



THE UNIVERSITY OF  
**TENNESSEE**  
KNOXVILLE

COLLEGE OF COMMUNICATION  
AND INFORMATION

## *Center for Undergraduate Studies & Advising*

### *Academic Advising Syllabus*

#### **Advising Mission**

The University of Tennessee, Knoxville, places academic advising within the teaching/learning mission of the institution and recognizes it to be a critical component of students' educational experience and undergraduate success. Faculty, professional academic advisors and administrators promote academic advising as a shared responsibility with students. Academic advising serves to develop and enrich students' educational plans in ways that are consistent with their aspirations, interests, strengths, and values, preparing them for a life of learning in a diverse and global society.

#### **Student Learning Outcomes**

Students will demonstrate that they *know*

- curricular requirements, academic standards, and academic milestones related to an intended/chosen academic program in order to graduate in a timely fashion
- university and college academic policies and procedures
- the career and professional development opportunities available as well as on-campus support for the identification and exploration of experience learning, leadership, and career paths
- campus resources, programs, and support systems that promote academic success

Students will demonstrate they *can*

- develop an academic plan and assess degree progress through graduation
- critically reflect upon academic and career goals
- develop skills and strategies for academic success that include using institutional resources, policies, and procedures
- take responsibility for making decisions regarding their academic success

#### **Advising Policy**

Prior to enrolling for the first time at the university, all degree-seeking first-year students and transfer students are required to meet with an academic advisor. Readmitted students must also meet with an academic advisor prior to reenrolling.

Students who fall under any one of the following categories are required to meet with their advisor prior to registering for fall and spring terms: 1) students who have earned fewer than 30 hours at UT-Knoxville; 2) students following exploratory tracks; 3) students identified as "off track" by uTrack; 4) students on Academic Probation (must also be advised prior to summer term). All other students are required to meet with their advisor during a designated term each year. Students whose ID numbers end in an even digit are required to meet with their advisor during fall semester. Students whose ID numbers end in an odd digit are required to meet with their advisor during spring semester. **All students are encouraged to consult with their advisor at any point during a term or academic year.**

## Advising Appointments

Appointments are scheduled online by logging into MyUTK and clicking on the GradesFirst link in the Academic Resources section. Your UT Student ID card will be required when you come for your appointment. The CCI Center for Undergraduate Studies & Advising is located in room 202 in the Communication Building. Office hours are 8:00 a.m.-5:00 p.m., M-F. **If more than 10 minutes late to your advising appointment, you will be required to reschedule.** CCI academic advisors may be contacted by e-mail or by calling (865) 974-3603.



## Advising 2020: The Volunteer Experience

At UT, academic advising is all about you! The Volunteer Experience is a university-wide advising model that integrates academic and career advising with self-development and experience learning. The model consists of four major components: Self-Exploration, Career Exploration, Experience Learning, and Academic Planning.

## Student & Advisor Roles

### As a UT Student, I Will:

- Discuss my experience at UT with my advisor.
- Understand that advising is a joint responsibility with my advisor and that I am responsible for making academic decisions.
- Reflect on my strengths, interests, and values as I co-create my academic plan with my advisor.
- Use the tools my advisor provides me to prepare for each advising session and follow through on referrals made at subsequent appointments.
- Know curricular requirements, academic standards, and academic milestones related to my intended/chosen academic program in order to graduate in a timely fashion.
- Be deliberate in selecting General Education courses, choosing them for the knowledge and skills they help me develop and the opportunity they provide to further explore my academic and career interests.
- Utilize the career and professional development opportunities available as well as on-campus support for the identification and exploration of experience learning, leadership, and career paths.

### As Your Academic Advisor, I Will:

- Serve as your guide. As we learn more about each other, we will build a mutual rapport and trust.
- Help you explore your strengths, interests, and values to make the most out of your Volunteer experience.
- Introduce you to resources on campus that will allow you to explore career and major opportunities.
- Help you confirm your major and/or career choice and prepare for your future through experiential learning (i.e. internships, leadership opportunities, engagement in your academic discipline, service-learning, etc.).
- Encourage you to engage holistically in your college experience (academically, socially, culturally, and professionally) preparing you for a life of learning in a diverse and global society.
- Support you as you develop an academic plan that is consistent with your aspirations, interests, strengths, and values.
- Encourage you to celebrate your successes while challenging you not be satisfied until you achieve your full potential.

## **Advising Resources and Academic Services**

- Center for Career Development - <http://career.utk.edu/>
- Counseling Center - <http://counselingcenter.utk.edu/>
- MyUTK - <https://myutk.utk.edu/>
- One Stop Student Services - <http://onestop.utk.edu/>
- Student Disability Services - <http://sds.utk.edu/>
- Programs Abroad Office - <http://studyabroad.utk.edu/>
- Student Success Center - <http://studentsuccess.utk.edu/>
- Undergraduate Catalog - <http://catalog.utk.edu/>