



# ENGINEERING ACADEMIC ADVISING SYLLABUS

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**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, administrators, and professional staff 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 personal values, goals, and career plans, preparing them for a life of learning in a global society

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## I. STUDENT LEARNING OUTCOMES:

Students will demonstrate they *know*

- Curricular requirements, progression standards, UTrack requirements, and course sequencing related to a chosen/intended academic program in order to graduate in a timely fashion
- The career and professional development opportunities available as well as on-campus support for identification and exploration of career paths (Career Services Office, Engineering Professional Practice Office)
- Academic policies and procedures (Undergraduate Catalog)
- Campus resources and support systems that promote academic success (Student Success Center)

Students will demonstrate they *can*

- Develop an academic plan and assess degree progress through graduation (Banner DARS, Undergraduate catalog)
- Critically reflect upon academic and career goals
- Develop skills and strategies for academic success that include accessing and using institutional resources, policies, and procedures
- Take responsibility for making decisions regarding their academic success

Students will demonstrate they *value/appreciate*

- The importance of academic planning and their role in the process
- The importance of enhancing their degree with cocurricular/extracurricular and inter/intracultural experiences
- Their responsibilities as educated citizens of UT and of a democratic, diverse, and global society
- The educational process and learning across the lifespan

## II. ADVISING POLICY:

Prior to advanced registration, all students who have earned fewer than 30 hours at UT Knoxville or are on Academic Probation, or have not declared a major within a specific college (undecided, pre-major, interest, undeclared) or are flagged as Off Track by UTrack system are required to meet with an advisor during each main term of the academic year (i.e., during fall and spring). All other students are required to consult with an advisor for a substantial conference during a designated term each year. Students whose ID numbers end in an even digit are required to meet with an advisor during fall semester. Students whose ID numbers end in an odd digit are required to meet with an advisor during spring semester. However, Engineering students are encouraged to consult regularly with their major advisor during each semester of the academic year, especially if they plan to participate in internship or co-op positions that might affect class scheduling.

Once a student in the College of Engineering finishes the first year coursework, they progress to their major and are assigned to a faculty advisor in their department. This is typically after the student completes Math 141-142 (Honors 147-148) and EF 151-152 (Honors 157-158). For Computer Science, these progression courses are Physics 135-136 (Honors 137-138) and Computer Science 102 and 130. In all cases progression to the major includes being in Good Academic Standing (2.00 or better cumulative GPA). For most students this will be at the end of freshmen year, but for some it might be the following year in December if they finish these courses in the Fall semester.

## III. STUDENT EXPECTATIONS:

- Schedule an advising appointment early each semester. **To make an advising appointment in the Engineering Advising Office, use the GradesFirst link sent to your UT email by the Engineering Advising Office.**
- Keep any advising appointments you make. **If you are more than ten minutes late to your scheduled appointment, you will be required to reschedule at another time.**
- Cancel any advising appointments that you are unable to attend, as these appointments will be used by other students
- Review your curriculum in the Undergraduate Catalog and the Engineering Student Guidebook

- Ensure you are on track to meet progression standards or UTrack milestone requirements (if required for your major, including GPA or course requirements) by reviewing your DARS report and UTrack report
- Write down your current schedule and a tentative plan for next semester
- Write down any questions you have for your advisor
- Consult with your advisor and the financial aid office before making drastic changes to an agreed-upon schedule
- Consult with your advisor and the financial aid office on issues related to academic progress, a change in program, registration for study abroad, internships and co-ops, courses to be taken at another institution, withdrawal from courses, or withdrawal from the university
- Make final decisions and take responsibility for your academic career
- Pay attention to semester deadlines
- Read any e-mails or letters that are sent to you by your advisor, advising center, or academic college
- Bring ROTC academic plans to your advisor early enough so that those forms may be filled out before they are due

