institutional and departmental standards.

Travel

Compensation for travel is .47 a mile for traveling to and from off-campus facilities when faculty use their personal vehicles. Faculty may also request the use of a university vehicle to travel to off campus sites. When an overnight stay is required instructors are also compensated for hotel and meal expenses.

Exams

Off-campus exams are governed by the same guidelines as on-campus exams.

Student Services

IDs:
The off-campus office will provide off-campus students with a non-photo university ID, which will grant them access to the university library, recreation center, athletic events and check cashing privileges and other student services. This will be done Fall and Spring semesters by sending a memo to your class. For a photo ID, students can also go to the Student One-Stop Shop which is connected to the New Student Union Bldg, the number to reach the One-Stop Shop for hours, the phone number is (615) 898-2121. Students may go to the main ID office located in the James Union Bldg. room 306 Monday-Friday, 8am-4:30pm to receive a photo ID. The main ID office phone number is (615) 898-5523. There is a $10 charge for replacement IDs.

Students enrolled in the Graduate Ed. Leadership Cohort Programs are not eligible for students IDs because of the student service fee waiver.

Registration:
All students must register for classes online at Pipeline/RaiderNet, students can register for classes, drop or add classes, check grades, check admission status, as well as the status of financial aid on Pipeline/RaiderNet. If students have problems registering should call the MT One Stop (615) 898-2121.
Books:
Textbooks for Off-campus students who do not wish to travel to the main campus, may be purchased by accessing the on-line bookstore. Click on the A-Z Index on MTSU homepage or click on this link http://www.bkstr.com. The link will direct students to the MTSU bookstore website that is maintained by efollett.com. Students who do not have access to a computer may contact the MTSU bookstore at (615) 898-2700 and give the course number, and the bookstore staff member will be able to process the order. Upon faculty request, the off-campus office will deliver books to an off-campus site for purchase.

Library:
Library services are also available to off-campus students and faculty. Sharon Parente is the Distance Education Librarian. She is available to offer off-campus students library research assistance, instruction in using the on-line catalog and full-text electronic databases, and the ability to borrow book from the James E. Walker Library. A librarian can visit your off-campus location for a traditional information literacy instruction class. Contact Sharon Parente, Distance Learning Librarian, at (615) 898-2535 or by e-mail at sparente@mtsu.edu Library Services for Faculty http://library.mtsu.edu/distance/instructorresources.php

Student Tutoring: Smarthinking

As a distance learner your students have FREE access to online tutoring through Smarthinking! Smarthinking provides 24/7 access to online tutoring for students in several educational areas.

• Mathematics • Math en Español • Spanish • Chemistry • Physics • Economics • Statistics
• Accounting • Biology • Introductory Finance • Intro. to Human Anatomy and Physiology

To log in go to (services.smarthinking.com) and type in your username & password (below) in the upper right-hand corner.

Username: full MTSU email address (example imm2r@mtmail.mtsu.edu)
Password: MTSU

MTSU has already paid for a contract with this service. If you have questions about this service please contact the Student Services department at (615) 898-5332.

• Smarthinking Tutorial Services for Students (including assistance on writing papers) http://www.mtsu.edu/universitycollege/distance/students_tutoring.shtml

Parking:
The Parking and Transportation Services Office issue parking permits and enforces parking regulations for the MTSU community. The Parking and Transportation office is
located at 1403 East Main Street (the backside of the old St. Mark Church). The phone number is (615) 898-2850. The office is open Monday-Friday from 7:30am-4:30pm. Parking permits are also issued in the Evening School Office located in KUC, room 107, Tuesday-Thursday, 4:30-7pm, and Saturday, 10am-2pm. Summer semester hours are Tuesday-Thursday, 4:30pm-7pm, and Saturday, 10am-noon. The Evening School Office phone number is (615) 904-8391.

Students enrolled in the Graduate Ed. Leadership Cohort Programs are not eligible for parking permits because of the student service fee waiver.

Measles, Mumps & Rubella (MMR):
No Shots---No Registration:
Effective Fall 2007 Semester, Tennessee Board of Regents will enforce the following changes to the MMR requirements. Students registered part-time (less than 12 hours for undergraduates and less than 9 hours for graduate students) will not be required to provide proof and an MMR hold will not apply. However, if students are full time, they must submit proof of two (2) doses of Measles, Mumps and Rubella (MMR) vaccine on or after the first birthday or proof of immunity to measles in order to register for classes. Forms are available online at [http://www.mtsu.edu/healthservices/](http://www.mtsu.edu/healthservices/) Health Services will no longer waive the requirement for students taking only off-campus, on-line, and correspondence courses. There is also a new mandate from the State of Tennessee Department of Health requiring new full time students born after 1979 to show proof of the varicella virus (chickenpox). This will be implemented July 1, 2011. Call Health Services at (615) 898-2988 to request more information.

