IDH 1700 Honors Professional Development
University of Florida Honors Program
Fall 2022, Class Number 26445, 1 credit

Instructor: Michael K. O’Malley
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Office: 209 Walker Hall, see Canvas for office hours Zoom link

This class will meet Thursdays periods 4-5 (10:40 – 12:35 pm) in Little Hall room 117. There are no prerequisites for this course. The class will meet for 8 weeks, starting Thursday, August 25th and ending Thursday, October 13th.

Office Hours: I make considerable effort to be available to you outside of our scheduled class meeting-times, and there are lots of ways to get in touch with me. You can visit my Express Hours, which are posted in your Honors Canvas Cohort, or you can schedule an appointment with me by calling the Honors office (352-392-1519) or going to the advising section in your Honors Canvas Cohort. 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
How do you make the most of your time at UF and in the Honors Program? How do you decide what to do both while you’re at UF and after graduation?

This course for first-semester Honors students of all majors (including exploratory) will address these questions 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 with real-world application (resume, elevator speech, interview skills, etc.). The course is casual but heavily discussion based and will include several group presentations led by students.

Covid Requirements & Guidelines
During our in-person class meetings, everyone is welcome to wear a mask regardless of vaccination status. If you are sick or feeling unwell, please stay home and self-quarantine as appropriate.

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.

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