

IDH1700 Professional Development (Pro Dev) Honors: Exploratory

Rolfs Hall 314; Monday 8th-9th periods (3:00-4:55pm)

University of Florida – Fall 2023

Instructors	
Kellie Roberts, Ed.D. robertsk@ufl.edu (preferred communication) Rolfs Hall 413; 352-273-1655 Office hours: Tuesdays 2:00-4:00pm; Thursdays 10:00am-noon; and by appointment.	Mallory Tyler mallorytyler@ufl.edu Office hours: by appointment.

Course Description

Pro Dev Exploratory offers first-year Honors students a space to become active participants in this exploration process. You will investigate, explore, research, assess, connect, and experience the academic and career-building opportunities available at UF. You'll learn methods and strategies to support your journey to find a major that fits your abilities, values, and interests. This interactive course will have guest speakers and structured and casual discussions about UF's offerings, how to get involved, and how to blend interests. Class activities and assignments will focus on filling your toolbox with strategies for making authentic academic and co-curricular choices (class scheduling and 4-year plan) and developing career-minded skills and useful products (resume, interview techniques, elevator pitch).

Readings

Canvas course materials and class handouts. Honors on Wednesday. You are not required to purchase a textbook for this class.

Important Semester Dates and Deadlines

Below are university holidays and drop deadline:

August 23	Classes Begin
August, 29 (11:59pm)	Drop/Add ends
November 20	Deadline to drop a class by college petition
September 4	Labor Day
October 6-7	UF Homecoming
November 10	Veterans Day
November 22-25	Thanksgiving Break

For additional critical dates, consult the University of Florida Registrar's office at:

<http://www.registrar.ufl.edu/>

Course Requirements

1. *Attendance/Participation (2 points/class meeting starting 8/28=10pts)*
2. *Elevator Pitch (5 points)*

3. *Resume & Interview (30 points)*
4. *4-Year Plan & Individual Meeting w/your instructors (15 points)*
5. *SAI Reflection/Presentation (10 points)*
6. *Campus Resource Presentation (10 points)*
7. *H-Box Entries (5 points)*
8. *Scavenger Hunt (10 points)*
9. *End of Fall Semester Reflection Paper (5 points)*

****There are 100 points possible for this course.****

Grading Scale

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

Grading Standards: The following grading standards apply:

"A": Appropriately fulfills all the requirements of the assignment. The final product **stands out above others** because of creative elements, unique approaches, content, ideas, or impeccable execution of assignment requirements. An "A-" is just below this standard.

"B": Appropriately fulfills all the requirements of the assignment. **While technically it meets expectations and is a good final product, it does not stand out as unique or superior.** A "B+" is just above this standard but not of A or A- quality. A "B-" is just below this standard.

"C": Some requirements of the assignment are **missing or are not well executed.** Nevertheless, in a general way, it fulfills the assignment. A "C+" is just above this standard but not of B or B- quality. A "C-" is just below this standard.

"D": **Violates significant requirements** of the assignment. Some possibilities: abuse of time-limit guidelines, does not fit the requirements described in the assignment, is very weak in content or organization, etc. A "D+" is just above this standard but not of C or C- quality. A "D-" is just below this standard.

"F": **Grossly violates a significant requirement** of the assignment.

Expectations and Course Policies

Communication with your instructor Check your UF e-mail and Canvas announcements on a regular basis.

General Overview of Presentations and/or Oral Participation When presenting, you

will be expected to conduct yourself in a professional manner in a number of aspects: clothing, language, presentation, and content material. You don't have to wear a 3-piece suit, but you should not look as if you are on your way to work out. We'll discuss appropriate Interview Attire. Clothing communicates a message, and it is important to remember that.

Attendance

- Attendance is required. You earn points for attending and participating **Students with unexcused absences will not earn that day's points.** You have one free absence.
- Excused absences (in order to make up or turn in assignments late) must be properly and officially documented. When possible, you should always contact Dr. Roberts BEFORE the absence. Absences related to university-sponsored events must be discussed with the instructor prior to the date that will be missed.
- Tardiness: If students enter class after roll has been called, they are late, which disrupts the entire class. **Three tardies count as one absence.** If you are tardy, notify the professor after class so the absence can be adjusted to a tardy.
- Look under the "Attendance" tab on CANVAS to keep track of your attendance. If students are absent, they are responsible for making themselves aware of all due dates. If the absence is due to a scheduled event, students are still responsible for turning assignments in on time. Please do not email Dr. Roberts or Mallory asking what was covered on the day you missed class. Instead, arrange to see Dr. Roberts in office hours or make an appointment with her or Mallory to discuss missed material or get the material from a classmate.
- These requirements for class attendance, late papers, make-up assignments, and other work are consistent with university policies that can be found in the online catalog at:
<https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>

Late Work

- Late work will be accepted with a 10% penalty per each day late. No late work will be accepted more than two weeks after the assignment was originally due.