Evaluations

During the Fall and Spring semesters, students will be given the opportunity to evaluate their instructor by the standard departmental evaluation procedure. Course evaluations will be conducted between October and December. An MTSU staff member may attend your class to administer this evaluation or you may be asked to assist with administering a course evaluation for another faculty member's course. For departmental course evaluations, ITD will tabulate student’s responses and provide the instructor and chair with the results online at [https://blueinfo.mtsu.edu/cgi-bin/DW-bin/faceval/faceval_signon.pl](https://blueinfo.mtsu.edu/cgi-bin/DW-bin/faceval/faceval_signon.pl)

In addition, faculty and students are asked to evaluate the University College staff. For University College evaluations, the UC Office will compile faculty and student’s responses and submit to the appropriate staff members. See appendix E
Class Cancellation

MTSU off-campus classes are usually cancelled if those at the host site are cancelled. To determine if classes are cancelled, students should listen to area radio and television stations; access the News and Media Relations home page at http://www.mtsunews.com/ or call the news line at 615-904-8215. Students should also check their email account and be aware of the policy presented in course syllabus by each faculty member. If site is open, it is the faculty member’s decision to hold class. Faculty should inform students about whether class will be held in case of bad weather in their syllabus, and inform the off-campus coordinator so an email can be sent to the students MTSU email account.
Equipment Request

If there is a request for equipment such as laptops, projectors, etc., instructors are to advise Tammy Q. Bryant at (615) 898-2121 or you may fill out the form below and fax it to (615) 896-7925. Every effort will be made to accommodate requests. All requests are handled on a first come first serve basis.

Equipment Request Form

Instructor Name_______________________________________________________

Course Name & ID______________________________________________________

Course Location________________________________________________________

Requested Equipment____________________________________________________

Course Dates/Times______________________________________________________

This is to certify that I am using the above equipment for class instruction at the above off-campus site.

_____________________________________________________________________

Instructor          Date
Appendices

Appendix A: Travel Information
Appendix B: Hotel Information
Appendix C: Off-campus Directions
Appendix D: Nissan Corporation Rules & Regulations
Appendix E: Instructor’s Evaluation Form (AODL Staff)
Appendix A:

Travel Information

Link to New Travel Claim Form: [http://www.mtsu.edu/boffice/forms.php#as](http://www.mtsu.edu/boffice/forms.php#as)
Click on the excel file “Travel Expense Claim”

1. The University College Off-campus travel account will reimburse you for travel expense based on MTSU policy number IV:04:09. The Claim for Travel Expenses form includes instructions on how to complete the form.

2. Travel claims must be submitted to University College Off-campus Office. MTSU Box 54 (Tammy Quimbley Bryant), within thirty (30) days of any travel. (Use account # 2-14110).

3. Claims submitted more than 30 days after completion of travel must be accompanied by a written explanation.

4. Claims submitted at the end of the fiscal year are due no later than July 3. Claims submitted late must accompany a written explanation.

5. You will be paid $0.47 per mile to use your personal vehicle.

6. Return the attached form in order to reserve a University car. This will be charged to University College (Account # 214110).

7. Mileages exceeding the point-to-point are considered vicinity mileage.

8. Meals are not reimbursed unless overnight travel is required.

9. Please do not submit your entire claim at the beginning or end of the semester.

10. Signature on claims must be an original and signed in ink.

11. Reimbursement for in-state lodging must be pre-approved by University College
1. (615) 898-2121. Currently the state will reimburse with receipt up to $101/night plus tax in most cities.

TO: Faculty
FROM: University College (Off-Campus Office)
RE: Off-campus Travel

Please complete the information below and return to MTSU Box 54, Tammy Q. Bryant.

Name___________________________________________________________________
Address_________________________________________________________________
Phone___________________________________________________________________
Course Title____________________________________________________________

___________Yes; I will need a car reserved for the following days:
What time will you pick up the car? __________________________

___________No; I will not need a car.

If you check “yes”, I will reserve a car for each day your course is scheduled to be taught off-campus. **It is essential that you notify University College and/or Motor Pool to cancel a reserved car.**

If you have question, please contact Tammy Q. Bryant at 898-2121.

