

IDH 1700 Honors Professional Development
University of Florida Honors Program
Fall 2024, Class Number 23507, 1 credit

Instructor: Michael K. O'Malley

Email: omalleym@honors.ufl.edu

Phone: 352-392-1519

Office: 201 Walker Hall, office hours by appointment

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 22nd and ending Thursday, October 10th.

Office Hours: I make considerable effort to be available to you outside of our scheduled class meeting-times, and there are a lot of ways to get in touch with me. You can visit me during Village Advising in the building 3 common area of Honors Village on Tuesdays during periods 6-7 (12:50-2:45), or you can schedule an appointment with me by either talking with me in class, emailing me, 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 informal but heavily discussion based and will include several group presentations led by students.

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

Reflection Assignments: 10%

Communication, Involvement, and Resume Assignments: 35%

Presentations: 15%

Participation and Attendance: 40%

Please note: A minimum grade of B is required in this course to earn Academic Points towards your Honors Completion Requirements. Once you have earned your final grade in this course, please upload the course information and final grade from your Unofficial Transcript into your Honors Canvas Cohort: Honors Completion module to earn Honors Completion credit.

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, Communication

Week 2 Communication Part 2

Week 3 Resumes, Essay 1

Week 4 Involvement

Week 5 Time Management

Week 6 Interviewing, Networking

Week 7 Wellness

Week 8 The Future

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/>