

PROFESSIONAL DEVELOPMENT

IDH1700 | Fall 2017

COURSE OBJECTIVES

Develop professional & transferable skills
Identify opportunities for personal growth & engagement
Enhance your knowledge of self and self promotion
Create connections within the honors community

EXPECTATIONS

- attend all class sessions on-time and prepared
- actively contribute to discussions
- attend the out-of-class activity
- submit assignments on time, no late assignments accepted
- treat class members with respect and courtesy

REQUIRED READING

Readings will be provided through Canvas.

GRADES

93-100 (A); 90-92 (A-); 87-89 (B+); 83-86 (B); 80-82 (B-); 77-79 (C+);
73-76 (C); 70-72 (C-); 67-69 (D+); 63-66 (D); 60-62 (D-); 59-0 (E);
Incomplete (I) will not be issued.

ASSIGNMENTS

Attendance & Participation | 32 points (4 points each class)

Attendance and participation are mandatory. A list of excused absences can be found in Canvas.

Group Adventure Project | 12 points | Due: Date based on group

Take the class mascot beyond the borders of campus. Your group will give a 10 minutes presentation on your adventure. Presentations should include information about your adventure and photos.

Reflection Activity | 8 points | Due: Randomly assigned in class

Reflection prompts will be provided in-class at various points throughout the semester. Topics will pull from the readings and prior class discussions.

Pitch | 11 points | Due: September 18

Draft, practice, and record your elevator pitch. Your pitch should speak to why you are the perfect fit for a leadership position in an Honors organization (real or one you create). You must also provide a 1-paragraph critique of your pitch.

Resume | 11 points | Due: October 2

Bring a draft resume to class on 9/25. After class, you will be expected to revise your resume. You will be evaluated on how effectively you followed in-class recommendations

On-Campus Involvement | 11 points | Due: October 9

Engage in one of the on-camps activities highlighted in Canvas. Write a 1-page reflection on the experience and submit a picture of yourself participating in the activity.

Opportunity | 15 points | Due: October 16

Search the web for a internship or job you would like to have now or in the future. Provide the link and your thoughts in a 1-page reflection. In addition to your reflection, you will need to submit a tailored resume and cover letter for this position.

Extra-Credit Instructor Meeting | 3 (extra) points | Due: September 25

Get to know your instructors outside of the classroom for a social meeting. Email Kristy or Daniel to schedule your meeting.

COURSE SCHEDULE and ASSIGNMENT DEADLINES

| | |
|--------------|--|
| AUGUST 21 | Introductions Course Overview |
| AUGUST 28 | Exploring Interests Goal Setting |
| SEPTEMBER 11 | Networking |
| SEPTEMBER 18 | Finding Opportunities (Due: Pitch) |
| SEPTEMBER 25 | Developing your Brand |
| OCTOBER 2 | Professional Communication and Etiquette (Due: Resume) |
| OCTOBER 9 | Interview Techniques (Due: On-Campus Involvement) |
| OCTOBER 16 | Course Wrap-up (Due: Opportunity) |

*Please note there is no class on September 4th

ADDITIONAL INFORMATION

Office Hours

If you wish to meet with Kristy outside of class, please email her at kspear@honors.ufl.edu. You may also call the front desk of the UF Honors Program at (352)392-1519 to schedule an appointment. For quick questions, stop by during Kristy's walk-in hours, available at <http://www.honors.ufl.edu/current/advising/>

Accommodations for Students with Disabilities

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.

Online Course Evaluation Process

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/>

UF Honesty Pledge

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-honorcode/>) 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 in this class.