

IDH 1700
Professional Development in Agricultural and Life Sciences
UF Honors Program

Fall 2017 Semester (Section 0041) 1 credit

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This class meets in MAEB room 0238: Wednesdays (3:00-4:55pm). There are no pre-requisites for this course. The class will meet starting August 23 and end on October 11, 2017.

Instructor Office Hours

Wednesdays from 8:00 am – 9:00 am. If I am unable to keep office hours on a given day, I will email the class the day before to notify you. I will be using the Canvas mail system and the UF listserv to communicate class information to you so you must be checking your ufl.edu email account on a regular basis. If the office hours don't work for you, I am happy to schedule an appointment outside of office hours. The easiest thing to do is to call our office (352-392-1963) and ask for an appointment with me.

Student Leaders

TBD

Required Materials

There is no textbook required for this course.

Course Description

In this course, we will work with first-year College of Agricultural and Life Sciences majors to develop an action plan for deeper involvement in their disciplines, whether that be through undergraduate research, internships, leadership, global experiences, or other opportunities. This course operates on a blended and flipped classroom model. There will be intensive, guided work completed online outside of class, complemented by in-class activities, discussions, and panels facilitated by our peer leaders. The combination of out-of-class independent work with in-class activities will allow students to develop a well-researched path to further involvement in the agricultural and life sciences fields.

Learning Objectives

By the end of the course, as a student, you will be able to:

1. Have a better understanding of what it takes to be a manager of your time.
2. Give an elevator speech about yourself and your interests.
3. Create a more effective resume.
4. Present yourself as a more effective interviewee.

Course Website

Throughout the semester, we will rely on our course website. It is best for you to access the course website through the “e-Learning Support Services Homepage.” You will need a Gatorlink account (discussed above) to log on to Canvas in E-Learning. To log on to Canvas in E-Learning, you must go to <http://lss.at.ufl.edu/> and click on the hyperlink “e-Learning.” Click continue and enter your Gatorlink ID and password. You will then be taken to the “My Courses” Homepage. From here, you can easily access the course website by clicking on the appropriate hyperlink (IDH 1700).

Student Responsibilities

Lectures, readings, exercises, and cases will be used throughout the course. You are responsible for all in-class material presented and for all assignments of out-of-class work. If you miss a class, it is your responsibility to get notes from classmates and to talk with the instructor about assignment(s) that are due.

Command of knowledge and course concepts will be shown through a number of written and oral activities. You are responsible for applying what you have learned to various activities that will be assigned. This course requires that students go beyond mere memorization of facts. As a student, you must be willing to apply concepts to your daily life. You are encouraged to maintain an open, receptive, and inquisitive attitude toward learning.

E-Mail Accounts

During the course of the semester, the instructor will rely heavily on e-mail as a vehicle for distribution of important information (e.g., announced quizzes, guest lectures, reading assignments). We will use the email system within Canvas. In addition to Canvas, **Students are required to check their Gatorlink e-mail on a daily basis.** Every student at the University of Florida has the privilege of a Gatorlink account that provides a mailbox and computer lab access. To establish a Gatorlink account, the URL is <http://www.gatorlink.ufl.edu>. You may also go to CIRCA, in the HUB, to establish an account there.

Services for Students with Disabilities

The Disability Resource Center coordinates the needed accommodations of students with disabilities. This includes registering disabilities, recommending academic accommodations within the classroom, accessing special adaptive computer equipment, providing interpretation services and mediating faculty-student disability related issues. Students requesting classroom accommodation must first register with the Dean of Students Office. The Dean of Students Office will provide documentation to the student who must then provide this documentation to the Instructor when requesting accommodation.

The DRC is located at 0001 Reid Hall, 352-392-8565 (www.dso.ufl.edu/drc/).

Software Use

All faculty, staff, and students of the University are required and expected to obey the laws and legal agreements governing software use. Failure to do so can lead to monetary damages and/or criminal penalties for the individual violator. Because such violations are also against University policies and rules, disciplinary action will be taken as appropriate.

Campus Helping Resources

Students experiencing crises or personal problems that interfere with their general well-being are encouraged to utilize the university's counseling resources. The Counseling & Wellness Center provides confidential counseling services at no cost for currently enrolled students. Resources are available on campus for students having personal problems or lacking clear career or academic goals, which interfere with their academic performance.

- *University Counseling & Wellness Center, 3190 Radio Road, 352-392-1575, www.counseling.ufl.edu/cwc/*
Counseling Services, Groups and Workshops, Outreach and Consultation, Self-Help Library, Wellness Coaching
- U Matter We Care, www.umatter.ufl.edu/
- *Career Resource Center, First Floor JWRU, 392-1601, www.crc.ufl.edu/*

Academic Honesty

As a student at the University of Florida, you have committed yourself to uphold the Honor Code, which includes the following pledge: “*We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity.*” You are expected to exhibit behavior consistent with this commitment to the UF academic community, and on all work submitted for credit 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.*”

It is assumed that you will complete all work independently in each course unless the instructor provides explicit permission for you to collaborate on course tasks (e.g. assignments, papers, quizzes, exams). Furthermore, as part of your obligation to uphold the Honor Code, you should report any condition that facilitates academic misconduct to appropriate personnel. It is your individual responsibility to know and comply with all university policies and procedures regarding academic integrity and the Student Honor Code. Violations of the Honor Code at the University of Florida will not be tolerated. Violations will be reported to the Dean of Students Office for consideration of disciplinary action. For more information regarding the Student Honor Code, please see: <http://www.dso.ufl.edu/sccr/process/student-conduct-honor-code>.

