**Honors Professional Development**

IDH 1700 R 10:40-12:35pm

LIT 0119

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**PURPOSE OF COURSE:**

To help students build essential professional development skills. Students will be exposed to many areas of the university, particularly resources relevant to College of Journalism and Communications students.

**COURSE GOALS:**

The goal of this course is to build a skill set that will position you for future success. This includes:

1. Develop written and oral communication skills.
2. Identify opportunities for personal growth and engagement.
3. Learn about yourself and develop promotion techniques.
4. Create connections within the honors community.
5. Apply knowledge during real world simulations.

**REQUIRED READING:**

Any supplemental material will be provided by the course instructor.

**GRADING:**

Grading will be very strict in this course to mirror the pressure professional broadcast journalists face. The point-based grading scale in this class is: 93 - 100 (A), 90 - 92.99 (A-), 87 - 89.99 (B+), 83 - 86.99 (B), 80 - 82.99 (B-), 77 - 79.99 (C+), 73 - 76.99 (C), 70 - 72.99 (C-), 67 - 69.99 (D+), 60 - 66.99 (D), Below 60 (E). Note that there is *no rounding* in the points system. UF grading policies: https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx

The following are the components of your grade for the term:

Attendance: 15 points

Participation: 15 points

Elevator Pitch: 20 points

Resume: 15 points

Career Fair Reflection Paper: 5 points

Professional Q&A Reflection Paper: 5 points

Content Presentations: 25 points

**Participation**

This score is a based on student engagement during class.

**Attendance**

Students will earn points for attending class. Points will be deducted for unexcused absences, arrive late or departing early.

**Elevator Pitch**

Create a 1-2 minute video showing your standard elevator pitch when applying to a job in your field of interest. Must include name, title (e.g. student at UF) and what you have to offer the company/ publication you are seeking an internship or employment from. Creativity counts!

**Resume**

Applying what you learned, create a professional resume.

**Career Fair Paper**

Attend the Career Fair taking place at the O’Connell Center September 25 and 26. Use this as a trial run and observe how job seekers dress, questions potential employees ask, etc. Get a feel for the process and note the do’s and don’ts you notice. Write a 300 word reflection on your experience there. *As a result of your experience here, how will you be more prepared for the CJC Job Fair on 10/17. How did you feel as a freshman entering this event? (It’s also a great way to network and secure internships)*

**Professional Q&A**

Gator Nation is everywhere. Take advantage of our well established alumni network. Track down an alumni working in your chosen field. Interview them (phone, skype, email, etc) to get a better understanding of their work, what is takes to be successful, and how UF helped position them for future success. Write a 300 word reflection about what you learned.

**Content Presentations**

Identify a news story centered around the UF or Gainesville community (preferably off campus) and create multiplatform content. This means you will have three unique pieces of content from this story that can be placed on digital, social, television-video, radio-audio, etc. You will then present your content in class during Week 8. Your presentation should include your explanation of your story, why it was important to cover this topic, why you decided to contribute to specific platforms in the 5 minute presentation that showcases your work.

The instructor reserves the right to offer extra credit assignments, which all students will have the opportunity to complete.

**ABSENCES:** Requirements for class attendance, newsroom shifts, and make-up exams, assignments, and other work in this course are consistent with university policies that can be found her: <https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx> Students **will not** be permitted to make up in class assignments when absences are **unexcused** (including vacation or illness without doctor’s note). Because project due dates are assigned in this syllabus at the beginning of the term, all work must be submitted by these deadlines. If you are absent on these days, you will need to submit the work ahead of time or make arrangements with the course instructor BEFORE the deadline.