**Below is the link to the new travel claims form.**

http://www.mtsu.edu/boffice/forms.php
Appendix B

Hotels for Faculty Teaching Weekend Classes

Overnight stay for lodging is reimbursed ONLY if you travel 50 miles or more one way.

Meals are not eligible for reimbursement if an overnight stay is not required.

See State reimbursement rates below:

Budgeting and Travel
TENNESSEE BOARD OF REGENTS
Effective date: October 1, 2014 until revised by the Chancellor
General Reimbursement Rates

<table>
<thead>
<tr>
<th>Standard mileage rate</th>
<th>$0.47</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum parking fees without receipt</td>
<td>$8.00 per day</td>
</tr>
<tr>
<td>Fees for handling of equipment or promotional materials</td>
<td>$20.00 per hotel</td>
</tr>
</tbody>
</table>

Employees are to utilize the U.S. General Services Administration CONUS (Continental United States) rates provided by the federal government. The CONUS rates are located on the U.S. Government's web page at [http://www.gsa.gov/](http://www.gsa.gov/). Use the CONUS standard rates for all locations within the continental United State not specifically shown on the web page as a listed point.

In-State Travel Reimbursement Rates

**Level I Counties and Cities**

<table>
<thead>
<tr>
<th>Day of Departure &amp; Return</th>
<th>Maximum Lodging</th>
<th>Maximum Meals &amp; Incidentals</th>
</tr>
</thead>
<tbody>
<tr>
<td>75% of M&amp;I</td>
<td>$132.00 + tax</td>
<td>$66.00</td>
</tr>
</tbody>
</table>

*Davidson County*

**Level II Counties and Cities**
<table>
<thead>
<tr>
<th>Day of Departure &amp; Return</th>
<th>Maximum Lodging</th>
<th>Maximum Meals &amp; Incidentals</th>
</tr>
</thead>
<tbody>
<tr>
<td>75% of M&amp;I</td>
<td>$107.00 + tax</td>
<td>$46.00</td>
</tr>
</tbody>
</table>

*Anderson County, Shelby County, Knox County, Hamilton County, Gatlinburg, Pigeon Forge, Sullivan County, Williamson County, Montgomery County, Putnam County, Rutherford County, Washington County (Includes Paris Landing, Montgomery Bell, Natchez Trace, Pickwick, Fall Creek Falls, and Henry Horton State Parks).*

**Level III Counties and Cities**

<table>
<thead>
<tr>
<th>Day of Departure &amp; Return</th>
<th>Maximum Lodging</th>
<th>Maximum Meals &amp; Incidentals</th>
</tr>
</thead>
<tbody>
<tr>
<td>75% of M&amp;I</td>
<td>$83.00 + tax</td>
<td>$46.00</td>
</tr>
</tbody>
</table>

*All other counties and cities not listed above.*

**Standard Out-of-Country Rates**

<table>
<thead>
<tr>
<th>Day of Departure &amp; Return</th>
<th>Maximum Lodging</th>
<th>Maximum Meals &amp; Incidentals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Actual exp or 75% of M&amp;I</td>
<td>Actual Expense</td>
<td>Actual expense or $71.00</td>
</tr>
</tbody>
</table>

*(Per diem amount only to be used when receipts are not available)*

**MTSU Travel Policies**

- Per Diem
- Forms
- Comprehensive Travel Regulations

For additional information, please refer to the addendum to [TBR Policy 4:03:03:00 - General Travel](#) or contact travel personnel at 898-2941 or 898-2942.
Appendix C

Off-campus Locations

Cason Lane Academy
1330 Cason Lane
Murfreesboro, TN 37128
Mr. Lee Wilkerson
615-848-7145

- From MTSU, start out going west on E. Main Street, then turn left onto Middle Tennessee Blvd., then turn right onto Mercury Blvd/70S W/TN-1W, then turn right onto SE Broad for 1.2 miles then turn left onto Old Fort Pky/TN-96/TN-99. Turn slight right onto Old Fort Pky/TN-96 W/TN-99 W for 2.1 miles then turn left onto Cason Ln for 1.5 miles, Cason Lane Academy is on the right.

Cedar Grove Elementary School
354 Chaney Rd., Smyrna, TN 37167
Mr. Mark Guillen, Principal
615-904-3777

- From I-24 W toward Nashville go 11.5 miles, take the TN-266/Sam Ridley Pky Exit, exit 66, toward Smyrna. Merge onto Sam Ridley Pky W/TN-266 E toward Smyrna. Turn left onto Chaney Rd/Chaney Blvd.

