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

Instructor  Email  Office Location & Hours
Ryan Braun  Ryanbraun88@ufl.edu  Thursdays, 1-3 in either Farrior 1025, by appointment, or 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/Interests/Skills Statement - 10%
• Professional Materials (Resume/Cover Letter) - 30%
• Statement of Goals - 10%
• Possible Lives - 10%
• LinkedIn - 5%
• Elevator Pitch - 10%
• Developmental Plan - 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.

Remote Access
This course will have remote access for those who choose to Zoom in rather than attend in-person. The zoom information is available on the class Canvas shell.

Safety Procedures
In response to COVID-19, the following practices are in place to maintain your learning environment, to enhance the safety of our in-classroom interactions, and to further the health and safety of ourselves, our neighbors, and our loved ones.

• If you are not vaccinated, get vaccinated. Vaccines are readily available at no cost and have been demonstrated to be safe and effective against the COVID-19 virus. Visit this link for details on where to get your shot, including options that do not require an appointment: [https://coronavirus.ufhealth.org/vaccinations/vaccine-](https://coronavirus.ufhealth.org/vaccinations/vaccine-)
availability/. Students who receive the first dose of the vaccine somewhere off-campus and/or outside of Gainesville can still receive their second dose on campus.

- You are expected to wear approved face coverings at all times during class and within buildings even if you are vaccinated. Please continue to follow healthy habits, including best practices like frequent hand washing. Following these practices is our responsibility as Gators.
  - Sanitizing supplies are available in the classroom if you wish to wipe down your desks prior to sitting down and at the end of the class.
  - Hand sanitizing stations will be located in every classroom.

- If you are sick, stay home and self-quarantine. Please visit the UF Health Screen, Test & Protect website about next steps, retake the questionnaire and schedule your test for no sooner than 24 hours after your symptoms began. Please call your primary care provider if you are ill and need immediate care or the UF Student Health Care Center at 352-392-1161 (or email covid@shcc.ufl.edu) to be evaluated for testing and to receive further instructions about returning to campus. UF Health Screen, Test & Protect offers guidance when you are sick, have been exposed to someone who has tested positive or have tested positive yourself. Visit the UF Health Screen, Test & Protect website for more information.
  - Course materials will be provided to you with an excused absence, and you will be given a reasonable amount of time to make up work.
  - If you are withheld from campus by the Department of Health through Screen, Test & Protect you are not permitted to use any on campus facilities. Students attempting to attend campus activities when withheld from campus will be referred to the Dean of Students Office.

- Continue to regularly visit coronavirus.UFHealth.org and coronavirus.ufl.edu for up-to-date information about COVID-19 and vaccination.

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>
</tr>
</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>
</tr>
</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

Wednesday, August 25, 2021: Introduction, Overview, and Orientation to Class

- Welcome
- Career development in college
- Why go to college at all?

Assignment:

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

Wednesday, September 1, 2021: Career Values

- Discuss Brooks, pgs. 1-15
- Career Values
- Liberal Arts and Sciences perspectives

Assignment:

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

Wednesday, September 8, 2021: Professionalism, Education, and Skills

- DUE: SDS Results
- Discuss Caplan, pgs. 1-7
- Signaling and Human Capital
- Technical and Transferable skills

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

**Wednesday, September 15, 2021: Connecting Career and Major**

• Discuss Selingo
• T-Shaped Talent
• Majors and Career Networks
• Understanding job postings

**Assignment:**

• Values/Skills/Goals Statement

**Part 2: Developing and Translating Skills**

**Wednesday, September 22, 2021: Resumes**

• **DUE:** Values/Skills/Goals Statement
• Resume Fundamentals

**Assignment:**

• Create a Resume

**Wednesday, September 29, 2021: Cover Letters**

• Cover Letter Fundamentals

**Assignment:**

• Create a Resume and a Cover Letter for

**Wednesday, October 6, 2021: Professional Communication**

• **DUE:** Resume & Cover Letter
• What is communication?
• Actions and goals
• Forms, media, and models

**Assignment:**

• Sign up for a professional materials conference

**Wednesday, October 13, 2021: Decision-Making**

• Principles of effective decision making

**Assignment:**

• Read “The Rise and Fall of Motivation 2.0” by Daniel Pink

**Wednesday, October 20, 2021: Resilience and Grit**

• Discuss Pink reading
• Check-in: how’s everyone doing?
• UF “Failure” Video
• Mindset

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

Wednesday, October 27, 2021: Teamwork & Collaboration
• 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, November 3, 2021: Personal Branding
• Discuss Burnett & Evans
• Developing a professional identity
• Managing a personal brand
• Understanding elements of the ideal career

Assignment:
• Possible Lives Assignment

Wednesday, November 10, 2021: Professionalism, Networking, and References
• DUE: Possible Lives Assignment
• Professional Networking
• Cultivating and maintaining references

Assignment:
• LinkedIn

Wednesday, November 17, 2021: Interviewing
• DUE: LinkedIn
• Interview Practice Activity

Wednesday, November 24, 2021: NO CLASS: Enjoy your Holiday!

Wednesday, December 1, 2021: Elevator Pitches
• DUE: Elevator Pitches
• Begin Elevator Pitch Presentations

Wednesday, December 8, 2021: Complete Elevator Pitches, Wrap Up
• Complete Elevator Pitches
• Discuss Final
• Course Wrap up
• Final Developmental Plan due Wednesday, December 15, by 11:59pm