



## Forensic Anthropology Center Daily Photos Application



Contact Info: Derek Boyd; dboyd15@vols.utk.edu, Mailbox: Strong Hall 505

Please complete the application and return to Derek Boyd by January 10, 2018.

Electronic copies of the application WILL be accepted via email. Late or incomplete applications WILL NOT be accepted.

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Email Address: \_\_\_\_\_@vols.utk.edu Phone: \_\_\_\_\_  
 Student ID No.: \_\_\_\_\_ Year: Fresh Soph Jr. Sr. GRAD Major: \_\_\_\_\_

### **This application is for daily photos only!**

Have you processed with the FAC before? **YES NO**  
 Have you received a unit of ANTH 493 credit for processing? **YES NO** When? \_\_\_\_\_  
 Would you like to receive a unit of ANTH 493 for daily photos? **YES NO**

If yes, then you need to fill out an additional form and submit it to Dr. Jantz in her mailbox no later than January 16<sup>th</sup>!

### Things to consider if you wish to receive a unit of credit for daily photos:

- 1) You cannot receive credit for daily photos if you have not processed for a unit a minimum of one semester. But, you can still volunteer!
- 2) You are required to assist with daily photos when you are on shift. You are allowed a maximum of two unexcused absences to receive full credit. If you are unable to make your shift for any reason, you are responsible for finding someone to fill in for you who is either a daily photos volunteer or who has worked with (or is working with) the FAC and is BBP safety certified.
- 3) You may not sign up for a shift that ends within one hour of your class. It may take upwards of thirty minutes or more to get from ARF to Strong Hall or any other campus buildings. We are not responsible for your tardiness.
- 4) If you cannot meet the minimum of 11 visits to ARF over the course of the semester, you agree to picking up processing shifts to make up the deficit. If you must pick up a processing shift, you must notify Derek Boyd and Christine Bailey via email.

### Things to consider if you do **NOT** wish to receive a unit of credit for daily photos:

- 1) We ask that you stick to your word about your availability, and that you conform to the first three considerations listed above. If you cannot meet these expectations, we will not ask you to assist with photos, and you may be prevented from assisting in the future.

### **Please indicate your availability below:**

Note: Indicate all available times that you'd be willing to help out at ARF. You will **not** be expected to attend every single day and time you include in this application. This exercise is merely for scheduling purposes.

	Tuesday	Wednesday	Thursday	Friday
7:00am-10:00am				
10:00am-1:00pm				
1:00pm-4:00pm				
4:00pm-6:00pm				
Additional Comments				

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**Information Required for Registration as a Volunteer for the FAC**

**ACTIVITIES ENGAGED IN BY VOLUNTEER:**

**Responsibilities:** to assist graduate students with photographic documentation of donors at the Forensic Anthropology Center. This includes removing and replacing tarps, positioning scales, and assisting with the FAC-related requests of the supervisor (e.g., ARF maintenance).

**Purpose:** to provide students with experience in physical anthropology as it pertains to the Forensic Anthropology Center.

NAME OF PROGRAM COORDINATOR: Dr. Lee Meadows Jantz

PHONE NUMBER OF PROGRAM COORDINATOR: 865-974-4408

NAME OF VOLUNTEER PROGRAM: Forensic Anthropology Center Volunteers

VOLUNTEER APPROVED FOR USE OF UNIVERSITY VEHICLE? **NO**

(source: RTF form, <http://riskmanagement.tennessee.edu/volstdnt.htm>)

Name: \_\_\_\_\_  
Please Print

Semester you plan to work: **FALL** **SPRING** **SUMMER** **YEAR:** \_\_\_\_\_  
Circle one

Social Security Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Marital Status: \_\_\_\_\_

Sex ( M or F )                      US Citizen?      Yes / No

Ethnic Background: \_\_\_\_\_

Address: \_\_\_\_\_

Phone#: \_\_\_\_\_

Email: \_\_\_\_\_

County of Residence: \_\_\_\_\_

By signing this form, I agree to abide by the requests of the FAC, and that all information indicated above is true and correct to the best of my knowledge.

Signature \_\_\_\_\_ Date \_\_\_\_\_

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OFFICE OF THE  
UNIVERSITY REGISTRAR

**REGISTRATION ADD FORM**

**Present completed form to the academic department responsible for the course to be added.**

UTK ID# \_\_\_\_\_ TERM/YEAR \_\_\_\_\_

LAST NAME \_\_\_\_\_ EMAIL \_\_\_\_\_

FIRST NAME \_\_\_\_\_ PHONE # \_\_\_\_\_

STUDENT LEVEL  UNDERGRADUATE  GRADUATE

STUDENT PROGRAM/MAJOR \_\_\_\_\_

CRN	Course Number/Section	Course Title	# of Hours	Grading Options S/NC, A-F, P/NP, Audit
99912	COLG 101/001	<b>EXAMPLE</b> Introduction to College	3	A-F

\* To add Business undergraduate courses, please visit Business Undergraduate Programs in 338 Haslam Business Building.

Students: Please explain/list the reason(s) or error message(s) that are preventing you from registering online through MyUTK for this course.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SIGNATURES: Instructor or Department Head approval may be required. Check with the academic department for more information.

