**Professional Development For Engineers**

Instructor: Dr. Kevin S. Jones, 160 Rhines Hall ([kjones@eng.ufl.edu)](mailto:kjones@eng.ufl.edu)) 352-846-3301

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Office Hours: By appointment

Objective: Learn about engineering and opportunities at UF.

Rough Weekly Schedule (we will adapt based on your interests!)

Week 1 Intros, Course Overview, Marshmallow Challenge, Time Audit assignment, Elevator Speech

Week 2 Time Audit Discussion, Resume Tips and Discussion, Elevator Speeches, Assignment - Resume

Week 3 Resume Critique, Interview Techniques, Assignment Research Interviewing

Week 4 Mock Interviews, Interview Practice, Career Fair Tips, Assignment - Research a company at Career Fair, Better know your faculty

Week 5 Company Reports, Faculty reports, Email etiquette, Approaching Faculty about research, Assignment - Student Organization in Engineering

Week 6 Student Org Reports, Assignment Time Audit

Week 7 (Getting Ready for Early Registration, Time Audit Early Late, Time Management, Stress Relief, Assignment - final project

Week 8 (10/12, 10/17) Something fun and “buildy"

Assignments:

Reflections – 500 words on Career Show Case and Field Trip

Reports – Weekly activities that will require some work – resumes, time audit, etc

Grades:

40% Reflections

40% Weekly Activities

20% Attendance

A > 93, A- 90-92, B+ 86-89, B 83-85, B- 80-82, C+ 76-79, C 73-75, C- 70-72, D+ 66-69, D 63-65, D- 60-62, F < 60

For more information:

https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx.

Attendance:

“Requirements for class attendance and make-up exams, assignments, and other work in this course are consistent with university policies that can be found at: https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx.”

Accommodations:

“Students with disabilities requesting accommodations should first register with the Disability Resource Center (352-392-8565, www.dso.ufl.edu/drc/) by providing appropriate documentation. Once registered, students will receive an accommodation letter which must be presented to the instructor when requesting accommodation. Students with disabilities should follow this procedure as early as possible in the semester.”

Textbooks: No textbook is required

Evaluations:

“Students are expected to provide feedback on the quality of instruction in this course by completing online evaluations at https://evaluations.ufl.edu. Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open. Summary results of these assessments are available to students at https://evaluations.ufl.edu/results/.”

Academic Integrity:

“UF students are bound by The Honor Pledge which states, “We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: “On my honor, I have neither given nor received unauthorized aid in doing this assignment.” The Honor Code (http://www.dso.ufl.edu/sccr/process/student-conduct-honor- code/) specifies a number of behaviors that are in violation of this code and the possible sanctions. Furthermore, you are obligated to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult with the instructor or TAs in this class.”

Contact information for the Counseling and Wellness Center:

http://www.counseling.ufl.edu/cwc/Default.aspx, 392-1575; and the University Police Department: 392-1111 or 9-1-1 for emergencies.