Professional Development FOR4934
Course Syllabus
Spring 2022

Instructor:

Dr. Ajay Sharma
Office: Building 4900, Room 4919
Office Hours: Open door policy, or schedule by phone or email
Office Phone: (850) 983-7129
Email: ajay.sharma@ufl.edu

Credits: 1
Class meets Thursdays, 4-5PM at 4814
Course materials will be available on Canvas.

Office Hours: Mondays, 11:00 am to 1:00 pm, or by appointment

Course Description:
Effective professional skills are needed obtain employment in the competitive job markets of science-based fields. In this one credit course students will learn and practice techniques for building an effective resume and cover letter and for enhancing interview skills, with emphasis on a formal job search and securing employment upon graduation. Professional ethics and standard business practices will also be discussed.

Course Format:
The course format is designed as a series of 'workshops' so that by the end of the course students will have a resume, cover letter, and interview skills suitable for job applications. The class time will be spent either discussing how to develop those documents/skills or reviewing and editing each other's work.

Course Objective: To develop proper business communications skills to obtain a job.

Prerequisites: none

Textbook: none

ELECTRONIC COMMUNICATIONS
Course material will be available through the Canvas e-learning site. It is the responsibility of the student to print off the material in advance of class. On occasion, I may send messages using Canvas message/Inbox feature regarding course updates. If you aren't doing so already, you should be checking your emails or Canvas course website on a regular basis.

TECHNOLOGY REQUIREMENTS
*   A computer or mobile device with high-speed internet connection.
*   A headset and/or microphone and speakers is suggested
*   Latest version of web browser. Canvas supports only the two most recent versions of any given browser. Learn what browser you are using at https://www.whatsmybrowser.org
*   A printer for printing your handouts and other course material.

DESCRIPTION OF ASSIGNMENTS:

Resume: A resume should be concise, yet attractive for potential employers. You will review example resumes that will help you build a strong profile. You will develop a first draft of your resume outside of class and receive feedback from fellow students and instructors during class to adjust before the final resume is submitted.

Cover Letter: You will select an actual job announcement and develop a 1-page cover letter describing why you are interested in a position and demonstrating how your experiences and skills will meet the needs of the position and organization.

PowerPoint Presentation: Many students in natural sciences go on to work for consulting agencies or start their own businesses. You will practice and demonstrate skills for developing a presentation for "selling" your skills or business in the form of a PowerPoint presentation (maximum of 10 minutes).

LinkedIn Profile: A LinkedIn profile can be useful in obtaining a job. You will join LinkedIn, develop a profile based on your resume, and link with the instructor and fellow students.

Mock Interview: The mock interview will be a role play activity where students will get a chance to both ask questions and provide answers. The purpose of the mock interview is to give the students constructive feedback on their interview skills in preparation for the formal interview. You will receive a participation grade for completing this activity and given a formal grade for the 'formal interview"

Formal Interview: The formal interview will involve a UF faculty, staff, or local professionals as the interviewer. This will be your opportunity to demonstrate the interview skills developed from the mock interview.

GRADING

Assignment	% of grade	Criteria for assessment
Resume- final	20	Appropriate content, grammar, writing skills, formatting
Cover letter- final	15	Appropriate content, grammar, writing skills, formatting
PowerPoint Presentation	15	Appropriate content, grammar, formatting, presentation
LinkedIn Profile	15	Appropriate content, grammar, writing skills, formatting
Formal Interview	20	Professional demeanor, ability to answer questions
Attendance	15	

Letter grades will be assigned as follows: A (94% and above), A (90% -93.99%), B+ (87% - 89.99%), B (84% - 86.99%), B- (80% - 83.99%), C+ (77% - 79.99%), C (74% - 76.99%), C (70% - 73.99%), D+ (67% - 69.99%), D (64%-66.99%), D (61%-63.99%), E (Below 61%)
A complete explanation of the UF Grading policies can be found at:
https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx

ATTENDANCE AND LATE SUBMISSION POLICY
Attendance is mandatory and role will be taken at each class period. There are 14 class periods, and you will receive 1 point for each attended class, plus one free point for spring break. Many of the scheduled periods are set for revising and editing assignments and the feedback you receive during these workshops will improve your final products and grade.

Late Policy: Rough drafts of the resume, cover letter, LinkedIn profile, and PowerPoint presentation are due to the instructor by at least one day before the next class on Canvas, so that I can review your drafts prior to class. Final drafts of the resume, cover letter, LinkedIn profile, and PowerPoint presentation must be turned in electronically to the instructor via Canvas before the beginning of the class **on the due date**. **Late assignments will be docked at a rate of 10% of grade value per day late**. Because guest panelists for the formal interviews must be scheduled well in advance, only students with a valid and prior excuse will be given make-up interviews.

Requirements for class attendance and make-up exams, assignments and other work are consistent with university policies that can be found at:
https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx.

Computer or other hardware failures, except failure of the UF e-Learning system, will not excuse students for missing assignments. Any late submissions due to technical issues MUST be accompanied by the ticket number received from the Helpdesk when the problem was reported to them. The ticket number will document the time and date of the problem. You MUST e-mail your instructor within 24 hours of the technical difficulty if you wish to request consideration.

For computer, software compatibility, or access problems call the HELP DESK phone number—352-392-HELP = 352- 392-4357 (option 2).

SEMESTER EVALUATION PROCESS
Student assessment of instruction is an important part of efforts to improve teaching and learning.

At approximately the mid-point of the semester, the School of Forest Resources & Conservation will request anonymous feedback on student satisfaction on various aspects of this course. These surveys will be sent out through Canvas and are not required, but encouraged. This is not the UF Faculty Evaluation!

