
CASNR ADVISING MISSION: The College of Agricultural Sciences and Natural Resources (CASNR) at the University of Tennessee Knoxville aligns and celebrates the [University's Advising Mission](#) of placing advising within the teaching/learning mission of the institution. Academic Advising in CASNR takes a holistic and student centered approach by highlighting the importance of the advising relationship through and beyond graduation. In this approach, advising extends beyond class scheduling and registration and into undergraduate research opportunities, exploring career related goals, and seeking practical and internship experience. Advising as an extension of teaching is especially understood in CASNR because the teaching faculty serve as undergraduate advisors and foster a strong sense of student empowerment, and shared responsibility in the advising relationship. Advisors in CASNR are committed to preparing students to be self-directed critical thinkers and leaders in their professional fields who understand and value the importance of collaboration, initiative, persistence, and integrity.

Exploratory Students: The University of Tennessee offers a wide variety of educational programs, and features over xxx majors housed within 9 colleges and schools. Selecting an academic major is one of the most important decisions you will make in college. Therefore, this decision should not be made without serious consideration, and should be based on your unique interest areas and academic talents.

At UTK, Exploratory means you are not sure of your major within a particular college or within the entire university. Students can be Exploratory in the Colleges of Agricultural Sciences and Natural Resources, Arts and Sciences, Business Administration, Communication and Information Sciences, Education, Health and Human Sciences and Engineering. Students can also choose to be University Exploratory if they are unsure of a college academic home.

For some students, the major exploration process is straightforward and a major can be easily identified. For others, the major selection process can be quite challenging, and requires a greater level of exploration. Wherever you find yourself in this range, UTK has the resources and tools to help you identify the major that is best suited for you.

Exploratory students will engage in a pro-active advising program designed to help them throughout the major selection and career exploration process. Exploratory students will:

- Meet with an assigned college exploratory advisor during Summer Orientation to establish an action plan for fall and spring terms
- Elect to enroll Fall term in a special section of First Year Studies 101 that focuses on the major/career exploration process
- If not enrolled in a FYS 101, complete an on-line assessment inventory called TypeFocus (explores personality, interests, values, careers and goal setting).
- Meet during Fall term with your assigned exploratory advisor to discuss your TypeFocus results and plan for spring term
- Use UTrack report and DARS to keep track of milestone courses and progress on your degree plan
- Learn to use Career Services resources to research potential majors and careers
- Explore action items that will enhance your major/career search and discuss these with your exploratory advisor during the spring advising conference (internships, study abroad, undergraduate research, meetings with professors in selected majors, volunteer in a field you are interested in pursuing)

Your college or university exploratory advisor will guide you through the decision-making process by helping you explore and develop a structured plan for exploration and decision-making.

I. STUDENT LEARNING OUTCOMES: *What you will know, do and value as a result of your advising experience!*

Students will demonstrate they *know* (by the end of the fall semester)

- Curricular requirements, milestone courses, 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* (by the end of spring semester)

- 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 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 (by the end of spring semester)
- The importance of enhancing their degree with co-curricular/extracurricular and inter/intracultural experiences (by the end of spring semester)
- Their responsibilities as educated citizens of UT and of a democratic, diverse, and global society (on-going)
- The educational process and learning across the lifespan (on-going)

II. ADVISING POLICY:

Students are assigned to advisors based on their major or exploratory track. Advising centers and designated offices in each college advise most freshmen and sophomores. Faculty advisors, working closely with the advising centers, guide most advanced students. At all levels, campus-wide guidelines for good advising are supplemented by specific college standards, guidelines, and evaluation.

All students are encouraged to consult with their advisors at any time.

For the College of Agricultural Sciences and Natural Resources the advising contact/advisor for exploratory students is Dr. Brent Lamons.

The following groups of students are required to meet with an advisor during each tracking semester (fall and spring):

All students with fewer than 30 hours.

Students following exploratory tracks.

