



THE UNIVERSITY OF  
**TENNESSEE**  
KNOXVILLE

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DEPARTMENT OF KINESIOLOGY,  
RECREATION & SPORT STUDIES

## Academic Advising Syllabus

### Statement of Intent

This syllabus is designed to outline what is expected of you in the academic advising process during your time as a student in the KRSS Department at the University of Tennessee. Our advisors are here to help you. Please refer to this document before each advising appointment to make sure that you are familiar with how to make the most of the advising relationship.

### Mission

We use a holistic approach to support scholars in the Department of Kinesiology, Recreation, & Sport Studies in their pursuit of success.

### Core Values

Our core values apply to our team of advisors and also reflect the ideals we strive to instill in our students.

#### Integrity

We value accountability, transparency, and ethical behavior in our interactions with others.

#### Commitment to Growth

We commit to life-long learning and continual professional development.

#### Advocacy

We seek to foster an environment in which people feel respected, valued, included, and supported.

#### Relationships

We build relationships characterized by mutual respect, collaboration, and holistic and developmental conversations.

#### Empowerment

We equip others with the resources needed to take ownership of their own journey.

### What is academic advising?

Academic advising is a collaborative, student-centered, educational process through which the advisor helps the student set and achieve academic goals; acquire relevant information and services; and make responsible decisions consistent with their personal skills, interests, career goals, degree requirements, and desire to experience learning in mind. Students are in charge of their own academic journey. Academic advisors are available to help keep them on the road and on track.

### Who is eligible for advising in the KRSS Department?

Students in good standing with more than 30 hours at UTK are required to meet with an advisor once per year. Academic advising for freshmen, sophomores, and new transfer students in the Kinesiology (KNS), Sport Management (SM), and Therapeutic Recreation (TR) majors occurs in the College of

Education, Health, and Human Sciences (CEHHS) Office of Advising & Student Services. If you have not been advised by anyone in CEHHS Advising before, please [visit their website](#) for more information about scheduling an appointment with their office. At the end of each semester, staff in the CEHHS Advising Office will compile a list of students ready to change to departmental advising. Students will be contacted by their new departmental advisor to schedule an advising appointment to complete this transition. Students are encouraged to schedule this appointment as soon as possible after transitioning.

### **How do I schedule an appointment with my advisor?**

Appointments are the primary means of meeting with an advisor but drop-ins are also welcome. Appointments are typically anywhere from 20-30 minutes and must be scheduled in advance. Appointments should be scheduled online using the link to Vol Academic Connect (Navigate) that you will receive from your advisor each fall or spring semester. This email will include a link that will allow you to register for an appointment with your advisor. Please be respectful of your advisor's time and schedule/reschedule/cancel your appointment as far in advance as possible, as our appointments book up quickly. Please make sure to attend your appointment as "no showing" and last minute cancellation may result in delayed course registration, holds on your account, and/or course inaccessibility.

Students whose ID number ends with an even number (including zero) must be advised in the fall for spring registration; students whose ID number ends with an odd number must be advised in the spring for fall registration. However, all students are encouraged to meet with an advisor each term to ensure proper degree progression. Students who are not required to be advised in a given term should meet with their primary advisor during their drop-in advising hours. This will be communicated to students each semester via email and will be held in person and via zoom.

### **What is uTrack?**

Universal Tracking (uTrack) is an academic monitoring system designed to help students stay on track for timely graduation. In order to remain on track, students must complete the minimum requirements for each tracking semester known as milestones. If students go off-track 2 or off-track final, they may be released from their major and referred to a transition advisor in the Center for Career Development and Academic Exploration to pursue a different major.

### **Student Responsibilities**

- Read any e-mails or letters that are sent to you by your advisor, advising center, university leadership, and instructors and respond to actionable items
- Schedule your advising appointment as soon as possible after being contacted by your advisor
- Be mindful of your advisor's time and schedule/reschedule/cancel your appointment as far in advance as possible
- Review your curriculum in the Undergraduate Catalog for the catalog year you are following
- 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, 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
- Pay tuition and fees by deadlines provided, otherwise your schedule may be dropped

- Demonstrate respect for others and self at all times
- Strive to follow the core values listed at the top of this advising syllabus

### **Advisor Responsibilities**

- Be accessible to you during reasonable hours
- Respond to your emails within 48-72 hours during the work week
- Provide a means through which you can schedule appointments
- Understand the curriculum, graduation requirements, and university policies
- 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
- Provide a safe environment in which to discuss your questions, concerns, thoughts, and academic plans
- Respect your right to privacy of educational records, adhering to the guidelines set forth by the Family Educational Rights and Privacy Act (FERPA)
- Maintain a courteous, respectful, and supportive advising environment, abiding by our core values
- Help you assume responsibility for your decisions and actions
- Strive to follow the core values listed at the top of this advising syllabus