Clifton, TN-CSCC
735 Main St.
Clifton, TN 38425
1-888-346-6581


Collinwood Elementary School
450 N. Trojan Blvd.
Collinwood, TN 38450

Columbia
Columbia State Community College
1665 Hampshire Pike
Columbia, TN 38401
(931) 540-2618

- From Murfreesboro, take HWY 840 to I-65 South. Follow I-65 South to exit 53 (Saturn Parkway). Drive 4.4 miles and turn on Hwy 31 South. Go 8.6 miles and turn right onto HWY 43S/412W. Follow the bypass 6.6 miles, then take exit 412W and take a right onto Business 412 then 1 mile. The videoconferencing classroom is in the Warf building, room 107.

Columbia State Community College (Franklin Site)
104 Claude Yates Drive
Franklin, TN 37164
(615) 790-4430

- Take 840W to Franklin follow 840W till ends at 65N/65S. Take 65N to Nashville/Franklin, then take exit #65/Hwy 96 and take a left and follow to Mack Hatcher Road. Take a right onto Mack Hatcher and follow until Mack Hatcher dead ends into Hillsboro Pike and take a left. Columbia State Community College will be on your left.

Columbia State Community College (Lewisburg Site)
980 Ellington Pkwy
Lewisbug, TN 37091
(931) 359-0351


Cowan Elementary School
501 Cumberland St East
Cowan, TN 37318
(931) 967-7353

- Take I-24 E toward Chattanooga. Take exit 134 for US41A toward Monteagle/Sewanee. Turn left at TN-15W/US-41Alt N/US-64W/W Main St. Turn right at Poplar St N.

Fayetteville
Motlow Community College
1802 Winchester Hwy
Fayetteville, TN 37334
(931) 438-0028

Hickman High School
Bulldog Blvd
Centerville, TN, 37033
(931) 729-2616

- Take TN 840W for 23.6miles, take exit 31 to merge onto I-65 S towards Huntsville, take exit 53 to merge onto TN-396 W/Saturn Pkwy toward Columbia/Spring Hill, merge onto TN-6 Scenic S/US-31 S/Main St. ramp to Columbia continue to follow US-31S, turn right onto W 7th St, continue on Hampshire Pike, turn right onto TN-50 W/Williamsport Pike continue on TN50W for 26.8 miles, continue on Linden Rd, turn right onto S Public Square, turn right on TN-100/E/TN-48 N/N Central Ave. Turn right onto Rosewood Dr., turn left onto Jamie Dr., take the 1st left onto Bulldog Blvd, destination is on the right.

Hohenwald
Hohenwald Intermediate School
206 S. Court Ave
Hohenwald, TN 38462
(931) 796-3264


Independence High School
1776 Declaration Way
Thompson Station, TN 37179

- From Medical Center Pky., merge onto I-24 toward Nashville, merge onto- TN 840W Exit 74A toward Franklin, take the US-31 exit, Exit 28, toward Columbia/Franklin, turn right onto Columbia Pike/US-31/TN-6, take the 1st left onto Declaration Way, destination on the left.

John Colemon Elementary School
100 Wise Dr.
• Take NW Broad St., follow TN-1W/US-41 N/US-70SW for 8.0 miles, take the Tennessee 102 E exit, merge onto Lee Victory Pkwy/Nissan Dr. for 2.4 miles, turn right onto Sam Ridley Pkwy E, take the first left onto Gils St., turn right onto Swan Dr., continue on Espey Dr., then turn right onto Wise Dr., destination is on the left.

John Pittard Elementary School
745 DeJarnette Lane
Murfreesboro, TN 37130
(615) 396-0204

• From Memorial Blvd, turn right onto DeJarnette Lane, then turn left at Pitts Lane, then right, destination is on the left.

Lawrenceburg
Columbia State Community College
1620 Springer Road
Lawrenceburg, TN 38464
(931) 766-1600

• From Murfreesboro, take HWY 840 to I-65 South. Follow I-65 South to exit 53 (Saturn Parkway). Drive 4.4 miles and turn on Hwy 31 South. Go 8.6 miles and turn right onto HWY 43S/412W. Follow HWY 43 South to Lawrenceburg. After arriving at the city limits, turn left at the third stoplight onto Weakley Creek Road. Turn left onto Springer Road. The parking lot for the college is to the right.

