



THE UNIVERSITY OF
TENNESSEE
KNOXVILLE

COLLEGE OF COMMUNICATION
AND INFORMATION

ACADEMIC ADVISING SYLLABUS

Center for Undergraduate Studies & Advising

College of Communication and Information - <http://www.cci.utk.edu/>

Center for Undergraduate Studies and Advising - <http://www.cci.utk.edu/advising>

Undergraduate Catalog - <http://catalog.utk.edu/>

Hilltopics Student Handbook - <http://dos.utk.edu/hilltopics/>

Advising Mission

The College of Communication and Information faculty and staff understand and recognize the important role academic advising plays in a student's educational experience and their undergraduate success. Academic advising is promoted as a shared responsibility and an opportunity to enrich a student's educational plans. Academic advisors assist students with tailoring an academic program consistent with their interests, goals, career plans, and abilities within the criteria set by the college for completion of degree requirements.

Student Learning Outcomes

Students will demonstrate they **know**

- Curricular requirements, milestones/uTrack or progression 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
- Academic policies and procedures
- Campus resources and support systems that promote academic success

Students will demonstrate they **can**

- Develop an academic plan and assess degree progress
- 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 co-curricular/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

Advising Policy

Students who fall under any one of the following categories are required to meet with an advisor during fall and spring semesters: 1) students who have earned fewer than 30 hours at UT-Knoxville; 2) students who are following exploratory tracks; 3) students who are identified as “off track” by uTrack; 4) students on Academic Probation. All other students are required to meet with an advisor 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. **Students are encouraged to consult with an advisor at any point during a term or academic year.**

All students should review carefully the prescribed curriculum for their major and should choose courses in accordance with the requirements for the major. The student, not the advisor, bears the ultimate responsibility for educational planning, selecting courses, meeting course prerequisites, and adhering to policies and procedures.

Once a student in the College of Communication and Information has completed the milestones or has met the progression requirement for their major, they are assigned a faculty advisor in their major school. Prior to meeting a progression requirement or completion of the milestone courses, a student will be advised by their advisor in the College’s Center for Undergraduate Studies and Advising.

Communication and Information Exploratory Track

The C&I Exploratory track is designed for students who have not chosen a specific major within the College of Communication and Information (advertising, communication studies, journalism and electronic media, public relations). Selecting an academic major is one of the most important decisions a student will make in college. Exploratory students are advised in the College’s Center for Undergraduate Studies and Advising. The student’s advisor will assist them in deciding on which major best matches their unique interest areas and academic talents. Exploratory students will schedule and attend two advising sessions each semester.

Exploratory students will engage in a pro-active advising program. As part of the program, exploratory students will take Communication and Information 150, Communication in an Information Age, their first semester at UT. The information provided in that class will be useful in selecting a major. Exploratory students must transition into a major no later than the end of their fourth tracking semester (2nd year of study).

Student Expectations

- Schedule and attend an advising appointment early each semester. **If more than 10 minutes late to your appointment, you will be required to reschedule.**
- Cancel any advising appointment you are unable to attend
- Review the curriculum for your major prior to meeting with an advisor
- Review the progression requirement for your major, if applicable
- Review milestones for your major, if applicable
- Complete milestones for each tracking semester, if applicable

- If off track in your major, develop an advisor-approved plan aimed at getting back on track
- Review your tracking audit, academic history and/or degree audit report (DARS)
- Write down a tentative plan for next semester
- Come prepared to ask questions and participate in your advising
- Consult with your advisor about your academic progress, changes in your academic, educational, or career goals, plans for study abroad, academic policies and procedures (i.e., course withdrawal, repeating a course, grade replacement, transferring credits from another institution, residency requirements)
- Discuss with your advisor any specific concerns about your program and current classes
- Consult with your advisor before making changes to your academic plan
- Read e-mails and follow up on information from your advisor or Advising Center personnel
- Make decisions and be responsible for your academic career

Advisor Expectations

- Be accessible during the advisor's office hours
- Provide accurate information
- Assist in planning an academic program that is consistent with your academic and educational goals and your abilities
- Understand milestones or progression requirement, curriculum, and graduation requirements for your major
- Monitor your progress in your program and keep accurate records
- Discuss university and college requirements, academic policies and procedures
- Acquaint you with services and programs provided by the college and the university
- Provide referrals when, and if, special needs are identified
- Respect your right to privacy of educational records and confidential information

Advising Steps for Success

- Attend all class meetings and get to know your professors
- Read your UT e-mail regularly
- Develop good study habits
- Seek academic assistance early, if needed
- Review your grades and academic history on MyUTK at the end of each semester
- Contact your advisor if needing assistance or having questions about your program

Advising Resources and Academic Services

- Center for Career Development - <http://career.utk.edu/>
- Counseling Center - <http://counselingcenter.utk.edu/>
- MyUTK - <https://myutk.utk.edu/>
- Office of Disability Services - <http://ods.utk.edu/>
- Programs Abroad Office - <http://studyabroad.utk.edu/>
- Student Success Center - <http://studentsuccess.utk.edu/>

Advising Appointments

Students are advised to schedule an appointment with an advisor early in the semester. Appointments are scheduled online by logging into MyUTK and clicking on the GradesFirst link in the UTK Student Academic Links box. Your UT Student ID card will be required when you come for your appointment. Office hours are 8:00 a.m.-5:00 p.m., M-F.

CCI Advisors' Contact Information

Advisors in the CCI Center for Undergraduate Studies and Advising may be contacted by e-mail or by calling (865) 974-3603.

- Betty Bradley, Director of Advising bbradley@utk.edu
- Rochelle Nelson, Academic Advisor rochellenelson@utk.edu
- Gary Peterman, Academic Advisor petermg@utk.edu

College of Communication and Information

School of Advertising and Public Relations
476 Communications Building
(865) 974-3048
<http://adpr.cci.utk.edu/>

School of Communication Studies
293 Communications Building
(865) 974-0696
<http://cmst.cci.utk.edu/>

School of Information Sciences
451 Communications Building
(865) 974-2148
<http://www.sis.utk.edu/>

School of Journalism and Electronic Media
333 Communications Building
(865) 974-5155
<http://jem.cci.utk.edu/>