Lee Meadows Jantz \_\_\_\_\_

INSTRUCTOR NAME (Please Print) INSTRUCTOR SIGNATURE

DEPARTMENT HEAD NAME (Please Print) DEPARTMENT HEAD SIGNATURE

**Present completed form to the academic department responsible for the course to be added.**

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FAQ's (Keep this page for your own information.)

### **1. How do I fill out the Add/Drop form?**

Course information: CRN: 22362      Course Number/Section: 493/004      Course Name: FAC Intern  
#of hours: 1      Grade options: A-F      Comment section: Instructor permission required

**\*note: you can only receive one FAC internship credit per semester.**

### **2. What is the difference between an intern and volunteer with the FAC?**

An intern is a student in Anthropology that works for the FAC for credit during the academic year. A volunteer does not work for credit. Many of the tasks performed by interns and volunteers overlap, but interns will be expected to be present during assigned work hours and be available for assisting with other FAC activities on an as needed basis.

### **3. I am a UT student interested in working with the FAC for credit as an intern. What do I do?**

Students wanting to receive one credit hour per semester for FAC work must contact Dr. Lee Meadows Jantz, [ljantz@utk.edu](mailto:ljantz@utk.edu), via email. The email must include your name and student ID number and must be received no later than the second Thursday of the semester. Retroactive credit is not permitted.

### **4. Do you need to be a UT student in order to work with the FAC?**

Yes you must be a UT student in order to volunteer with us. You may be a transfer student or a recent graduate with prior FAC work experience. We do offer summer internship opportunities for non-UT students.

### **5. I am a previous volunteer or intern, what do I need to do to maintain or renew my relationship with the FAC?**

All volunteers and interns must complete a registration form each semester. This allows us to have the most up to date information for emergency purposes and record keeping. You are able to switch between an intern and volunteer depending on your interest and availability.

### **6. Do you need to be an Anthropology major to volunteer?**

This is a preference, but not a requirement. Related fields (Biology, Chemistry, Criminal Justice, or Pre-med/Pre-Dental) will also receive preference. We ask that you are at least minoring in Anthropology.

### **7. What types of jobs are available?**

This program focuses on people interested in physical anthropology. Tasks range from processing skeletal remains, body donation placements and skeletal pick-ups, bone labeling, collection upkeep, to maintaining databases, filing, and data entry. Experience level and osteology skills are the major factor in determining your role with us.

### **8. What are the minimum requirements to work at the Anthropology Research Facility?**

New undergraduate students with the FAC cannot immediately work at the outdoor facility. An undergraduate must pass Osteology with a "B" or better, have had all required immunizations, have maintained proper BBP training in the last year, and have worked in the processing aspect of the center for at least 1 semester. Graduate students do not have the minimum requirement of 1 semester to help at the facility. Job assignments are based on experience, skills, and at the discretion of the FAC staff.

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### **9. What are the minimum requirements to work in the collections as a labeler?**

An undergraduate must pass Osteology with a “B” or better and have worked in the processing aspect of the center for at least 1 semester. Job assignments are based on experience, skills, and at the discretion of the FAC staff.

### **10. Do I need to purchase an FAC shirt?**

All volunteers and interns are asked to purchase a black FAC shirt to wear while working in order to be able to clearly identify your affiliation with the center. These shirts can be obtained during the semester training (check or cash only) or during business hours in the anthropology department. You may purchase one short sleeved shirt at a discount.

### **11. Where can I get the necessary vaccinations?**

The Student Health Center provides most vaccinations needed. You also can go the County Health Building. Or consider making an inquiry of your primary care physician.

### **12. Can I start processing before I get shots?**

No, you must have at least started the Hepatitis series prior to working in any of our labs. The hepatitis vaccine is a requirement of attendance at the university. It is assumed that you have at least begun the series if not completed it. If neither is the case, you may not participate in lab or facility activities.

### **13. It has been a long time since I had my Hepatitis vaccination, do I need to get one again?**

No, there is a titer you can get to see if you have the antibodies.

### **14. What type of vaccination documentation is necessary?**

We do not require documentation of vaccinations. HIPAA prevents us from seeing your records without a release. Signing our application prevents us from being liable if you receive an injury and did not provide accurate or honest information. Please do not provide us with your full medical records.

### **15. Do I need health insurance?**

Yes. It is a good idea. Do understand that as a volunteer the University does not cover doctors’ appointments if an accident occurs.

### **16. What is the Blood Borne Pathogen (BBP) and OSHA training?**

This is a 1 to 2 hour lecture on exposure risks associated with human materials and the general safety precautions that should be taken specific to the FAC. Once completed for the first time, you will be given a site-specific training and the protocols associated with your assigned duties. The site-specific training is one-time training. However, the BBP training is a required annual training. If you are a returning student you will be sent an email requesting that you take an online refresher course and test through Blackboard. This test is typically taken in the fall even if you started working in the spring semester.

### **17. What types of risks are associated with this work?**

Most volunteers will be handling material that is of low risk for any biological agents. The FAC does not accept donations from those with communicable or infectious diseases. The most common risks include mishandling of sharp implements and tripping hazards.