Online Course Evaluation Process

Student assessment of instruction is an important part of efforts to improve teaching and learning. At the end of the semester, students are expected to provide feedback on the quality of instruction in this course using a standard set of university and college criteria. These evaluations are conducted online at <https://evaluations.ufl.edu>. Evaluations are typically open for students to complete during the last two or three weeks of the semester; students will be notified of the specific times when they are open. Summary results of these assessments are available to students at <https://evaluations.ufl.edu/results>.

Course grades will be assigned by the following criteria:

For detailed information regarding UF grading policies for assigning grade points, check the following undergraduate catalog web page <https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>.

A	92-100%	C	72-75.99%
A-	89-91.99%	C-	69-71.99%
B+	86-88.99%	D+	66-68.99%
B	82-85.99%	D	62-65.99%
B-	79-81.99%	D-	59-61.99%
C+	76-78.99%	E	<58.99%

It is expected that students will keep track of their course progress on the course website (discussed above) as grades will be updated frequently throughout the semester. Any discrepancies should be reported to Dr. Wysocki as soon as possible.

Grading Calculation Breakdown

Your final course grade will consist of a weighted average of the following:

Weekly Activities	40%
Class Participation	30%
Reflections	30%
Total	100%

Weekly Activities (40% of your final course grade)

Most weeks you will be asked to complete short activities related to the readings and to events that are taking place on campus and the world. Some activities will be worked in in class and others will be turned in electronically, via Canvas and will be due on **Mondays by 11:59 pm**. These short activities are designed to encourage you to keep up with the readings and to test your knowledge of course concepts and readings prior to the regularly scheduled classes.

In addition to the weekly activities, you will receive also receive grades in this category for completing your information sheet, having your picture taken for the information sheet, and meeting with your instructor.

Class Participation (30% of your final course grade)

Given the nature of the honors professional development program, your class participation is critical to the success of this learning experience. Since there are relatively few students in the class, I expect to get to know each of you well. I will use a simple scale to evaluate your participation each time we meet. The scale is as follows:

- 5 pts – Just showing up to class.
- 8 pts – Made comments in class, responded to questions and comments from fellow students.
- 10 pts – Made significant contributions to our discussion and learning.

Make-Up Work: If you need to miss class, please let me know before the class. Excused absences include: illness, death in the family, and job interviews. This make up policy is designed to be consistent with university policies that can be found at:

<https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>.

Reflections (30% of your final course grade)

There are a number of activities that you will be asked to complete. Some of these activities will require a brief reflection paper on your experience. Additional details regarding reflections can be found on the course website.

Guest Speakers

I may bring in a local expert or two relating to the weekly activities. Your attendance and contribution for these announced events will be rewarded as part of your class participation grade.

Optional Field Trip(s)

I am open to arranging for local trips outside of regularly scheduled class time as part of your professional development as students in the College of Agricultural and Life Sciences. For example, we could visit one of the IFAS research facilities near campus. We will discuss your interest in this early on in the semester.

Important Dates

Our First Day of Class	Wednesday August 23, 2017
University Drop/Add Deadline	Friday August 25, 2017 (11:59 pm)
Labor Day (no classes)	Monday September 4, 2017
All students have picture taken/ Info Sheets Due	Wednesday September 6, 2017
Weekly Assignments	Due Monday's by 11:59 pm
Homecoming (no classes)	Friday October 6, 2017
Last Day to Drop a Class	Monday November 20, 2017 (5pm)
Last Class for our Class	Wednesday October 11, 2017

Course Schedule

The order of the coverage of class topics (academic, physical, emotional/psychological, and/or mindfulness) depending on when we can obtain access to the local experts.

- Class 1: (Wednesday Aug 23, 2017)** First day of class. Introductions, Course Overview, Marshmallow Challenge.
Announced Assignment: Time Audit.
Announced Assignment: Elevator Speech.
- Class 2: (Wednesday Aug 30, 2017)** Time Audit Discussion, Resume Tips and Discussion, Elevator Speeches.
Announced Assignment: Resume.
- Class 3: (Wednesday Sept 6, 2017)** Resume Critique, Interview Techniques.
Announced Assignment: Research Interviewing.
- Class 4: (Wednesday Sept 13, 2017)** Mock Interviews, Interview Practice, Career Fair Tips.
Announced Assignment: Research a company at Career Fair.
Announced Assignment: Better know your faculty.
- Class 5: (Wednesday Sept 20, 2017)** Company Reports, Faculty reports, Email etiquette, Approaching Faculty about research.
Announced Assignment - Student Organizations in the agricultural and life sciences.
- Class 6: (Wednesday Sept 30, 2017)** Student Organization Reports.
Announced Assignment: Time Audit.
- Class 7: (Wednesday Oct 4, 2017)** Getting Ready for Early Registration, Time Audit Early Late, Time Management, Stress Relief.
Announced Assignment: Final project.
- Class 8: (Wednesday Oct 11, 2017)** Something fun (need ideas)