Students identified as “off track” by UTrack.

Students on Academic Probation.

All other students are required to consult with an advisor for a substantial conference during a designated semester 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.

All students at the university should review carefully the prescribed curricula of the respective degree-granting units and should choose courses in accordance with their college preference. The student, not the advisor, bears the ultimate responsibility for educational planning, selecting courses, meeting course prerequisites, and adhering to policies and procedures.

III. STUDENT RESPONSIBILITIES

- Schedule an advising appointment early each semester
- Complete exploration assignments previous to your advising appointment
- Review your curriculum in the Undergraduate Catalog and Academic Majors Guides
- Ensure you are on track to meet milestone or progression standards (if required for your major) 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 before making drastic changes to an agreed-upon schedule
- Consult with your advisor on issues related to academic progress, a change in program, registration for study abroad, internships and coops, 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
- Keep any advising appointments you make
- Cancel any advising appointments that you are unable to attend

IV. ADVISOR RESPONSIBILITIES:

- Be accessible to you during reasonable hours
- Provide a means through which you can schedule appointments
- Understand the curriculum, graduation requirements, and university policies
- 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 FOR EXPLORATORY STUDENTS:

<u>August:</u> <ul style="list-style-type: none">• Review your advising materials from Orientation• Be aware of drop/add dates and other deadlines• If needed, see your advisor the first week of school	<u>January:</u> <ul style="list-style-type: none">• Be aware of drop/add dates and other deadlines• Review your spring term action plan• Attend Study Abroad Fair
<u>September – October:</u> <ul style="list-style-type: none">• Schedule appointment with advisor to plan for Spring• Take TypeFocus Inventory• Attend Study Abroad Fair	<u>February – March:</u> <ul style="list-style-type: none">• Schedule an appointment to meet with your advisor to plan Summer/Fall• Complete your action plan assignments previous to your advising appointment

<ul style="list-style-type: none"> • Attend Fall Job Fair (September) 	<ul style="list-style-type: none"> • Attend Spring Job Fair (March)
<p><u>October – November:</u></p> <ul style="list-style-type: none"> • Register for classes once eligible • Connect with and utilize University academic and social resources. • Check with academic coach in the Student Success Center on how to prepare for finals 	<p><u>March – April:</u></p> <ul style="list-style-type: none"> • Register for classes once eligible • Make plans for a productive summer (attend summer school, secure an internship or volunteer in an area of interest, participate in a study abroad program, secure a summer job)
<p><u>December:</u></p> <ul style="list-style-type: none"> • Final exams 	<p><u>May:</u></p> <ul style="list-style-type: none"> • Final exams

VI. ADVISING RESOURCES: (ADD LINKS)

- Academic Calendar
- Catalog
- MyUTK
- Student Success Center
- Add other resources, e.g. Career Services, Tutoring, etc.
- Contact information for individual colleges:

<p>Agricultural Sciences & Natural Resources 125 Morgan Hall Phone: (865) 974-7303</p>	<p>Communication & Information 202 Communications Building Phone: (865) 974-3603</p>
<p>Architecture & Design 224 Art & Architecture Building Phone: (865) 974-3232 (No exploratory students)</p>	<p>Education, Health, & Human Sciences 332 Bailey Education Complex Phone: (865) 974-8194</p>
<p>Arts & Sciences 313 Ayres Hall Appointments: (865) 974-4483 Phone: (865) 974-4481 <i>All University Exploratory students are advised in Arts and Sciences Advising Services</i></p>	<p>Engineering 202 Estabrook Hall Phone: (865) 974-4008</p>
<p>Business 342 Haslam Business Building Appointments: https://advisortrac.utk.edu/TracWeb40/Default.html Phone: (865) 974-5096</p>	<p>Nursing (No exploratory students) 203 Nursing Building Phone: (865) 974-7606</p>
	<p>Social Work (No exploratory students) 303 Henson Hall (865) 974-3351</p>