**IV. ADVISOR EXPECTATIONS:**

- Be accessible to you during reasonable hours
- Provide a means through which you can schedule appointments
- Understand the curriculum, graduation requirements, and university policies
- Understand the progression requirements and UTrack requirements for the different majors in their college
- Provide accurate information
- Discuss specific university, college, and departmental requirements, procedures, and deadlines
- Help you define and develop realistic goals and discuss the linkage between academic preparation and career opportunities
- Assist you in planning programs of study, both short-term and long-term, that are consistent with your abilities and interests; such as course load, academic background, program demands, and employment or personal commitments
- Refer you to other services, departments, and specific individuals as special needs are identified
- Monitor your progress toward educational goals and keep accurate, up-to-date records of academic progress
- Help you identify special needs and acquaint you with services and programs provided by the college and the university
- Respect your right to privacy of educational records and discuss confidential information only with appropriate individuals and for the purpose of serving your best interests
- Help you assume responsibility for your decisions and actions

**V. IMPORTANT DATES IN THE ACADEMIC CALENDAR FALL/SPRING:**

<p><b><u>August:</u></b></p> <ul style="list-style-type: none"> <li>• Be aware of drop/add dates and other deadlines especially financial deadlines</li> </ul>	<p><b><u>January:</u></b></p> <ul style="list-style-type: none"> <li>• Be aware of drop/add dates and other deadlines especially financial</li> <li>• Attend Study Abroad Fair</li> </ul>
<p><b><u>September – November:</u></b></p> <ul style="list-style-type: none"> <li>• Schedule appointment with advisor to plan for Spring</li> <li>• Attend Study Abroad Fair hosted by Programs Abroad Office</li> <li>• Attend Fall Job Fair hosted by Career Services (September)</li> <li>• Attend Co-Op Fair hosted by Engineering Professional Practice(September)</li> </ul>	<p><b><u>February – March:</u></b></p> <ul style="list-style-type: none"> <li>• Schedule an appointment to meet with your advisor to plan Summer/Fall</li> <li>• Attend Spring Job Fair hosted by Career Services(March)</li> <li>• Attend Co-Op Fair hosted by Engineering Professional Practice (March)</li> </ul>
<p><b><u>October – November:</u></b></p> <ul style="list-style-type: none"> <li>• Register for classes once eligible</li> </ul>	<p><b><u>March – April:</u></b></p> <ul style="list-style-type: none"> <li>• Register for classes once eligible (summer and fall)</li> </ul>
<p><b><u>December:</u></b></p> <ul style="list-style-type: none"> <li>• Final exams</li> </ul>	<p><b><u>May:</u></b></p> <ul style="list-style-type: none"> <li>• Final exams</li> </ul>

**VI. ADVISING RESOURCES:**

- Academic Calendar [http://registrar.tennessee.edu/academic\\_calendar/index.shtml](http://registrar.tennessee.edu/academic_calendar/index.shtml)
- Banner DARS – look on MyUTK <http://my.utk.edu>
- Career Services Center <http://career.utk.edu/>
- Undergraduate Catalog <http://catalog.utk.edu/>
- MyUTK <http://myutk.utk.edu/>
- Student Success Center <http://studentsuccess.utk.edu/>
- Study Abroad Office <http://studyabroad.utk.edu/>
- Engineering Professional Practice <http://www.coop.utk.edu/index.html>
- One Stop Student Services <http://onestop.utk.edu>

Contact information for individual colleges:

<p><b>Agricultural Sciences &amp; Natural Resources</b> 125 Morgan Hall Phone: (865) 974-7303</p>	<p><b>Communication &amp; Information</b> 202 Communications Building Phone: (865) 974-3603</p>
<p><b>Architecture &amp; Design</b> 103B Art &amp; Architecture Building Phone: (865) 974-3232</p>	<p><b>Education, Health, &amp; Human Sciences</b> 332 Bailey Education Complex Phone: (865) 974-8194</p>
<p><b>Arts &amp; Sciences</b> 313 Ayres Hall Appointments: (865) 974-4483 Phone: (865) 974-4481</p>	<p><b>Engineering</b> 202 Estabrook Hall Phone: (865) 974-4008</p>
<p><b>Business</b> 342 Haslam Business Building Phone: (865) 974-5096</p>	<p><b>Nursing</b> 203 Nursing Building Phone: (865) 974-7606</p>
	<p><b>Social Work</b> 303 Henson Hall (865) 974-3351</p>