

# IDH 3931 Navigating the Job Search Process with Confidence

*Fall 2024*

## COURSE DESCRIPTION & OBJECTIVES

*Location: 219 Stuzin Hall*

*Meeting Times & Dates: 7-8 periods on 14 OCT, 16 OCT, 21 OCT, 23 OCT, and 28 OCT*

This course is designed to assist students in developing a personal career plan. Career planning involves a thorough self-assessment and alignment of values, interests, and skills, as well as a thorough understanding of the key steps to implement a job search such as networking, interviewing, and negotiating job offers. The target audience is sophomore and junior non-business majors who do not plan to go straight to graduate school upon graduation.

Career planning involves more than just choosing and entering an occupation. It involves a thorough self-assessment of personal values, interests, and skills, necessitates an understanding of steps in a career decision-making process, and demands learning the necessary employability skills to obtain and retain a job.

The goals and learning outcomes of this course are to enable students to:

- Understand how personal characteristics (e.g., values, interests, and skills) influence career development;
- Identify appropriate training, and/or occupational alternatives in relation to values, interests, and skills;
- Learn about informational resources to explore career options;
- Understand career development theories and the use of decision-making skills for life/career planning and management.
- Formulate action plans to create, strategies implementation, and execute career goals;
- Learn about and apply employability skills necessary for successful job placement.

In short, this course is designed to educate students about career planning and management interventions to accommodate students at all levels of career decidedness (or undecidedness). Lectures, electronic media, career self-assessments, outside projects, trending career articles, and leadership books constitute instructional learning techniques.

Students are also required to complete two online career assessments (the Myers-Briggs Type Indicator® and the Strong Interest Inventory®). Assessment instructions are found on the course website under the "Improving Self-Knowledge" Module. More information about these assessments will be provided in class.

## CLASS PROCEDURES

### ***Student Expectations***

Students registered with the Office for Students With Disabilities should contact Dr. Ray by the first day of class. As a UF student, each member of the class agrees to the following statement: "I understand the University of Florida expects its students to be honest in all their academic work. I agree to adhere to this commitment to academic honesty and understand that my failure to comply with this commitment may result in disciplinary action up to and including expulsion from the University." Suspected violations will be reported to the Dean of Students Office.

### ***Academic Honor Code***

As an enrolled student in this course, GEB 3035 students agree to the following statement: "*I understand that the University of Florida expects its students to be honest in all their academic work. I agree to adhere to this commitment to academic honesty and understand that my failure to comply with this commitment may result in disciplinary action up to and including expulsion from the University.*" Suspected violations will be reported to Dean of Students Office.

## **ASSIGNMENTS**

This course has four assignments: 1) self-autobiography, 2) career field analysis, 3) resume/cover letter, 4) occupational interviews. A detailed description of each assignment is located on the course website under the 'Assignments' tab.

All assignments must be **submitted before 11:59 p.m. on the due date** to be considered on time. Do not wait until the closing minutes before the deadline and rush to upload your assignment! Every semester without fail a handful of students have a 'computer problem' in the closing minutes before the assignment deadline and end up submitting a late-assignment. There are strict penalties for late assignments (see below). **DO YOURSELF A FAVOR AND TURN THINGS IN BEFORE THE DEADLINE!**

### ***Assignment Submission***

Students must upload all assignments via the 'Assignments' tab within Canvas. Microsoft Word Documents (.doc or .docx) are the preferred format for all file submissions, although PDFs (.pdf), and Open Office files are accepted. Any other type of file submitted not listed above (e.g., Apple word processing documents, word perfect, publisher etc.) *will not be graded* and returned to the student. Students are not to 'copy and paste' any assignments into a Canvas submission box but rather upload their entire assignment as a single attachment.

Keep in mind the following points when uploading each of your assignments in Canvas.

- **Naming the Assignment File:** Name each of your file submissions as follows:
  - ✚ Last Name, First Name Initial and Assignment (e.g., Ray, B Autobiography.doc).
- **Uploading a Wrong File:** Canvas allows users one additional upload per assignment. If you mistakenly submit a wrong file, it is your responsibility to upload the correct file OR email your career coach immediately through Canvas with the correct attachment *before the deadline*. The last file submitted by the student will be the assignment graded (late penalties still apply).

### **Assignment Grading**

Assignments are graded and returned to students within *two weeks* of the assignment due date. Please be patient waiting for your career coach to grade your assignment. There are typically around 200+ students in the course.

- There is normally a 5% penalty for each "unprofessional" error (e.g., typos, grammar, and misspelled words) found in any assignment. Review your assignments carefully.

### **Late Assignments**

Students may always submit late assignments (e.g., autobiography, career field analysis, cover letter/resume/LinkedIn, occupational interviews) after the published due date for partial credit up until a certain date in the semester (see date below). You do not need to notify the instructors of the late submission; simply email your career coach. Late assignments are accepted but will result in the following deductions:

- One day late (30% off); two days late (40% off); three or more two days late (50% off)
- Submit late assignments directly to your assigned career coach via the course e-mail system.

The point value associated with each graded item is below. Assignments must be submitted before 11:59 pm on the due date to be considered on time.

<b>15 October</b>	<b>Complete Online Career Assessments (0 points)</b>
<b>20 October</b>	<b>Autobiography (300 points)</b>
<b>24 October</b>	<b>Career Field Analysis (200 points)</b>
<b>27 October</b>	<b>Resumes, Cover Letter &amp; LinkedIn Profile (200 points)</b>
<b>30 October</b>	<b>Occupational Interviews (300 points)</b>

**\* 30 OCT is the LAST DAY TO SUBMIT A BIO, CFA, OIs, OR RESUME FOR PARITAL CREDIT (11:59 PM) \*\***

Grading Scale (1,000 points possible)

A 940 or more	B- 800 - 829.99	D+ 670 - 699.99
A- 900 - 939.99	C+ 770 - 799.99	D 630 - 679.99
B+ 870 - 899.99	C 730 - 769.99	D- 600 - 629.99
B 830 - 869.99	C- 700 - 729.99	E < 600.00

UF grade points are as follows: A (4.0), A- (3.67), B+ (3.33), B (3.0), B- (2.67), C+ (2.33), C (2.0), C- (1.67), D+ (1.33), D (1.0), D- (.67), E (0.0).

Extra Credit: Students may receive extra credit by completing up to *two* additional occupational interviews. Each additional occupational interview is eligible for 15 points of extra credit for a total of 30 points total. 30 points will raise a "midpoint" grade to the next higher grade (i.e., a B+ to an A-). Any extra occupational interviews are due the same day as the required five interviews.

**Course Evals:** The university asks students 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>.

**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.