Classroom Environment

- This course uses a seminar format and depends on the creative and collaborative input of all participants. In addition to physical attendance, you are expected to participate in class discussion and assignments.
- It is important that we all feel comfortable speaking and interacting in this class. While you will not be policed for political correctness, it is important to respect and be considerate of others' feelings.
- Communication is a two-way process: it is just as important to be a good listener as it is to be a good speaker. Disrupting, disturbing, bothering, or sleeping while class discussion is happening will hurt your participation grade. You must be respectful and supportive of your classmates.

Special Circumstances Sometimes things do not go as we plan. If you have an unexpected problem at any time throughout the semester, please talk to Dr. Roberts, and she will try her best to help you solve the problem as it relates to our class.

Academic Honesty and Plagiarism All students are required to abide by the Academic Honesty Guidelines which have been accepted by the University. The academic community of students and faculty at the University of Florida strives to develop, sustain, and protect an environment of honesty, trust, and respect. Students are expected to pursue knowledge with integrity. 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 specifies a number of behaviors that are in violation of this code and the possible sanctions. Furthermore, you are obliged 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. Honor Code:

<http://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/>

For more information, see the Student Conduct and Conflict Resolution Web site:

<https://www.dso.ufl.edu/sccr> or call 352-392-1261 x207.

The Honor Code requires Florida students to neither give nor receive unauthorized aid in completing all assignments. Violations include cheating, plagiarism, bribery, and misrepresentation, all defined in detail at the above site.

All submitted work during the course, written or oral, will be the student's personal, original work, with credit given to sources used. [Further, all documentation of absences will be honest representations.] If a student violates this understanding, the penalty will be a failing grade in the course, and adjudication will be processed by procedures approved by the University of Florida Honor Court.

Further Detail on Plagiarism A student shall not represent as the student's own work all or any portion of the work of another. Plagiarism includes but is not limited to:

1. Quoting oral or written materials including but not limited to those found on the internet, whether published or unpublished, without proper attribution.
2. Submitting a document or assignment which in whole or in part is identical or substantially identical to a document or assignment not authored by the student.

Unauthorized Use of Materials or Resources (“Cheating”) A student shall not use unauthorized materials or resources in an academic activity. Unauthorized materials or resources shall include:

1. Any paper or project authored by the student and presented by the student for the satisfaction of any academic requirement if the student previously submitted or simultaneously submits substantially the same paper or project to satisfy another academic requirement and did not receive express authorization to resubmit or simultaneously submit the paper or project.
2. Any materials or resources prepared by another student and used without the other student’s express consent or without proper attribution to the other student.
3. Any materials or resources which the faculty member has notified the student or the class are prohibited.
4. Use of a cheat sheet when not authorized to do so or use of any other resources or materials during an examination, quiz, or other academic activity without the express permission of the faculty member, whether access to such resource or materials is through a cell phone, PDA, other electronic device, or any other means.

UF and State Recording Policy 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

Accommodations and Campus Resources

The University of Florida complies with the Americans with Disabilities Act. Students requesting accommodation should connect with the Disability Resource Center, <https://disability.ufl.edu/get-started/>. It is important for students to share their DRC accommodation letter with their instructor and discuss their access needs, as early as possible in the semester. Please alert me to any accommodation within the first two weeks of class so that we can work together to make your class experience successful.

Additional Resources

1. Health and Wellness

- *U Matter, We Care*: If you or someone you know is in distress, please contact umatter@ufl.edu, 352-392-1575, or visit [U Matter, We Care website](#) to refer or report a concern and a team member will reach out to the student in distress.
- *Dean of Students Office*: Students who experience a family or personal emergency (death in the family, unplanned hospitalization, etc.) may contact the [Dean of Students Office](#) and request notification letters be sent to their professors. 325-392-1261
- *Counseling and Wellness Center*: [Visit the Counseling and Wellness Center website](#) or call 352-392-1575 for information on crisis services as well as non-crisis services.
- *Student Health Care Center*: Call 352-392-1161 for 24/7 information to help you find the care you need, or [visit the Student Health Care Center website](#).
- *University Police Department*: [Visit UF Police Department website](#) or call 352-392-1111 (or 9-1-1 for emergencies).
- *UF Health Shands Emergency Room / Trauma Center*: For immediate medical care call 352- 733-0111 or go to the emergency room at 1515 SW Archer Road, Gainesville, FL 32608; [Visit the UF Health Emergency Room and Trauma Center website](#).