**Note: Students are NOT allowed to turn in any project work for this class that has also been used or will be used as an assignment, project, report or interview for any other class without prior agreement from the instructor.**

**Missed deadlines result in loss of points. Students will lose one point for each hour an assignment is late during the first five hours. After that, a student will lose five points per day. Example: If an assignment is worth 20 points and it is turned in two days late, a student can only earn a maximum of 10 points.**

**WITHDRAWAL POLICY**

Not all classes fit your schedule or your academic plan, and I understand that. Please know, however, that I very much wish to meet with you before you drop (especially the deeper we get into the semester) to see what we can do to work through any challenges together. If you do have questions about how to drop or the impact on your transcript or financial aid, please visit the Academic Advising website.

**SYLLABUS**

*Every effort has been made to create a syllabus that is as comprehensive and accurate as possible, but each class is a living entity and changes may arise. Please know I will notify you in writing as soon as any syllabus change may arise.*

**ACADEMIC MISCONDUCT:**

Honesty Policy – 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.

Note that failure to comply with this commitment will result in disciplinary action compliant with the UF Student Honor Code Procedures.

See <http://www.dso.ufl.edu/sccr/procedures/honorcode.php>

**Campus Resources**

**Health and Wellness**

UF Counseling Services –Resources are available on-campus for students having personal problems or lacking clear career and academic goals.  The resources include:

-UF Counseling & Wellness Center, 3190 Radio Rd, 392-1575, <http://www.counseling.ufl.edu/cwc/Default.aspx>, counseling services and mental health services.

-U Matter, We Care: If you or a friend is in distress, please contact umatter@ufl.edu or call (352)392-1575 so a team member can reach out to the student.

-Sexual Assault Recovery Services (SARS). Student Health Care Center, 352-392-1161

-University Police Department 352-392-1111 or 911 for emergencies. [www.police.ufl.edu](http://www.police.ufl.edu)

**Academic Resources**

-Career Resource Center, Reitz Union, 392-1601, career and job search services.

-E-Learning technical support, 352-392-4357 (select option 2) or email learning-support@ufl.edu

-Library Support, cms.uflib.ufl.edu/ask

-Teaching Center, Broward Hall 352-392-2010. [www.teachingcenter.ufl.edu](http://www.teachingcenter.ufl.edu)

-Writing Studio, 302 Tigert Hall (352)846-1138. This service offers help with brainstorming, formatting, and writing papers. [www.writing.ufl.edu/writing-studio](http://www.writing.ufl.edu/writing-studio)

-Student Complaints: https://www.dso.ufl.edu/documents/UF\_Complaints\_policy.pdf

**Accommodations for Students with Disabilities**

Accommodation for Students with Disabilities – Students Requesting classroom accommodation must first register with the Dean of Students Office. That office will provide the student with documentation that he/she must provide to the course instructor when requesting accommodation.

**SOFTWARE USE**

Software Use – All faculty, staff and student 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. We, the members of the University of Florida community, pledge to uphold ourselves and our peers to the highest standards of honesty and integrity.

**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/>.

**COURSE SCHEDULE**

**Week One (8/23)**: Syllabus overview; Introductions; ACTIVITY: Scavenger hunt

**Week 2 (8/30)**: Elements of a resume (both creative and standard) with guest speaker; ACTIVITY: Create creative resume on the spot. Go over Elevator Pitch Requirements; Tips for creating an Elevator Pitch

**Week 3 (9/6)**: DUE: ELEVATOR PITCH; DUE: RESUME; ACITIVITY: Resume Critiques. Elements of a good Interview (prep for Career Day) with guest speaker

**Week 4 (9/13)**: ACTIVITY: Mock Interviews; PATH Introduction (Judy Hunter); Content presentation assignment introduced

**Week 5 (9/20)**: Career Fair paper assignment introduced; Professional Q&A interview/reflection introduced; Experience panel; Club panel

**Week 6 (9/27)**: DUE: Career Fair paper; ACTIVITY: Q&A with journalism professionals (students must bring questions for guests).

**Week 7 (10/4)**: DUE: Professional Q&A reflection

**Week 8 (10/11)**: Complete Presentations; A glimpse ahead; Wrap up

Please note: This schedule is subject to change