

# IDS4930 - Professional Pathways in the Liberal Arts and Sciences

Summer B 2019 - Mondays & Wednesdays, Period 3: 11:00-12:15 in Turlington 2349

Instructor	Email	Office Location & Hours
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## 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 - 15%
- Writing Assignments (2) - 20%
- Portfolio (Resume, LinkedIn, Cover Letter, Statement of Goals) - 30%
- Elevator Pitch - 10%
- Developmental Plan - 20%

## Attendance

This class meets twice 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). If multiple absences become necessary, please speak to me. Absences due to medical issues or other extenuating circumstances are considered excused with proper documentation.

## 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](http://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/>

## 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

#### Monday, July 1, 2019: Introduction, Overview, and Orientation to Class

- Welcome to UF!
- What is this course about?
- Syllabus stuff
- Why go to college at all?

#### Assignment:

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

#### Wednesday, July 3, 2019: Career Values

- Discuss Brooks, pgs. 1-15
- Career Values
- Difference between a job and a career
- Liberal Arts and Sciences perspectives

#### Assignment:

- Take SDS Assessment
- Read pages 1-7 from *The Case Against Education* by Bryan Caplan

#### Monday, July 8, 2019: Professionalism, Education, and Skills

- DUE: SDS Assessment
- Holland Codes
- Discuss Caplan, pgs. 1-7
- Signaling and Human Capital
- Skill development in college, work, and life
- Technical Skills and Transferable Skills

#### Assignment:

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

#### Wednesday, July 10, 2019: Connecting Career and Major

- Discuss Selingo
- Majors and CLAS Career Networks
- Career as a process, not a target

#### Assignment:

1. Skill Reflection Assignment

## Part 2: Developing and Translating Skills

### **Monday, July 15, 2019: Writing and Resumes**

- DUE: Skill Reflection
- Writing tips
- Writing as rewriting
- Resume fundamentals

#### Assignment:

- Create a Resume

### **Wednesday, July 17: Communication and Cover Letters**

- DUE: Resume
- What is communication?
- Actions and goals
- Forms, media, and models
- Cover Letter fundamentals

#### Assignment:

- Write a Cover Letter

### **Monday, July 22, 2019: Decision-Making and Goal Setting**

- DUE: Cover Letter
- Confronted by decisions
- Choice, Happiness, and Spaghetti Sauce
- Academic and Professional Choices (CASVE Model)
- SMART Goals

#### Assignment:

- Statement of Goals
- Read “The Rise and Fall of Motivation 2.0” by Daniel Pink

### **Wednesday, July 24, 2019: Resilience and Grit**

- DUE: Statement of Goals
- Discuss Pink reading
- Check-in: how’s everyone doing?
- Building resilience
- Failure
- Stress management

#### Assignment:

- Do something fun and non-academic this week

## **Monday, July 29, 2019: Teamwork and Collaboration**

- Teamwork Exercise
- Consensus versus Commitment

### Assignment:

- Read “How not to Find a Job” by Bill Burnett and Dave Evans
- Possible Lives Assignment

## **Part 3: Launching a Professional Life**

## **Wednesday, July 31, 2019: Personal Branding**

- DUE: Possible Lives Assignment
- Discuss Burnett & Evans
- Managing a Personal Brand
- Developing a Professional Identity
- LinkedIn
- Discuss Final

### Assignment:

- Create a LinkedIn
- Prepare for Elevator Pitch Presentations

## **Monday, August 5, 2019: Elevator Pitch Presentations**

- DUE: LinkedIn
- DUE: Elevator Pitch Presentations

## **Wednesday, August 7, 2019: Launching into Next Semester**

- Finish Presentations
- Wrap up and Reflection
- The Value of Confusion
- Preparation for Fall semester
- Developmental Plan Final Due by Noon on Friday, August 9