2. Academic Resources

- *E-learning technical support*: Contact the [UF Computing Help Desk](#) at 352-392-4357 or via e-mail at helpdesk@ufl.edu.
- *Library Support*: Various ways to receive assistance with respect to using the libraries or finding resources.
- *Teaching Center*: Broward Hall, 352-392-2010 or to make an appointment 352- 392-6420. General study skills and tutoring.
- *Writing Studio*: 2215 Turlington Hall, 352-846-1138. Help brainstorming, formatting, and writing papers.
- *Student Complaints On-Campus*: [Visit the Student Honor Code and Student Conduct Code webpage for more information](#).

- *On-Line Students Complaints*: [View the Distance Learning Student Complaint Process.](#)
- *Career Connections Center*: Reitz Union Suite 1300, 352-392-1601. Career assistance and counseling services.

Public Speaking Lab Located on the fifth floor of Rolfs Hall, the Public Speaking Lab offers free assistance to those seeking assistance with their speaking skills. During the semester, some lab hours will take place in person and some on Zoom. Staffed by Public Speaking instructors and trained undergraduate peer consultants, the lab welcomes walk-ins during the hours posted at: <http://cwoc.ufl.edu/programs/public-speaking-lab/hours/>. For optimal success, and to ensure available assistance, please plan speeches well in advance.

Students can choose to have their speeches recorded, get feedback on outlines, ask questions about supporting their points, and get ideas about handling speech anxiety. The lab also offers assistance in preparing for interviews, preparing speeches for other courses, or preparing to speak on special occasions. If you have questions about a visit with the lab, please feel free to contact Dr. Dennis McCarty (d.mccarty@ufl.edu)

Student Evaluations Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Guidance on how to give feedback in a professional and respectful manner is available at <https://gatorevals.aa.ufl.edu/students/>. 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/>. Summaries of course evaluation results are available to students at <https://gatorevals.aa.ufl.edu/public-results/>.

Communication Studies Minor The Dial Center offers a minor in Communication Studies (CMS). Our CMS minor is consistently one of the largest minors within the College of Liberal Arts and Sciences. Employers increasingly want to see oral communication skills, and students find the minor pairs well with any major or even fulfills their requirement for an outside concentration. The total minor is just 18 credit hours. Your Public Speaking course counts as one of the core courses for the minor. You can find more information at https://catalog.ufl.edu/UGRD/colleges-schools/UGLAS/CMS_UMN/.

Fall 2023 Tentative Schedule

Rolfs 314, Monday 8th-9th periods (3:00-4:55pm)

While not anticipated, this schedule could change to accommodate unforeseen events. Any changes will be announced in class and/or through Canvas.

*August 19-25--Great Gator Welcome Week, Have fun!!

*August 22, Tuesday, 10am-3pm, Reitz Union Ballroom— Visit the College of Liberal Arts & Sciences “Open House” to learn about CLAS majors/minors, student groups

*August 22, Tuesday, 5pm, New Student Convocation, O’Connell Center

*August 24, Thursday, 3-4:30pm & 5:30-7pm, Student Organization Fair

August 28 Intro to course; Instructions for upcoming assignments and Scheduling; Get to know you activity; Elevator Pitch Lecture

*August 29, Tuesday, 4-6pm, Beyond 120 Open House, Farrison Hall

September 4 Labor Day, No class meeting

Due: Elevator Pitch Video

September 11 Campus Resources; Professional Preparation—Resume Lecture

*September 14, Thursday, 6-9pm—Museum Nights, Harn Museum of Art (this will be a group activity)

September 18 Professional Preparation—Interview Lecture

Due: Resume

Due: 3 Campus Resource Presentations (see schedule)

September 25 Academic Review, Guest Speaker

Due: SAI Reflections

Due: 3 Campus Resource Presentations (see schedule)

Due: Mock Interview (see out of class schedule)

October 2 Review 4-year plan assignment; Premed Reqs, Guest Speaker

Due: 3 Campus Resource Presentations (see schedule)

Due: 4-year Plan Visits (see out of class schedule)

October 9 Career Resource Visit

Due October 13, Friday: 4-year Academic Plan

October 16 Scavenger Hunt and Final reflections

Due: Final date for H-Card Submissions

Due: End of Semester Reflection

**October 20, Friday, Honors Registration for Spring 2024

**October 23—Advanced Registration for Spring 2024 Begins

ALL ASSIGNMENTS ARE DUE ON THE SCHEDULED DATE.