At the end of the semester, 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/.

NETIQUETTE: COMMUNICATION COURTESY
All members of the class are expected to follow rules of common courtesy in all email messages, threaded discussions and chats. Failure to do so may result in loss of participation points and/or referral to the Dean of Students' Office. http://teach.ufl.edu/docs/NetiquetteGuideforOnlineCourses.pdf

ACADEMIC HONESTY POLICY
As a student at the University of Florida, you have committed yourself to uphold the Honor Code, which includes the following pledge: *"We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity."*
You are expected to exhibit behavior consistent with this commitment to the UF academic community, and on all work submitted for credit 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."*
It is assumed that you will complete all work independently in each course unless them instructor provides explicit permission for you to collaborate on course tasks (e.g. assignments, papers, quizzes, exams). Furthermore, as part of your obligation to uphold the Honor Code, you should report any condition that facilitates academic misconduct or appropriate personnel. It is your individual responsibility to know and comply with all university policies and procedures regarding academic integrity and the Student Honor Code. Violations of the Honor Code at the University of Florida will not be tolerated.

Violations will be reported to the Dean of Students Office for consideration of disciplinary action. For more information regarding the Student Honor Code, please see: http://www.dso.ufl.edu/sccr/process/student-conduct-honor-code.

SPECIAL ACCOMMODATION:
"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."

INCLUSIVE LEARNING ENVIRONMENT
This course embraces the University of Florida's Non-Discrimination Policy, which reads,

The University shall actively promote equal opportunity policies and practices conforming to laws against discrimination. The University is committed to non-discrimination with respect to race, creed, color, religion, age, disability, sex, sexual orientation, gender identity and expression, marital status, national origin, political opinions or affiliations, genetic information and veteran status as protected under the Vietnam Era Veterans' Readjustment Assistance Act.

If you have questions or concerns about your rights and responsibilities for inclusive learning environment, please see the instructor or refer to the Office of Multicultural & Diversity Affairs website: http://multicultural.ufl.edu.

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.

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. 0001 Reid Hall, 352-392-8565, www.dso.ufl.edu/drc/

CAMPUS HELPING RESOURCES
For issues with technical difficulties for e-learning in Canvas, please post your question to the Technical Help Discussion in your course, or contact the UF Help Desk at:
- Learning-support@ufl.edu | (352) 392-HELP - select option 2 | http://elearning.ufl.edu
- Library Help Desk support http://cms.uflib.ufl.edu/ask
- SFRC Academic Hub https://ufl.instructure.com/courses/303721

Student Life, Wellness, and Counseling Help
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.
- Counseling and Wellness resources http://www.counseling.ufl.edu/cwc/
- U Matter, We Care http://www.umatter.ufl.edu/
- Career Connections Center http://career.ufl.edu/
- Other resources are available at http://www.distance.ufl.edu/getting-help for online students.

Student Complaint Process
The School of Forest Resources & Conservation cares about your experience and we will make every effort to address course concerns. We request that all of our online students complete a course satisfaction survey each semester, which is a time for you to voice your thoughts on how your course is being delivered.
If you have a more urgent concern, your first point of contact should be the SFRC Academic Coordinator or the Graduate/Undergraduate Coordinator for the program offering the course. You may also submit a complaint directly to UF administration:
- Students in online courses: http://www.distance.ufl.edu/student-complaint-process
- Students in face-to-face courses: https://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-code/

Other Academic Resources

- E-learning technical support: Contact the UF Computing Help Desk at 352-392-4357 or via e-mail at helpdesk@ufl.edu.

- Career Connections Center: Reitz Union Suite 1300, 352-392-1601. Career assistance and counseling services career.ufl.edu/.
- Library Support: cms.uflib.ufl.edu/ask 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. teachingcenter.ufl.edu
- Writing Studio: 2215 Turlington Hall, 352-846-1138. Help brainstorming, formatting, and writing papers. writing.ufl.edu/writing-studio/

Tentative Class Schedule

(THIS SYLLABUS REPRESENTS CURRENT PLANS AND OBJECTIVES FOR THIS COURSE. AS THE SEMESTER PROGRESSES, CHANGES MAY NEED TO BE MADE TO ACCOMMODATE TIMING, LOGISTICS, OR TO ENHANCE LEARNING. SUCH CHANGES, COMMUNICATED CLEARLY, ARE NOT UNUSUAL AND SHOULD BE EXPECTED)

Week	Topics and Activities	Assignment due
1	Intro to course	
2	Discussion: Creating effective resumes, email etiquette, critique technique	
3	Workshop: feedback and revisions of resume drafts	Resume rough draft. Bring a hard copy to class.
4	Discussion: How to write a cover letter	Resume final version
5	Workshop- feedback and revisions on cover letter drafts	Cover letter rough draft. Bring a hard copy to class
6	Discussion: How to create effective PowerPoint presentations	Cover letter final version
7	Workshop- feedback and revisions PowerPoint presentation	PowerPoint presentation rough draft. Bring a hard copy to class.
8	Discussion: Professional ethics and demeanor; Using professional networking sites (LinkedIn).	PowerPoint presentation: final version due – present in class. Submit final version on Canvas
9	Workshop- feedback and revisions LinkedIn profile.	LinkedIn profile rough draft. Bring a hard copy to class
10	Interview preparation ("what to say and do") Interview workshop- informal 'q and a' practice	LinkedIn profile: Submit final version
11	Mock interview (in class) Interview follow-up	
12	Formal Interviews- conducted throughout week	
13	Negotiating the job offer; Time management skills	
14	Wrap-up – student discussion/questions	