

# Tickle College of Engineering Academic Advising Syllabus

Advising in the Tickle College of Engineering (TCE) is an ongoing process designed to assist our students in self-exploration, career exploration, and experience-based learning while ensuring that steady progress is made by helping students create and follow academic plans toward graduation. Our college's advising practices are part of The University of Tennessee's advising program known as The Volunteer Experience. Our model embraces a strengths-based approach and is designed to promote shared responsibility between students and advisors.

## Advising Requirements and Scheduling

Academic Advising in The Tickle College of Engineering (TCE) begins at orientation where advisors review curricular requirements and meet with students to begin planning classes for their first semester at UT. There are orientations for both incoming first-time freshmen students as well as for students transferring to UT from other institutions.

Students who have earned fewer than 30 hours at The University of Tennessee are required to meet with advisors every semester. Both freshmen and transfer students meet with professional advisors in the main Advising Office while completing initial Engineering Fundamentals and first year math classes which are designed to provide an entry-way into the various majors within engineering. Upon successful completion of these courses, students proceed into their specific majors where they meet with departmental professional advisors. After completing 30 hours at UT, students in good academic standing are required to meet with advisors only once per year. Students on academic probation or who are off track will be required to meet with advisors every semester to ensure that academic deficiencies are addressed and overcome.

After reaching 30 hours at UT, students with even ID numbers are required to meet with advisors in fall semesters in order to register for spring classes. Those with odd ID numbers meet in spring before registering for fall classes. Some departments may require their students to meet with advisors every semester. All students are able and encouraged to meet with their advisors more frequently than required. Appointments are scheduled through GradesFirst, accessible to students via their MyUTK account. Students will be contacted via email to schedule their required advising appointments. Students are responsible for creating academic plans which they discuss with professional advisors who can offer suggestions and verify that plans are in line with university requirements and guidelines.

## Engineering Advising and The Volunteer Experience

UT's advising model is designed to encourage students to succeed by exploring their strengths and interests. It incorporates academic and career advising with self-exploration and experience learning to encourage students to reflect, understand, and appreciate their strengths, values, and interests in order to make meaning to their academic experience at UT and develop an understanding of how these attributes fit within the larger scheme of their career aspirations and goals. The Tickle College of Engineering Advising Office infuses this model into their advising experience for engineering students in the following ways:

**Self-Exploration** is defined as exploration and understanding of one's interests, abilities, personality and values and is a fundamental component of advising for students in TCE. From initial meetings with advisors, students are encouraged to explore their own strengths, interests and values. Advisors work with students to encourage their interests not solely in engineering classes but in general education classes geared toward expanding the students' self-understanding and foundational knowledge skills. In addition to specific curricular courses in engineering, calculus, English, and chemistry, students are encouraged to consider general education classes that can expand their horizons and assist in their development. Students are encouraged to reflect upon questions with their advisor such as:

- What interests do I have, and how can I incorporate these interests into my academic and career plans?
- What are my top strengths and what fields of study build upon some of these strengths in the classroom?
- What are some areas of growth for me, and do I have the ability to acquire those skills to be successful in my particular academic program and/or career?
- What experiences have I been successful at or enjoyed in the past, and how do those relate to different programs of study/classes?
- I am struggling in my classes, and I am really not sure if engineering is a good fit for me. What are some resources and services that can help me figure out other options for me to consider?

- I have always wanted to be an engineer and have never really thought about any other option. However, what are some alternatives for me (Plan B and Plan C) should engineering not work out for me?
- What are some of my values and how important is it for these values to be included into my academic and career plans?
- What is holding me back from making a decision related to my academic and career goals?

This emphasis in self-exploration is incorporated into the entire academic experience from first year to graduating senior not only through academics but through university and college led initiatives designed to encourage students in developing their own individual core identities. Advisors encourage students to visit the Center for Career Development to support self-exploration.

**Career Exploration** is the process of researching, investigating, and exploring different career paths and occupations to make decisions related to academic and career goals that are true to one's identity and personality. Advisors will discuss students' career goals, and students are encouraged to reflect upon questions with their advisors such as:

- What are some of the industries and careers that employ individuals with a degree in...?
- How do I go about researching a career/occupation?
- What is the employment outlook and growth of a position in...?
- Where do alumni of the TCE go after graduation?
- Who hires graduates of TCE?
- What resources are available on-campus to assist me with exploring different career paths?

Advisors will be knowledgeable about resources such as national career guides, employment projections within their discipline specific area and be able to appropriately direct students toward such resources as the Engineering Professional Practice Office, The Center for Career Development, and Undergraduate Research opportunities.

