



THE UNIVERSITY OF  
**TENNESSEE**  
KNOXVILLE

COLLEGE OF SOCIAL WORK

University of Tennessee  
College of Social Work  
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BSSW Program  
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Hours: Monday-Friday, 8:00 am-5:00 pm

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### **Academic Advising Staff**

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### **Mission and Purpose:**

The University of Tennessee recognizes academic advising to be a critical component of students' educational experience and undergraduate success. Academic advising in the Bachelor of Science in Social Work (BSSW) program in the College of Social Work is an integral component of our students' educational experience and success as undergraduate 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.

The purpose of academic advising within the College of Social Work is to support, guide, and assist undergraduate and prospective social work majors with admission and progression, academic planning, career exploration, licensure, and resource referrals both within and outside of the University community.

## **What is academic advising?**

Academic advising is a collaborative, student-centered, educational process. Faculty, administrators and professional staff promote academic advising as a shared responsibility with students. Advising is personalized to consider the individualized needs of each student, which may include appropriate referral services. Decisions concerning careers, co-curricular activities, or graduate study may be part of the advising process.

## **Advising Policy**

Prior to enrolling for the first time at the university, all degree-seeking first-year students and transfer students are required to meet with an academic advisor. Readmitted students must also meet with an academic advisor prior to reenrolling.

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

- All students with fewer than 30 hours at UT Knoxville.
- Students identified as “off track” by uTrack.
- Students on Academic Probation.

All other students are required to have a face to face meeting with their assigned advisor at least once during each academic year and are encouraged to meet with their assigned advisor each fall and spring semester.

All students are strongly encouraged to consult with their advisors at any time. The student, not the advisor, bears the ultimate responsibility for educational planning, selecting courses, meeting course prerequisites and adhering to policies and procedures.

## **Who is my advisor?**

Students are assigned to an advisor in the College of Social Work. You can find the name of your primary advisor by logging into your MyUTK account. You can make an appointment with your assigned advisor in MyUTK via Vol Academic Connect.

## **Student Learning Outcomes**

As the result of participating in academic advising, students will be able to demonstrate measurable learning outcomes. Students will demonstrate they *know and understand*:

- Curricular requirements, admission and progression standards, and course sequencing
- Career and professional development opportunities
- 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 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.
- The importance of enhancing their degree with co-curricular/extracurricular and inter/intercultural experiences.
- Their responsibilities as educated citizens of UT and of a democratic, diverse, and global society
- The educational process and learning across the lifespan.

### **Student Responsibilities:**

*To gain maximum benefits from the advising experience in the College of Social Work, students should:*

1. Be familiar with the BSSW curriculum, which is available on the College of Social Work's website.
2. Monitor your academic progress by periodically reviewing your academic history and/or your degree audit report (DARS).
3. Take an active role in your advising session by being prepared to discuss your educational plans and goals.
4. Come prepared to your appointment with your current schedule, a tentative plan for next semester, and any questions you have for your advisor.
5. Ask questions if you don't understand a requirement, policy, or if you have a specific concern.

6. Be honest with your advisor about your academic performance, grades, and career goals.
7. Consult with your advisor before making drastic changes to an agreed-upon schedule.
8. Be aware of important deadlines (drop/add, withdrawal deadlines) and academic policies (repeat policies, College of Social Work progression requirements).
9. Consult with your advisor 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.
10. Make decisions and take responsibility for your academic career.
11. Check your University email account on a daily basis. Read any e-mails or letters that are sent to you by your advisor and/or the College of Social Work.

### **Advisor Responsibilities:**

The academic advisor ensures that students meet all general education requirements and assists each student in planning their academic program.

1. Be accessible to you during reasonable hours through appointments, walk-in hours, telephone, and/or email.
2. Understand the curriculum, admission/progression requirements for the College of Social Work, graduation requirements, and University policies.
3. Provide accurate information.
4. Discuss specific University and College of Social Work requirements, procedures, and deadlines.
5. Help you define and develop realistic goals and discuss the linkage between academic preparation and career opportunities.
6. 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.
7. Help you identify special needs and acquaint you with services and programs

provided by the College of Social Work and the University.

8. Refer you to other services, departments, and specific individuals as special needs are identified.
9. Monitor your progress toward educational goals and keep accurate, up-to-date records of your academic progress.
10. 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.
11. Help you assume responsibility for your decisions and actions.

**To learn more about the BSSW program, students should contact the BSSW program's main office at (865) 974-3352 or [gcox@utk.edu](mailto:gcox@utk.edu).**