SLS1409 - Professional Pathways in the Liberal Arts and Sciences  
Spring 2021 - Tuesdays, 12:50-1:40 pm in Farrior 2000

Instructor          Email                        Office Hours
Joe Orser           jorser@advising.ufl.edu       By appointment (via Zoom)

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%
• Skills Reflection - 10%
• Resume - 10%
• Cover Letter - 10%
• Statement of Goals - 5%
• Possible Lives - 10%
• LinkedIn - 5%
• Mock Interview - 10%
• Participation - 15%
• Developmental Plan Final - 20%

Attendance
This course will meet in person most weeks, although some weeks we’ll meet in other forms, as a class via Zoom or in one-on-one conferences. My expectation is that you will make it to all of our class sessions. Even our in-class meetings will have Zoom capability, so if you are in quarantine then you can still attend. (If you know you will have to attend a class via Zoom, please let me know ahead of time so that I can prepare.)
Fruitful engagement is required, so attendance is mandatory. But 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 → 100-93%; A- → 92-90%; B+ → 89-87%; B → 86-83%; B- → 82-80%; C+ → 79-77%; C → 76-73%; C- → 72-70%; D+ → 69-67%; D → 66-63%; D- → 62-60%; E → 59-0%

Course Evaluations
Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. 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 ufl.bluera.com/ufl/.
Course Schedule. Details for each week (including readings and assignments due) are listed on Canvas.

PART 1: DECONSTRUCTING CAREER AND EDUCATION
Jan. 12: Introduction, Overview, and Orientation to Class
  • We will meet online via Zoom.

Jan. 19: Values, Attributes, and Pathways
  • We will meet in Farrior 2000.

Jan. 26: Professionalism, Education, and Skills
  • We will meet online via Zoom.

Feb. 2: Connecting Career and Major
  • We will meet in Farrior 2000.

PART 2: DEVELOPING AND TRANSLATING SKILLS
Feb. 9: Writing, Editing, and Professional Materials
  • We will meet in Farrior 2000.

Feb. 16: Communication
  • We will meet in Farrior 2000.

Feb. 23 and March 2: Conferences
  • We will not meet as a class these two weeks. Instead, you will schedule a “Professional Materials Review” conference with me.

March 9: Decision-Making
  • We will meet in Farrior 2000.

March 16: Failure and Resilience
  • We will meet in Farrior 2000.

March 23: Teamwork & Collaboration
  • We will meet online via Zoom.

PART 3: LAUNCHING A PROFESSIONAL LIFE
March 30: Personal Branding
  • We will meet online via Zoom.

April 6: Networking, References, and Professionalism
  • We will meet in Farrior 2000.
April 13: Elevator Pitches
  • We will meet in Farrior 2000.

April 20: Developmental Plan Final
  • We will not meet as a class this week. You will submit the Final Assignment to Canvas.

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. **You may NOT attend physical class if you are feeling ill.** 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 6 students. Only students who are registered for a face-to-face will be allowed to enter the classroom.

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 and instructors 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 lobby of Farrior Hall 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.

**Weekly Schedule Note**

Some class sessions will be conducted entirely via Zoom. While currently these are the only planned “all-zoom” days, circumstances throughout the term may require us to conduct additional class sessions entirely remotely.