

SLS1409 - Professional Pathways in the Liberal Arts and Sciences

Spring 2023 - Tuesdays, Period 7: 1:55-2:45 in Little Hall 0235

Instructor	Email	Office Location & Hours
Ryan Braun	ryanbraun88@ufl.edu	Tuesdays, 2-4pm in Farrior 2000 OR Zoom: https://ufl.zoom.us/j/3903577877

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 - 5%
- Values/Skills/Goals Statement - 10%
- Possible Lives - 10%
- Professional Materials Conference (Resume/Cover Letter) - 30%
- LinkedIn - 5%
- Mock Interview - 20%
- Developmental Plan Final - 15%

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:

A	100-94%
A-	93-90%
B+	89-87%

B	86-84%
B-	83-80%
C+	79-77%
C	76-74%
C-	73-70%
D+	69-67%
D	66-64%
D-	63-60%
E	59-0%

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

Some class sessions will be conducted entirely via Zoom. These have been notated in yellow on the course schedule. While currently these are the only planned “all-zoom” days, circumstances throughout the term may require us to conduct additional class sessions entirely remotely

Part 1: Deconstructing Career and Education

Tuesday, January 10: Introduction, Overview, and Orientation to Class

- Welcome to class!
- Career Storytelling
- Syllabus stuff

Assignment:

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

Tuesday, January 17: Career Values

- 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

Tuesday, January 24: Career Skills

- **DUE:** SDS Results
- Discuss Caplan, pgs. 1-7
- Signaling and Human Capital
- Identifying and communicating skills
- Features/Benefits

Assignment:

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

Tuesday, January 31: Connecting Skills + Majors

- Discuss Selingo
- Majors and Career Networks
- T-Shaped Professionals

Assignment:

- Values/Interests/Skills Statement

Part 2: Developing and Translating Skills

Tuesday, February 7: Resumes

- **DUE:** Values/Interests/Skills Statement
- Discuss Resumes

Assignment:

- Begin working on your resume and cover letter

Tuesday, February 14: Cover Letters

- Discuss Cover Letters

Tuesday, February 21: Professional Communication

- Forms and Media
- Effective emails
- Effective speaking

Assignment:

- Resume and Cover Letter (Due PRIOR to your scheduled conference)
- Schedule a “Professional Materials Review” Conference with me BEFORE Spring Break

Tuesday, February 28: Conferences! No Class Meeting

Tuesday, March 7: Conferences! No Class Meeting

Tuesday, March 14: Spring Break! No Class Meeting

Tuesday, March 21: Resilience and Grit

- Discuss Pink reading
- Check-in: how's everyone doing?
- Failure and Resilience

Tuesday, March 28: Teamwork & Collaboration

- **DUE:** Statement of Goals
- How often does it happen?
- Consensus vs Commitment
- Teamwork Exercise

Assignment:

Part 3: Launching a Professional Life

Tuesday, April 4: Personal Branding

- Developing a professional identity
- Managing a personal brand

Assignment:

- Possible Lives

Tuesday, April 11: Professionalism, Networking, and References

- **DUE:** Possible Lives
- What is networking anyway?
- Cultivating and maintaining references
- LinkedIn

Assignment:

- LinkedIn
- Sign-up for Group Interview!

Tuesday, April 18: Interviewing!

- Common interview questions
- Preparing for and executing effective interviews

Assignment:

- LinkedIn
- Participate in Group Interview Practice

Tuesday, April 25: Last Class!

- **DUE:** LinkedIn
- Semester Wrap-Up

Tuesday, May 2: Final Papers due by Midnight!