



## SLS1409 - PROFESSIONAL PATHWAYS IN THE LIBERAL ARTS AND SCIENCES (Spring 2024, Asynchronous Online)

Instructor: Christine Richmond

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Office Hours: Wednesdays 11:00 am -12:00 pm in 2014 Farrior (or Zoom) -or- by appointment

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### 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 in PDF format on Canvas.

### Course Assignments

- Discussion Posts (8) – 10%
- Possible Lives – 10%
- Skill Inventory + Position Posting Analysis – 10%

- Resume – 15%
- Cover Letter – 15%
- Communicative Presence Reflection – 10%
- LinkedIn – 5%
- Elevator Pitch – 10%
- Developmental Plan – 15%

## Course Delivery

This is an online, asynchronous course, which means that you will never be expected to show up at a particular place at a specific time. However, there will be many options for synchronous engagement throughout the semester. In addition to my office hours I can meet with you by appointment.

## 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. You will get one “freebie” late individual assignment that can be submitted up to one week past the deadline with no penalty (this does not include the Module 8 assignments due April 24<sup>th</sup> or the final Development Plan due April 28<sup>th</sup>). Other late work will be accepted up to ONE WEEK after the deadline for a maximum of half credit. No work will be accepted after the last day of classes (April 24) and no late work will be accepted more than a week after the due date. 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](http://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:

A	100-92.5%
A-	92.4-89.5%
B+	89.4-86.5%

B	86.4-82.5%
B-	82.4-79.5%
C+	79.4-76.5%
C	76.4-72.5%
C-	72.4-69.5%
D+	69.4-66.5%
D	66.4-62.5%
D-	62.4-59.5%
E	59.4—0%

## 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

This course is broken up into eight modules. Each module contains various assignments, lectures, discussion posts, and readings. The entirety of the module content (in most cases) is due every other Friday at 11:59pm, though the entire course is available should you choose to work ahead.

Module	Due (11:59 p.m.)
Module 1: Introduction and Career Values	January 19
Module 2: Skills	February 2
Module 3: T-Shaped Professionalism	February 16
Module 4: Professional Materials	March 1
Module 5: Resilience and Grit	March 8 ( <i>this is a 1-week module</i> )
Module 6: Professional Communication	March 29
Module 7: Personal Branding and Professionalism	April 12
Module 8: Launching your Professional Life	April 24

## **Module 1: Introduction and Career Values (DUE January 19)**

### **READ**

- Syllabus
- “Moving from College to Career” by Katharine Brooks

### **WATCH**

- “Career Values” Lecture

### **DO**

- Discussion Post: Introductions + Career Values
- Assignment: Possible Lives

## **Module 2: Skills and Goals (DUE February 2)**

### **READ**

- Excerpt from The Case Against Education by Bryan Caplan

### **WATCH**

- “Skills” Lecture & “Job Postings” Lecture

### **DO**

- Discussion Post: “Skill Development in College”
- Assignment: Skill Inventory & Position Analysis

## **Module 3: T-Shaped Professionals (DUE February 16)**

### **READ:**

- “What the Economy Needs, What Employers Want” by Jeffrey Selingo

### **WATCH:**

- “T-Shaped Professionals” Lecture

### **DO:**

- Discussion Post: T-Shaped Professionalism

## **Module 4: Professional Materials (DUE March 1)**

### **READ:**

- “UF Resume Guide”
- “UF Cover Letter Guide”

**WATCH:**

- “Resume” Lecture
- “Cover Letter” Lecture

**DO:**

- Discussion Post: “Resumes and Cover Letters”
- Assignment: Submit Resume
- Assignment: Submit Cover Letter

**Module 5: Resilience and Grit - (Due March 8, *this is a 1-week module*)**

**LISTEN:**

- “Learning From Your Mistakes”, Hidden Brain Podcast

**WATCH:**

- “UF Failure video”
- “Motivation and Mindset” Lecture

**DO:**

- Discussion Post: “Failure”

**\*\*\*March 9-16: Spring Break\*\*\***

**Module 6: Professional Communication (DUE March 29)**

**READ:**

- “Guide to Professional Communication”

**WATCH**

- “Communication” Lecture
- “Interviewing” Lecture

**DO**

- Discussion Post: “Constructing Behavioral Interview Answers”
- Assignment: Communicative Presence Reflection

**Module 7: Personal Branding and Professionalism (DUE April 12)**

**READ:**

- “Professionalism, Prejudice, and Personal Taste”
- “LinkedIn Guide”

**WATCH:**

- “Professionalism” Lecture
- “Personal Branding” Lecture

**DO:**

- Discussion Post: “Personal Branding and Professionalism”
- Assignment: LinkedIn

**Module 8: Launching your Professional Life (DUE **WEDNESDAY** April 24)**

**DO:**

- Assignment: Recorded Elevator Pitch
- Discussion Post: Career Advice

**WATCH:**

- “Networking and References” Lecture
- Each other’s Elevator Pitches

**Final Assignment:**

- Developmental Plan, DUE Sunday, **April 28**, by 11:59pm

**UF 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 Conduct Code specifies a number of behaviors that are in violation of this code and the possible sanctions. Click [here](#) to read the Conduct Code. If you have any questions or concerns, please consult with the instructor in this class.

**Statement on Class Discussion**

People learn best when they are encouraged to ask questions and express their diverse opinions on course content, which may include images, texts, data, and theories from across the disciplines. This is especially true in courses that deal with provocative or

contemporary issues. UF offers many such courses, in which students encounter concepts of race, color, sex, and/or national origin. We teach these important issues because understanding them is essential for anyone who seeks to make economic, cultural, and societal contributions to today's complex world. With this in mind, we do not limit access to, or classroom discussion of, facts, ideas, and opinions—including those that some may find uncomfortable, unwelcome, disagreeable, or even offensive. In response to challenging material, students and instructors are encouraged to ask honest questions and thoughtfully engage one another's ideas. But hostility, disruptive and disrespectful behavior, and provocation for provocation's sake have no place in a classroom; reasonable people disagree reasonably. These guidelines can help instructors and students as they work together to fulfill the mission of the University of Florida, which includes the exploration of intellectual boundaries, the creation of new knowledge, and the pursuit of new ideas.

### **Class 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 UF, Academic Affairs, August 5 th 20 2 2 , 1Policy on Course Syllabi Honor Code and Student Conduct Code.

### **Campus Resources**

- Health and Wellness U Matter, We Care: If you or someone you know is in distress, please contact [umatter@ufl.edu](mailto: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.
- 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.
- GatorWell Health Promotion Services: For prevention services focused on optimal wellbeing, including Wellness Coaching for Academic Success, visit the GatorWell website or call 352-273-4450.

### Academic Resources

- E-learning technical support: Contact the UF Computing Help Desk at 352-392-4357 or via e-mail at [helpdesk@ufl.edu](mailto:helpdesk@ufl.edu).
- Career Connections Center: Reitz Union Suite 1300, 352-392-1601. Career assistance and counseling services. Library Support: Various ways to receive assistance with respect to using the libraries or finding resources.
- CLAS Academic Resources: 1317 Turlington. 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