

# PROFESSIONAL DEVELOPMENT

Honors First Generation | Fall 2021

## COURSE OBJECTIVES

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

## EXPECTATIONS

- attend all class sessions on-time and prepared
- actively contribute to class discussions
- attend the out-of-class group activity
- submit assignments on time, no late assignments accepted
- treat classmates and instructors with respect and courtesy

## REQUIRED READING

Honors on Wednesday + UF Honors 2021 Cohort in Canvas

## INSTRUCTORS

**Kristy Spear, Ph.D.** | kspear@honors.ufl.edu

**Colton Gonsisko** | gonsiskoc@ufl.edu

Individual meetings are encouraged and available upon request.  
Email Dr. Spear to schedule a meeting. Office: 201 Walker Hall

## ASSIGNMENTS

**Attendance & Participation | 30 points ( 2 points per class meeting)**

**Adventure Project | 12 points | Due: Determined by group**

Take the class mascot beyond the borders of campus and give a presentation on your adventure.

**Goals Video | 12 points | Due: September 13**

Create a short video about your interests and goals.

**Revised Resume | 12 points | Due: September 27**

Revise or draft your resume based on the guidelines presented in class.

**Elevator Pitch | 12 points | Due: October 11**

Draft, practice, and record a video of your elevator pitch. Provide a 1-paragraph critique.

**Opportunity | 12 points | Due: November 8**

Locate an opportunity you plan to pursue. Provide a short explanation for how it fits with your long-term goals and create a tailored resume and cover letter for this position.

**Reflection | 10 points | Due: December 6**

Submit a critical reflection of your experience at UF this semester. Include key lessons you have learned and the progress you have made towards your goals.

## Grading Scale

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

## COURSE SCHEDULE / ASSIGNMENT DEADLINES

AUGUST 23	Course Overview	OCTOBER 18	Spring Registration Prep
AUGUST 30	First Gen & Honors	OCTOBER 25	Utilizing Resources
SEPTEMBER 6	Labor Day – No Class	NOVEMBER 1	Involvement Panel
SEPTEMBER 13	Exploring Interests   <b>Goals Video Due</b>	NOVEMBER 8	Interviewing   <b>Opportunity Due</b>
SEPTEMBER 20	Resumes and Cover Letters	NOVEMBER 15	Setting a Healthy Pace
SEPTEMBER 27	Finding Opportunities   <b>Resume Due</b>	NOVEMBER 22	We Are All In This Together
OCTOBER 4	Networking & Professional Communication	NOVEMBER 29	Future Planning
OCTOBER 11	Networking Continued   <b>Elevator Pitch Due</b>	DECEMBER 6	Course Wrap-up   <b>Reflection Due</b>

# ADDITIONAL INFORMATION

## **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/](http://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/sccr/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.

## **In Class Recording**

Students are allowed to record video or audio of class lectures. However, the purposes for which these recordings may be used are strictly controlled. The only allowable purposes are (1) for personal educational use, (2) in connection with a complaint to the university, or (3) as evidence in, or in preparation for, a criminal or civil proceeding. All other purposes are prohibited. Specifically, students may not publish recorded lectures without the written consent of the instructor. A “class lecture” is an educational presentation intended to inform or teach enrolled students about a particular subject, including any instructor-led discussions that form part of the presentation, and delivered by any instructor hired or appointed by the University, or by a guest instructor, as part of a University of Florida course. A class lecture does not include lab sessions, student presentations, clinical presentations such as patient history, academic exercises involving solely student participation, assessments (quizzes, tests, exams), field trips, private conversations between students in the class or between a student and the faculty or lecturer during a class session. Publication without permission of the instructor is prohibited. To “publish” means to share, transmit, circulate, distribute, or provide access to a recording, regardless of format or medium, to another person (or persons), including but not limited to another student within the same class section. Additionally, a recording, or transcript of a recording, is considered published if it is posted on or uploaded to, in whole or in part, any media platform, including but not limited to social media, book, magazine, newspaper, leaflet, or third party note/tutoring services. A student who publishes a recording without written consent may be subject to a civil cause of action instituted by a person injured by the publication and/or discipline under UF Regulation 4.040 Student Honor Code and Student Conduct Code.