SLS1409 - Professional Pathways in the Liberal Arts and Sciences  
Spring 2021 - Wednesdays, Period 5: 11:45-12:35 in Farrior 2000/Zoom

Instructor  Email  Office Location & Hours
Ryan Braun  ryanbraun88@ufl.edu  Tuesdays, 11-1 via Zoom: https://ufl.zoom.us/j/95172832376

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 - 10%
- Values/Skills/Goals Statement - 10%
- Possible Lives - 10%
- Professional Materials Conference (Resume/Cover Letter) - 25%
- Group Interview - 20%
- Developmental Plan Final - 20%

This course is delivered synchronously in a HyFlex format. This means that there will be a limited number of physical classroom seats and a much larger number of “Zoom” seats. Regardless of which mode you register for, we will meet on Wednesdays from 11:45-12:35
Covid-19 Safety Protocols
For students receiving face-to-face instruction this semester, certain protocols for health and safety must be followed strictly and conscientiously. The following classroom policies regarding Covid-19 safety have been established to ensure that all face-to-face interactions conform to CDC guidelines and university policy.

University Behavior Policies
Remember that there are strict and crucial policies regarding behavioral expectations during this time. During the semester, you may find yourself in a circumstance that requires you to abstain from physical class attendance, quarantine, or otherwise alter your behavior. Please do NOT attend physical class if you are feeling ill, and review the university policies regarding behavioral requirements: https://policy.ufl.edu/policy/student-behavioral-expectations-in-response-to-covid-19/. These policies are strictly enforced and failure to adhere to these expectations will result in a report to the Dean of Students and a possible conduct code violation.

Seating Capacity
In order to maintain social distancing, the seating capacity of all UF classrooms is being held at around twenty percent of normal capacity. Our classroom this semester—Farrior Hall 2000—has a maximum capacity of six students. Only students who are registered for the face-to-face section will be allowed to enter the classroom. Students who register for online sections are expected to attend online and will not be able to switch during the term. However, students registered for the face-to-face section may attend online if they wish.

Mask-Wearing Policy
In keeping with UF Health guidelines, students in face-to-face sections will be expected to maintain physical distancing in the classroom and to remain masked during the class meeting. This applies to the instructors as well. Students are required to wear masks in the classroom at all times without exception.

Social-Distancing Policy
Students may only sit in certain seats, which will be marked accordingly. On the first day of face-to-face instruction, seats will be assigned. Students will only sit in their assigned seat. Students are encouraged not to enter the building until a few minutes before class begins. While waiting to enter the classroom, students must stand on specially marked spaces on the second floor of the Farrior Hall lobby to ensure appropriate distancing.

When entering or exiting the room, students should do so one at a time, maintaining the six-foot distancing rule. Students should only enter or exit via the door nearest their assigned seat. At the end of each class, students will exit the room in order of distance from their seat to the exit, with students seated nearest the exit leaving first.
The front of the room will be marked off for the instructor only. **Do not approach the instructor or step into the instructor area of the room at any time.**

**Disinfecting Policy**
Before leaving the classroom, students are required to sanitize the area around their seat by wiping the armrests and spraying down the chair and desk with disinfectant. Cleaning supplies will be provided for this purpose. Hand sanitizer will be provided in a dispenser located in the second-floor lobby. Students are encouraged to carry their own sanitizer as well. Students should sanitize their hands before and after touching common surfaces such as doors.

**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:

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<th>Grade</th>
<th>Range</th>
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<tbody>
<tr>
<td>A</td>
<td>100-94%</td>
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<tr>
<td>A-</td>
<td>93-90%</td>
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<td>B+</td>
<td>89-87%</td>
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<td>B</td>
<td>86-84%</td>
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<td>B-</td>
<td>83-80%</td>
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<td>C+</td>
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<td>C</td>
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<td>D+</td>
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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

Wednesday, January 13: Introduction, Overview, and Orientation to Class [All-Zoom]
- Welcome to class!
- What is this course about?
- Syllabus stuff

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

Wednesday, January 20: 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

Wednesday, 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)

Wednesday, February 3: Connecting Careers, Majors, and Goals
• Discuss Selingo
• Majors and Career Networks
• Goal-Setting
• Career as a process, not a target

Assignment:
• Values/Skills/Goals Statement

**Part 2: Developing and Translating Skills**

Wednesday, February 10: Resumes [All-Zoom]
• **DUE:** Values/Skills/Goals Assignment
• Discuss Resumes

Assignment:
• Begin working on your resume and cover letter

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

Assignment:
• Resume and Cover Letter (Due PRIOR to your scheduled conference)
• Schedule a “Professional Materials Review” Conference with me
Wednesday, February 24: Conferences! No Class Meeting

Wednesday, March 3: Conferences! No Class Meeting

Wednesday, March 10: Decision-Making
- Ethics and Decision-Making
- Decision-Making Activity

Assignment:
- Read “The Rise and Fall of Motivation 2.0” by Daniel Pink

Wednesday, March 17: Resilience and Grit
- 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.

Wednesday, March 24: Teamwork & Collaboration (All-Zoom)
- 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

Wednesday, March 31: Personal Branding
- Discuss Burnett & Evans
- Developing a professional identity
- Managing a personal brand
- Understanding elements of the ideal career

Assignment:
- Possible Lives

Wednesday, April 7: Professionalism, Networking, and References
- **DUE:** Possible Lives
• What is networking anyway?
• Cultivating and maintaining references
• LinkedIn

Assignment:
• LinkedIn
• Watch Interactive Interviewing Lecture
• Sign-up for Group Interview!

Wednesday, April 14 & 21: Interviews
• **DUE:** LinkedIn on April 14th
• No class, but you must participate in the interview practice at your chosen time!

Thursday, April 30: Final Papers due by Midnight!