

313 Ayres Hall

Appointments: 865-974-4483

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### Texts:

- Major Guides - <http://www.utk.edu/advising/>
- Strong Interest Inventory - <http://career.utk.edu/students/choosing-a-majorcareer/career-counseling-and-assessments/>
- Exploratory Workbook - <http://artsci.utk.edu/advising/tips-for-the-undecided-student/>
- “What to Do With a Major In?” - <http://whatcanidowiththismajor.com/major/>
- “Your Advising Appointment” - <http://artsci.utk.edu/advising/ways-to-prepare-for-academic-advising/>

### Mission

Arts and Sciences Advising Services academic advisors guide Exploratory students in developing and implementing sound educational plans that are consistent with their values and their academic and career plans. Assigned advisors provide tools and resources that allow students to explore major options as well as make progress toward graduation through the completion of general education courses. Through individual attention, accurate and timely information, and referrals when appropriate, advisors assist Exploratory students in making a smooth and academically sound transition to their chosen degree program.

### Goals

- To assist students in becoming responsible, self-directed learners and skilled decision makers
- To encourage students to reflect on their personal values, goals, and career plans
- To promote the exploration of career paths and education opportunities
- To assist students in developing an academic plan that allows both for exploration and for completion of graduation requirements
- To assist students in making a smooth transition by the end of their fourth term to their chosen degree program that is consistent with their values, goals, and career plans.

### Learning Outcomes:

#### Students will demonstrate they know

- On-campus resources for identification and exploration of career paths
- Strategies for engaging in major and career exploration

- Curricular requirements, milestone courses, and course sequencing related to the academic program(s) they are exploring
- Academic policies and procedures
- Campus resources and support systems that promote academic success

### **Students will demonstrate they can**

- Critically reflect upon their personal values, goals, and experiences as it relates to their career and major decision making process
- Declare a major by their fourth semester and develop an academic plan through graduation
- 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

### **Student Expectations**

Students who are unsure about either their major or career choices need to be active participants in the exploration process as soon as they arrive on campus. If you're wondering how to get started, begin with a few of these tips:

- Utilize all aspects of [Career Services](#) (100 Dunford Hall): interest inventories, career counselors, internship or part-time job postings, résumé-building exercises, DVDs, workshops, and the numerous on-line resources.
- Enroll in an Exploratory section of FYS 101.
- Use the university's General Education requirements to enroll in courses of interest to you. Usually in taking courses to satisfy these requirements, you'll discover areas that interest you. You will also be making progress in your undergraduate degree even though you are unsure of your major.
- Enroll in Counselor Education 205 [Exploring Majors and Careers](#) and/or Counselor Education 212 *Career and Personal Development*.
- Perform an in-depth review of UT's undergraduate catalog, including majors offered and course requirements and prerequisites for the majors.
- Do whatever it takes to be a successful student! An undecided student needs to keep doors open.
- Get involved in volunteer work. Time spent in a variety of tasks may spark a new area of interest. There are numerous [campus organizations](#) that can assist you in finding a way to give back to your community.
- Use the UT Bookstore to review textbooks to get a feel for what a particular course might be like. Browse the shelves for books of interest.
- Take some elective courses just to learn more about various disciplines of study.
- Interview people who have jobs that are appealing to you.
- Get some meaningful work experience (during summers or a part-time job during school).
- Shadow someone for a day in a work setting you would consider as a career.
- Join a student organization that has meaning to you and will help you demonstrate and/or acquire skills. Take on a leadership role in the organization.
- Learn to surf...the Internet, that is. An endless supply of information is available for the avid seeker.

**Advisor Expectations:**

1. Be accessible to you during reasonable hours.
2. Discuss your academic and career interests.
3. Direct you to resources which will allow you to further reflect on your goals and career interests.
4. Understand the curriculum, graduation requirements, and university policies.
5. Provide accurate information.
6. Discuss specific university, college, and departmental requirements, procedures, and deadlines.
7. Help you define and develop realistic goals and discuss the linkage between academic preparation and career opportunities.
8. 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.
9. Refer you to other services, departments, and specific individuals as special needs are identified.
10. Help you identify special needs and acquaint you with services and programs provided by the college and the university.
11. 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.
12. Help you assume responsibility for your decisions and actions.

**Important Dates & Academic Calendar:**

<b><u>August:</u></b> <ul style="list-style-type: none"><li>• Be aware of drop/add dates and other deadlines</li></ul>	<b><u>January:</u></b> <ul style="list-style-type: none"><li>• Be aware of drop/add dates and other deadlines</li><li>• Attend Study Abroad Fair</li></ul>
<b><u>September – October:</u></b> <ul style="list-style-type: none"><li>• Schedule appointment with advisor to plan for Spring</li><li>• Attend Study Abroad Fair</li><li>• Attend Fall Job Fair (September)</li></ul>	<b><u>February – March:</u></b> <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 (March)</li></ul>
<b><u>October – November:</u></b> <ul style="list-style-type: none"><li>• Register for classes once eligible</li></ul>	<b><u>March – April:</u></b> <ul style="list-style-type: none"><li>• Register for classes once eligible</li></ul>
<b><u>December:</u></b> <ul style="list-style-type: none"><li>• Final exams</li></ul>	<b><u>May:</u></b> <ul style="list-style-type: none"><li>• Final exams</li></ul>

**Appointments:**

To schedule an appointment with an academic advisor in our office, simply log into your <http://my.utk.edu> account and click on the "GradesFirst" link found in the advising section of your home page. Once in the "GradesFirst" system, click the "Appointments for Advising or Other Academic Help" button and follow the prompts from there. (Note: E-mailing your advisor to set up an appointment can result in lost time and efficiency.)