SLS1409 - Professional Pathways in the Liberal Arts and Sciences
Fall 2022 - Tuesdays, Period 6: 12:50-1:40 in Matherly 0014

Instructor Email Office Location & Hours
Ryan Braun Ryanbraun88@ufl.edu Tuesdays, 3-5pm 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/ Skills/ Goals Statement - 10%
- Professional Profile & Position Posting - 10%
- Professional Materials (Resume/Cover Letter) - 30%
- Possible Lives - 10%
- LinkedIn - 5%
• Group Interview - 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.

**Required Event Attendance**

**Tenenbaum Professional Speaker Series**
- **On Thursday, September 29**, Bonnie Plants CEO Mike Sutterer and retired Mercer Consultant Philip Tenenbaum will be giving a talk on career preparation in college. The talk is from 5:30-6:30 in Pugh Hall, with food/networking afterwards. **If you have a recurring course conflict or other unmissable obligation that prevents attendance, let me know!**

**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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**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: Values, Skills, & Goals**

Tuesday, August 30, 2022: 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

Tuesday, September 6, 2022: Values

- Discuss Brooks, pgs. 1-15
Career Values

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

Tuesday, September 13, 2022: Skills

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

Assignment:
- Professional Profile / Position Posting

Tuesday, September 20, 2022: Skills, Part 2

- **DUE:** Professional Profile / Position Posting
- Connecting skills to position postings
- Connecting skills to prior experiences

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

Tuesday, September 27, 2022: Connecting Career and Major

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

Assignment:
- Values/Skills/Goals Statement
- Watch: Resume + Cover Letter Video

**Part 2: Resumes & Cover Letters**

Tuesday, October 4, 2022: Resume/Cover Letters

- **DUE:** Values/Skills/Goals Statement
- Professional Materials questions
- Examples

Assignment:
- Create a resume
Tuesday, October 11, 2022: Resume draft

- **DUE:** Resume draft (in class and in Canvas)

Assignment:
- Create a Cover Letter

Tuesday, October 18, 2022: Cover Letter draft

- **DUE:** Cover Letter Draft (in class and in Canvas)

**Part 3: Skills Employers Want**

Tuesday, October 25, 2022: Professional Communication

- What is communication?
- Effective speaking
- Effective emailing

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

Tuesday, November 1, 2022: Teamwork & Collaboration

- Teamwork Exercise

**Part 4: Launching a Professional Life**

Tuesday, November 8, 2022: Personal Branding

- Developing a professional identity
- Managing a personal brand

Assignment:
- Possible Lives Assignment

Tuesday, November 15, 2022: Professionalism, Networking, and References

- **DUE:** Possible Lives Assignment
- Professional Networking
- Cultivating and maintaining references
- Elevator Pitch

Assignment:
- LinkedIn
Holiday Week: Resilience and Grit (asynchronous)

Tuesday, November 29, 2022: Interviewing

- **DUE:** LinkedIn
- Interview activity
- Group Interviews begin!

Tuesday, December 6, 2022: Interviewing Part 2, Final day

- Wrap up
- Group interviews continue
- **Final Assignment due Tuesday, December 13, by 11:59pm**