Livingston-Vol State:
113 Windle Community Rd.
Livingston, TN 38570

• From the University (MTSU), turn left onto Middle Tennessee Blvd, then turn right on to Mercury Blvd, then turn right onto Broad Stree/US-41/US70/TN-1/TN-2/TN-99. Continue to follow SE Broad St. then merge onto TN-840 E toward Knoxville for 21.7 miles, then merge onto I-40E via Exit 76A toward Lebanon/Knoxville for 53miles, then take the TN-111 exit 288, toward Livingston/Sparta 3miles, then turn left onto TN-111N/Hwy 111S. continue to follow TN-111N for 14.3 miles then turn left onto Sulphur Rd. 1.9 miles Sulphur Rd becomes Windle Community Rd. 0.4miles destination on the right.

McMinnville – Motlow
225 Cadillac Ln
McMinnville, TN 37110
(931) 668-7010

• From the University, take E Main St to N Rutherford Blvd. Turn right onto N Rutherford. Left at TN-1/US-70S E/Mercury Blvd. Take ramp onto Bobby Ray Memorial Pkwy. Turn left at Red Rd. Continue onto Belmont Dr. Turn right at Cadillac Ln.
Murfreesboro
Barfield Elementary School
350 Barfield Crescent School
Murfreesboro, TN 37128
(615) 904-3810


Black Fox Elementary School
1753 S Rutherford Blvd
Murfreesboro, TN 37130

- From the University, take E Main St to N Rutherford Blvd. Right onto N Rutherford. Go 2.9 miles, continuing onto S Rutherford Blvd. School at 1753 S Rutherford.

Nashville, TN
TN School for the Blind
115 Stewarts Ferry Pike
Nashville, TN 37214
(615) 231-7300 phone; Fax: (615) 871-9312

Directions To The Tennessee School for the Blind

From Knoxville: Take I-40 west to Stewarts Ferry Pike Exit 219. Turn Right at the end of the ramp.
From Memphis: Take I-40 East to Stewarts Ferry Pike Exit 219. Turn Left at the end of the ramp.
From Chattanooga: Take I-40 East to Stewarts Ferry Pike. Exit 219. Turn Left on to Stewarts Ferry Pike.
From Louisville Kentucky:
Take I-65 South to Briley Parkway. Follow the signs to International Airport or Opryland Hotel.
Take I-40 East to Stewarts Ferry Pike, Exit 219. Turn Left on to Stewarts Ferry.

Pulaski
Tennessee Tech. Center
1233 East College Street
Pulaski, TN 38478
(615) 424-4015


Rockvale Middle School
6551 Hwy 99
Rockvale, TN 37153
(615) 904-6745

• Take Old Fort Parkway. Turn left at TN-99W/New Salem Rd. Continue 5.3 miles.

Shelbyville – MTEC
200 Dover St Ste J
Shelbyville, TN 37160
931) 685-4444

• Take Church St/US-231/Shelbyville Highway south to Shelbyville. Turn right at Elm St. Continue onto Union St. Turn left at Hope St. Take first right onto Dover St.

Siegel Middle School
355 West Thompson Lane
Murfreesboro, TN 37129
(615) 904-3830

• From the university, take Middle Tennessee Blvd north to E Clark. Continue onto E Clark. Right onto Memorial Blvd/US-231. Left onto Thompson Ln.

Smyrna
Nissan Training Center
983 Nissan Dr.
Smyrna, TN 37167
(615) 459-1124

• From Nashville take I-24 East, take exit 70 (Almaville Rd.). Turn left onto Almaville Rd. Continue to Smyrna. Take a left onto Murfreesboro Rd. Look for Nissan Gate 11

Southside Elementary School
1224 Murfreesboro Rd.
Lebanon, TN 37090

From the University (MTSU), Turn right onto Middle Tennessee Blvd., then turn right onto Memorial Blvd (Mapco on the corner) go 22.1 miles then arrive at Southside Elementary on your left.

Tullahoma
Motlow State Community College
6015 Ledford Mill Rd.
At the Nissan Training Center every effort is made to create an environment which stimulates the learning process while minimizing peripheral problems associated with facilities and classroom scheduling. This guide will assist you in understanding the ground rules and operational procedures which have been implemented in order to provide an effective learning environment.

**NOTE:** Please announce to your students the information pertaining to **Student Access, Dress Code, Smoking Policy, Food, Items Not Allowed on Company**
BUILDING ACCESS FOR MTSU FACULTY

The Training Center is normally open and staffed from 6:30 a.m. until 4:30 p.m., Monday through Friday. During that time you can expect that someone will generally be available to assist you in making arrangements for your classroom and equipment needs.

