Course Description
This course is an exploration of career readiness through Liberal Arts and Sciences. We will investigate the modern world of work and the cultivation of transferable and professional skills through theory and practice. Through this course, you will learn about career development and practical professional skills, but you will also learn about your individual professional identity and how the two intersect. By the end of this course, you will be able to:

- Articulate the value of a Liberal Arts and Sciences Education
- Identify key elements of career development in Liberal Arts and Sciences
- Apply transferable skills to multiple career contexts
- Construct effective professional materials to communicate transferable skills
- Distinguish between multiple theories of career development
- Deliver a clear and effective “elevator pitch”
- Confidently pursue and interview for professional opportunities

Course Materials
Readings will be provided either in hard-copy or PDF format by the instructor.

Course Assignments
- SDS Assessment - 5%
- Participation - 15%
- Skill Reflection - 10%
- Possible Lives - 10%
- Portfolio (Resume, LinkedIn, Cover Letter, Statement of Goals) - 30%
- Elevator Pitch - 10%
- Developmental Plan Final - 20%
 Attendance
This class meets once a week and requires fruitful engagement, so attendance is mandatory. However, life happens. Everyone will be granted one “no questions asked” absence during the semester. Use it wisely. After that, each missed class will decrease your final grade 1/3 of a letter grade (so an A- becomes a B+, and so forth). Absences due to medical reasons or other extenuating circumstances are considered excused with proper documentation. If multiple absences become necessary, please speak to me.

 Lateness
This course is about building professional skills, so lateness is unacceptable. You will be considered “late” if you arrive after the scheduled start time for the course. Two instances of lateness will be considered equivalent to an absence and impact your final grade accordingly.

 Late Assignments
The goal of this course is for you to develop skills, and that development is more important than deadlines or grades. However, submitting work by the posted deadline is crucial. Late work will be accepted up to ONE WEEK after the deadline but will automatically be assessed one full letter grade deduction. As always, please speak to me if extenuating circumstances impact your ability to submit your work in a timely fashion.

 Notes for Students with Disabilities
Students with disabilities requesting accommodations should first register with the Disability Resource Center (352-392-8565, www.dso.ufl.edu/drc) by providing appropriate documentation. Once registered, students will receive an accommodation letter which must be presented to the instructor when requesting accommodation. Students with disabilities should follow this procedure as early as possible in the semester.

 Grading Policies and Grade Points
Please refer to the UF Catalog for information on grading and GPA: https://catalog.ufl.edu/UGRD/academic-regulations/grades-grading-policies/

 Grading Scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>100-94%</td>
</tr>
<tr>
<td>A-</td>
<td>93-90%</td>
</tr>
<tr>
<td>B+</td>
<td>89-87%</td>
</tr>
<tr>
<td>B</td>
<td>86-84%</td>
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</tbody>
</table>
Course Evaluations

Students are expected to provide feedback on the quality of instruction in this course by completing online evaluations at http://evaluations.ufl.edu. Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open. Summary results of these assessments are available to students at https://evaluations.ufl.edu/results/

Course Schedule

Part 1: Deconstructing Career and Education

Monday, January 6: Introduction, Overview, and Orientation to Class
- Welcome to UF!
- What is this course about?
- Syllabus stuff
- Why go to college at all?

Assignment:
- Read pages 1-15 from You Majored in What? by Katharine Brooks

Monday, January 13: Values, Attributes, and Pathways
- Discuss Brooks, pgs. 1-15
- Career Values
- Difference between a job and a career
- Elements of work and life values
- Liberal Arts and Sciences perspectives

Assignment:
- SDS Assessment (Instructions Provided)
- Read pages 1-7 from The Case Against Education by Bryan Caplan

Monday, January 20: No Class, MLK Day!

Monday, January 27: Professionalism, Education, and Skills
- DUE: SDS Results
• Discuss Caplan, pgs. 1-7
• Signaling and Human Capital
• Skill development in college, work, and life

Assignment:
• Read *What the Economy Needs, What Employers Want* by Jeffrey Selingo (29-59)

Monday, February 3: Connecting Career and Major
• Discuss Selingo
• Majors and Career Networks
• Networking and Experiential Learning
• Career as a process, not a target

Assignment:
• Skill Reflection Assignment

**Part 2: Developing and Translating Skills**

Monday, February 10: Writing, Editing, and Professional Materials
• **DUE:** Skill Reflection
• Writing tips
• Writing as rewriting
• Discuss resumes, cover letters, LinkedIn, and professional portfolios
• Go over Portfolio assignment

Assignment:
• Create a Resume

Monday, February 17: Communication
• **DUE:** Resume
• What is communication?
• Actions and goals
• Forms, media, and models

Assignment:
• Write a Cover Letter

Monday, February 24: Decision-Making & Goal Setting
• **DUE:** Cover Letter
• Ethics and Decision-Making
• Decision-Making Activity

Assignment:
• Statement of Goals
• Read “The Rise and Fall of Motivation 2.0” by Daniel Pink

Monday, March 2: No Class, Spring Break!

Monday, March 9: Resilience and Grit

• DUE: Statement of Goals
• Discuss Pink reading
• Check-in: how’s everyone doing?
• Building resilience
• Let’s talk about failure
• Stress management

Assignment:
• Do something fun and non-academic this week.

Monday, March 16: Teamwork & Collaboration

• How often does it happen?
• Consensus vs Commitment
• Teamwork Exercise

Assignment:
• Read “How not to Find a Job” by Bill Burnett and Dave Evans

Part 3: Launching a Professional Life

Monday, March 23: Personal Branding

• Discuss Burnett & Evans
• Developing a professional identity
• Managing a personal brand
• Understanding elements of the ideal career

Assignment:
• Created a LinkedIn Account

Monday, March 30: Professionalism, Networking, and References

• DUE: LinkedIn
• What is networking anyway?
• Cultivating and maintaining references
• “Polish”
• LinkedIn

Assignment:
• Possible Lives Assignment

Monday, April 6: Interviewing
• **DUE**: Possible Lives Assignment
• Interview Practice Activity

**Monday, April 13: Elevator Pitches**
• **DUE**: Elevator Pitches
• Elevator Pitch Presentations

**Monday, April 20: Elevator Pitches, Part 2!**
• Complete Elevator Pitches

**Thursday, April 30: Final Papers due by 11:59pm**