

# IDH 1700 Honors Professional Development

## University of Florida Honors Program

Fall 2021, Class Number 15036, 1 credit

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This class will meet Thursdays periods 5-6 (11:45 – 1:40 pm) in Little Hall room 117. There are no prerequisites for this course. The class will meet for 8 weeks, starting Thursday, August 23rd and ending Thursday, October 14th.

**Office Hours:** I will make considerable effort to be available outside of our scheduled class meeting-times. You can visit my Express Hours, which are posted in your Honors Cohort Canvas page, or you can call the Honors office (352-392-1519) to schedule an appointment with me. If you have a brief question or comment or just want to check-in, email is best.

### Required Materials

Throughout the semester, all required materials will be posted on Canvas, which can be accessed online: <https://elearning.ufl.edu/>

### Course Description

This is a course for first-semester Honors students of all majors and is designed to be an introduction to the world of professionalism within a university context. The major theme of the course is navigating the balance between the academic self and the professional self. We will explore this balance through readings, reflections, and discussions on the purpose of a university education as well as through skills-based workshops and assignments intended to produce deliverables that can be used in a student's professional pursuits (resume, elevator speech, interview skills, etc.). The course is heavily discussion based and will include several group presentations led by students; full participation is expected.

### Covid Requirements & Guidelines

During our in-person class meetings, everyone is expected to wear a mask regardless of vaccination status. If you are sick, please stay home and self-quarantine. For further information, visit UF's Screen, Test, and Protect website: <https://coronavirus.ufhealth.org/screen-test-protect-2/information-for/students/>

### Grades:

The below grading scale is not subject to change. No "Incomplete" (I) grades will be issued. Students are expected to keep track of their course progress and grades on Canvas throughout the semester. Any discrepancies should be reported to the instructor.

A 92-100%  
A- 89-91.99%  
B+ 86-88.99%  
B 82-85.99%

B- 79-81.99%  
C+ 76-78.99%  
C 72-75.99%  
C- 69-71.99%  
D+ 66-68.99%  
D 62-65.99%  
D- 59-61.99%  
E <58.99%

#### *Grading Calculation*

Weekly Activities & Assignments: 40%  
Class Participation: 30%  
Presentations: 30%  
Total: 100%

#### **Course Calendar**

The below calendar is subject to change. Details for weekly activities and assignments as well as any changes to the schedule will be communicated during class and posted on Canvas.

<b>Week</b>	<b>In Class</b>
Week 1	Introduction, Communication
Week 2	Essay 1 discussion, Elevator Speeches
Week 3	Resumes, Involvement
Week 4	Time Management
Week 5	Resume Peer Review, Essay 2 discussion
Week 6	Interviewing, Networking
Week 7	Wellness
Week 8	Closing, the Future

#### **Attendance Policy**

Attendance is mandatory at each class. More than one unexcused absence will result in final grade reduction by one letter grade for each additional absence. Please arrive on time and ready to work each week. Excused absences must be consistent with university policies in the Undergraduate Catalog and require appropriate documentation:

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

#### **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 (<https://disability.ufl.edu/students/get-started/>).

#### **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, <http://www.counseling.ufl.edu/cwc/> - Counseling Services, Groups and Workshops, Outreach and Consultation, Self-Help Library, Wellness Coaching
- U Matter We Care, <http://www.umatter.ufl.edu/>
- *Career Resource Center*, First Floor JWRU, 392-1601, <https://career.ufl.edu/>

### **University 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 (<https://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 of this class.

### **Online Course Evaluation Process**

Students are expected to provide professional and constructive feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Students will be notified when the evaluation period opens, and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via <https://ufl.bluera.com/ufl/>. Students can access summary results of these assessments online at <https://evaluations.ufl.edu/results/>