Access to the Training Center outside the times listed above can be obtained as follows:

It is necessary that Security be informed beforehand that you intend to use the Training Center on specific dates and times. As an MTSU instructor in the Nissan on-site degree program, your name will be on an approved visitor list, including dates and times of your classes. When you reach the security checkpoint on Sam Griffin Road (Gate 11), please identify yourself and let the security officer know that you will be teaching an MTSU class that evening/day at the Training Center. The security officer will allow you to proceed to the Training Center. Approach the front door to the Training Center, push the button on the call box located on your right, and ask the security officer to unlock the door and leave it unlocked until the evening’s classes are over. The security officer will unlock the left-hand door by remote control and admit you into the building. When you are ready to leave the building, make sure that all persons for whom you were responsible have exited the building. If you are the last MTSU instructor to leave the building, push the button on the call box outside the front door, notify Security that you are leaving the premises, and request that the door be locked. Then check to be sure the door locks.

If you should need access to the Training Center at any other time than your normal class time, please contact the Training Center office to make arrangements in advance.

COPIER AVAILABILITY

There is no longer a copier available for your use. Please bring copies of materials, hand-outs, etc. needed for your class with you.

STUDENT ACCESS

Students enrolled in MTSU classes at the Nissan Training Center should identify themselves to the security officer upon arrival at the security station on Sam Griffin Road (Gate 11). The security officer has a list of students who are enrolled in your class so they may be admitted onto Nissan property. (If there are changes to your class roll, please notify the Training Center office.) Students may enter the Training Center when the first MTSU instructor has arranged for the building to be opened for the evening.

It’s assumed that students normally shouldn’t need to arrive at the Training Center any earlier than ½ hour prior to the beginning of class, and the security officers at Sam Griffin Road security station will apply that rule. If exceptions are required for specific dates (e.g., to meet the professor before class for a make-up exam), the professor should contact Kevin Smith (220-4350) or Jackie Turner (459-1124) in advance so that arrangements can be made for the student to have early access to the Training Center.
DRESS CODE
Students are expected to meet MTSU's dress code. Short shorts and tank tops are not generally allowed at the Nissan Training Center, and shoes are required at all times. The shop area may require more stringent dress requirements. Please consult a Training Center staff member if you are unsure about specific apparel.

SMOKING POLICY
The Training Center itself is a smoke-free building. Your students may smoke outside the front of the building before and after class, and during break time, should you choose to give your class a break during the evening.

FOOD
Persons attending a training function at the Training Center are encouraged to eat in the break room during the designated break or meal period; however, food is not forbidden in the classrooms as long as it does not create untidy conditions or disruption. Food and beverages are prohibited in the shop area.

ITEMS NOT ALLOWED ON COMPANY PROPERTY
Camera phones, cameras, intoxicants, firearms, explosives, and illegal drugs are not allowed on company property.

SHOP AREA
Students should not enter the shop area unless your class is scheduled to be held in the shop area.

EMERGENCIES
If you are in the building and an emergency develops, help can be summoned by dialing 459-1111 (61111) on any internal telephone. Nissan Central Security may also be contacted at extension 459-1947. (61947).

EVACUATION PLAN AND DIAGRAM
Please take a moment to locate and read the evacuation plan posted in the main hallway of the Training Center. It identifies the various exits in the event of fire or other emergency.

CONTACTING THE NISSAN TRAINING CENTER
The telephone number of the Training Center office is 459-1124. Someone is usually available to answer this phone during day-shift working hours. After hours it may be necessary to contact Nissan Central Security at 459-1947.

IF ALL ELSE FAILS...
Hopefully this guide will assist you in your use of the Nissan Training Center. If you encounter a problem not covered here, please let us know. The following is a list of persons who will be able to assist you:
Appendix E

Instructor Evaluation of Off-campus Courses

Please assist us in evaluating the Off-campus department of University College. This survey will help the Off-campus staff determine how to better serve our instructors. Please circle the appropriate response under each column, and then return the evaluation through campus mail to Dr. David Gotcher at MTSU Box 54.

Rating: 1-strongly disagree  2-disagree  3-Neutral  4-agree  5-strongly agree

1. This was my first time teaching an Off-campus course  Yes  No
2. Support was adequate
3. Equipment was available and useful
4. I would rate my off-campus experience this semester as a positive one
5. Off-campus site appropriate for teaching efficiently
6. What changes can we make to serve you better
7. If you experienced problems, please describe them
8. Comments: