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
- State your personal definition of “professionalism”
- Deliver a clear and effective “elevator pitch”
- Confidently pursue and interview for professional opportunities

Course Materials
There are no books to purchase for this course. Readings will be provided in PDF format by the instructor through the Canvas course site.

Course Assignments
- SDS Assessment - 5%
- Discussion Posts (8) - 10%
- Skill/Values/Goals Statement - 15%
- Possible Lives Assignment - 10%
- Professional Creed Statement - 10%
- Resume - 10%
- Cover Letter - 10%
- LinkedIn - 5%
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.

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 communicate with me if extenuating circumstances impact your ability to submit your work in a timely fashion.

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/

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, and many assignments (resume review, cover letter review, interviewing) can be done with me via Zoom as well if you wish.

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, though the entire course is available should you choose to work ahead.

Module 1: Introduction and Career Values (DUE January 14)
- Read syllabus
- Discussion Post: Introductions
- Watch “SDS Assessment” Lecture
- Watch “Career Values” Lecture
- Read “Moving from College to Career” by Katharine Brooks
- Assignment: Take SDS Assessment and upload score report

Module 2: Skills and Goals (DUE January 28)
- Read “Higher Education during a Pandemic” by Shane Tan
- Read excerpt from The Case Against Education by Bryan Caplan
- Watch “Skills” Lecture
- Watch “Goal-Setting” Lecture
- Discussion Post: Purpose and value of college
- Assignment: Skills/Values/Goals Statement

Module 3: Majors and Career Networks (DUE February 11)
- Read “What the Economy Needs, What Employers Want” by Jeffrey Selingo
- Watch “Majors and Careers” Lecture
- Discussion post: Majors and Career Networks
- Use the resources on Canvas to identify a position to practice writing you resume/cover letter to in preparation for Module 4

Module 4: Professional Materials (DUE February 25)
- Read “UF Career Center Cover Letter guide”
- Watch “Resume” Lecture
- Watch “Cover Letter” Lecture
- Discussion Post: Resumes and Cover Letters
- Assignment: Submit Resume
- Assignment: Submit Cover Letter

Module 5: Professional Communication (DUE March 4) (SHORT MODULE)
• Read “LinkedIn Guide”
• Watch “Communication” Lecture
• Watch “Interviewing” Lecture
• Discussion Post: Communication
• Assignment: LinkedIn

Module 6: Decision Making and Professionalism (DUE March 25)
• Read “Professionalism, Prejudice, and Personal Taste”
• Read “The Art of Decision-Making”
• Watch “Professionalism” Lecture
• Watch “Decision-Making” Lecture
• Discussion Post: Professionalism

Assignment: “My Professional Creed”

Module 7: Resilience and Grit - (Due April 8)
• Read “The Rise and Fall of Motivation 2.0” from Drive by Daniel Pink
• Watch “UF Failure video”
• Watch “Motivation and Mindset” Lecture
• Discussion Post: Failure and Resilience
• Assignment: Possible Lives

Module 8: Launching your Professional Life (DUE April 20) (Short Module)
• Discussion Post: Career Advice
• Read “How not to get a job” from Designing your Life by Burnett & Evans
• Watch “Personal Branding” lecture
• Watch “Networking and References” lecture
• Assignment: Recorded Elevator Pitch
• Assignment: Developmental Plan Final, DUE Wednesday, April 27, by 11:59pm