IDH 1700 Honors Professional Development
University of Florida Honors Program
Fall 2020, Class Number 15559, 1 credit

Instructor: Michael K. O'Malley
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Office: Virtual (Zoom) during fall semester

This class will meet synchronously via Zoom on Tuesdays periods 7-8 (1:55 – 3:50 pm). Zoom link will be posted in Canvas. There are no pre-requisites for this course. The class will meet for 8 weeks, starting Tuesday, September 1st and ending Tuesday, October 20th.

Instructor Office Hours: Because this course meets virtually, 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-year 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.).

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%
Final Presentation:	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.

Week	In Class
Week 1	Introduction, Resume
Week 2	"Who Are You and What Are You Doing Here?" essay discussion, Involvement, Career Showcase, Elevator Speech
Week 3	Networking
Week 4	Email Etiquette, LinkedIn
Week 5	"Aims of Education" essay discussion, Time Management, Informational Interviews
Week 6	DFW Commencement Address discussion, Interviewing, Presenting
Week 7	"The Work Itself" essay discussion, Practice Interviews, Final Presentation discussion
Week 8	Final Presentations

Attendance Policy
Attendance is mandatory at each class. More than two absences will result in a reduction in overall grade. 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 respectful 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/