**Experience Learning** is the concept of enhancing one's learning through direct experience and reflection. Advisors encourage and enable students to take part in co-ops, internships, undergraduate research, service-learning, study abroad experiences, and other applied hands-on learning opportunities. This helps students learn more about their interests, values, and abilities to acquire lifelong learning and problem-solving skills and to confirm career goals. Advisors will assist students with identifying resources and services on campus such as student organizations, the Engineering Professional Practice Office, the Center for Career Development, the Office of Undergraduate Research, Programs Abroad Office, the Center for Leadership and Service, and others that will assist students in gaining experience learning opportunities. Some questions students might consider are:

- When should I plan to begin work experiences such as co-ops or internships?
- What faculty led courses in engineering are available on study abroad?
- How do I seek pre-approval for courses that I plan to take while studying abroad?
- What resources on campus help with study abroad opportunities?
- Will studying abroad or completing a co-op/internship delay my graduation?
- When should I apply for 5 year BS/MS programs? Graduate school?
- Where do I go to find undergraduate research opportunities?
- Can I receive credit for my undergraduate research?
- What are the benefits of completing undergraduate research?
- How do I find professional student organizations related to my majors/careergoals?
- What are some ways that I can get involved on and off campus?

**Academic Planning** encompass all aspects of The Volunteer Experience. Advisors will assist students in creating plans that meet curriculum requirements while simultaneously encouraging and enabling the previously mentioned facets of self-exploration, career exploration, and experience learning. Students are responsible for making their own plans, but advisors are there to guide them and to ensure that all plans work within university and college requirements. The Volunteer Experience is designed to enable students to take an active role in determining their own matriculation at The University of Tennessee, and their advisors will be beside them every step of the way teaching them how to make the most of their time at The University of Tennessee and The Tickle College of Engineering. Students can consider questions such as:

- Where can I find all the academic information? (hint- online catalog)
- What courses are approved for the different general education categories?
- What minors should I consider in engineering?
- Where do I learn about the pre and co-requisites for my classes?

# Student Responsibilities

While advisors provide students with information and options, students themselves must always take an active role in shaping their own experiences in the Tickle College of Engineering. Students are expected to be on time to advising appointments and to come to all appointments prepared with questions and plans. If a student is unable to attend a scheduled appointment, he or she should cancel the appointment in Grades First and contact the advisor. Students are also responsible for following up on suggested available resources and for making their own informed decisions.

## Advising Resources

- [Academic Calendar](#)
- [Advising Centers on campus](#)
- [Center for Career Development](#)
- [Catalog](#)
- [Engineering Global Experiences](#)
- [Engineering Professional Practice](#)
- [One Stop Shop](#)
- [Student Success Center](#)
- [Study Abroad Office](#)

## Important Dates in the Academic Calendar Fall/Spring

| Time Period               | Important Events  |
|---------------------------|---|
| <b>August</b>             | <ul style="list-style-type: none"><li>▪ Be aware of drop/add dates and other deadlines especially financial deadlines</li></ul>   |
| <b>September—November</b> | <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 Center for Career Development (September)</li><li>▪ Attend Co-Op Fair hosted by Engineering Professional Practice (September)</li></ul> |
| <b>October—November</b>   | <ul style="list-style-type: none"><li>▪ Register for classes once eligible</li></ul>  |
| <b>December</b>           | <ul style="list-style-type: none"><li>▪ Final exams</li></ul>   |
| <b>January</b>            | <ul style="list-style-type: none"><li>▪ Be aware of drop/add dates and other deadlines especially financial deadlines</li><li>▪ Attend Study Abroad Fair</li></ul>  |
| <b>February—March</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 hosted by Center for Career Development (March)</li><li>▪ Attend Co-Op Fair hosted by Engineering Professional Practice (March)</li></ul>  |
| <b>March—April</b>        | <ul style="list-style-type: none"><li>▪ Register for classes once eligible (summer and fall)</li></ul>  |
| <b>May</b>                | <ul style="list-style-type: none"><li>▪ Final exams</li></ul>   |

## Contact Information for Individual colleges:

| <b>College</b>                                       | <b>Contact Information</b>  |
|--|---|
| <b>Agricultural Sciences &amp; Natural Resources</b> | 125 Morgan Hall<br>Phone: (865) 074-7303                                |
| <b>Architecture &amp; Design</b>                     | 103B Art & Architecture Building<br>Phone (865) 974-3232                |
| <b>Arts &amp; Sciences</b>                           | 313 Ayres Hall<br>Appointments: (865) 974-4483<br>Phone: (865) 974-4481 |
| <b>Haslam College of Business</b>                    | 342 Haslam Business Building<br>Phone: (865) 974-5096                   |
| <b>Communication &amp; Information</b>               | 202 Communications Building<br>Phone: 9865) 974-3603                    |
| <b>Education, Health &amp; Human Sciences</b>        | 332 Bailey Education Complex<br>Phone: (865) 974-8194                   |
| <b>Nursing</b>                                       | 203 Nursing Building<br>Phone: (865) 974-7606                           |
| <b>Social Work</b>                                   | 303 Henson Hall<br>Phone: (865) 974-3351                                |