

PROFESSIONAL DEVELOPMENT

1 FIRST GENERATION STUDENTS



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OUR COURSE OBJECTIVES

- Locate** resources available on campus and in the community
- Identify** opportunities for personal growth and engagement
- Enhance** your knowledge of self and self promotion
- Develop** professional and transferable skills
- Create** connections within the honors community

OUR EXPECTATIONS

- **Attend** all class sessions on-time and prepared
- **Actively** contribute to class discussions
- **Submit** assignments on time, no late assignments accepted
- **Treat** classmates and instructors with respect and courtesy

the GRADING scale

93-100 (A)	73-76 (C)
90-92 (A-)	70-72 (C-)
87-89 (B+)	67-69 (D+)
83-86 (B)	63-66 (D)
80-82 (B-)	60-62 (D-)
77-79 (C+)	0-59 (E)

This grading scale is NOT subject to change. There will be no incomplete (I) grades issued.

REQUIRED READING



Articles and videos will be provided through the course website on Canvas when needed

ASSIGNMENTS



Attendance & Participation (26 pts)

Attendance and participation are **mandatory**. A list of excused absences can be found on the course page in Canvas.

****Attendance is taken through our 'Pause for Positivity' in the beginning of each class.****



UF Resources Group Project (20 pts)

Due: October 22nd

UF has **NUMEROUS** resources for students. In your assigned groups, you will do **research on one of UF's resources**. More information on the assignment requirements will be discussed in class and will be posted on Canvas. **Every group must do a different resource!**



Elevator Pitch (12 pts)

Due: October 1st

After the class discussion, **draft, practice, and record your elevator pitch**. Your pitch should speak to why you are the perfect fit for a position in an Honors organization (real or one you create). Provide a 1-paragraph critique of your pitch.



Revised Resume (12 pts)

Due: October 15th

You will be expected to **revise your resume**. You will be evaluated on how effectively you followed in-class guidelines and recommendations.



Practice Interview (15 pts)

Due: November 12th

You will be paired with someone in this class to conduct a **practice interview**. You will interview them via FaceTime, zoom, etc. and they will also interview you. Interviews must be **recorded** and a **100 word reflection** about what you learned will need to be submitted with the recording. Rubric is posted on Canvas.



Goals Video (15 pts)

Due: September 17th

Create a **3-5 minute video** about your interest and goals pertaining to your career, involvement, research, study abroad, etc. You can be as creative as you want. Make sure to research the different opportunities UF has, this is a great learning opportunity!



Extra Credit: LinkedIn Profile (3 pts)

Due: December 3rd

Create a **LinkedIn profile** after our discussion about resumes and LinkedIn. In order to get the full points, you will need to have your headshot, bio, education, honors & awards, and courses filled out. **Connect with Homar** when you are done and submit the link to your profile on Canvas.

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.

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/scsr/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.

Class Schedule

INFO

Schedule Changes

**Any changes to this schedule will be communicated via Canvas and/or in class

SEP, 2020

SEPTEMBER 3

- ✓ Welcome and Class Overview, Introductions, Goal-Setting

SEPTEMBER 10

- ✓ Exploring Interests

SEPTEMBER 17

- ✓ Finding Opportunities | [Goals Video Due](#)

SEPTEMBER 24

- ✓ Watch Pitch Lecture before class | Networking: Elevator Pitch Discussion

OCT, 2020

OCTOBER 1

- ✓ Interviewing | [Pitch Due](#)

OCTOBER 8

- ✓ Watch Resume, CL, LinkedIn Lecture before class

OCTOBER 15

- ✓ We Are All in This Together: Diversity and Inclusion Conversation | [Resume Due](#)

OCTOBER 22

- ✓ Spring Registration, Presentations | [Group Resource Project Due](#)

OCTOBER 29

- ✓ Involvement Panel

NOV, 2020

NOVEMBER 5

- ✓ Your Honors Experience, Presentations Continued

NOVEMBER 12

- ✓ Professionalism | [Practice Interview Due](#)

NOVEMBER 19

- ✓ Setting a Healthy Pace, Future Planning

DEC, 2020

DECEMBER 3

- ✓ Course Wrap Up | [LinkedIn XC Due](#)