

FYC 4931

Family, Youth and Community Sciences Professional Development

Section: 2203

Instructor: Gregg Henderschiedt, M.S.Ed.

Credits: 3

Class Location: CSE E121

Email: ghenderschiedt@ufl.edu (use Canvas email)

Office: 3041 McCarty D

Office Hours: By appointment

Office Phone: 352.273.3514

Meeting Time: Tuesday 2-3 (8:30-10:25 am), Thursday 3 (9:35-10:25 am)

Text Book:

Getting From College to Career, Lindsey Pollak, Harper Business, 2012, First Revised Edition
ISBN: 9780062069276

Course Description: To provide a professional development experience for students in FYCS including: search for employment during their final semesters of undergraduate study and information regarding graduate education and research possibilities. Emphasis is placed on career placement, graduate education, practicum readiness, professional business etiquette and elements for a successful transition to the workforce.

Course Goal: Assist students in transition for the professional practicum experience and from college life to graduate and/or professional life.

Course Objectives: After completing this course students will be able to...

- Access information on the many career options in family, youth and community science professions
- Conduct job searches, write resumes/cover letters, request recommendations and prepare for interviews.
- Explore options for graduate education, be better prepared for the Graduate Record Examination (GRE), thesis, comprehensive exam requirements and final projects.

Grading: Grading for this course will be A-E and is determined by attendance, participation and class assignments. Your grade will be based on the following point/percentage breakdown;

Grade Scale:

A	93-100%	465-500	C	73-76%	365-384
A-	90-92%	450-464	C-	70-72%	350-364
B+	87-89%	435-449	D+	67-69%	335-349
B	83-86%	415-434	D	63-66%	315-334
B-	80-82%	400-414	D-	60-62%	300-314
C+	77-79%	385-399	E	59%-	299 or below

Grade Breakdown:

Quizzes	10%	(50 points)
Professional portfolio	20%	(100 points)
Career Reflection paper	10%	(50 points)
Resume	10%	(50 points)
Hot Topics Group Project	20%	(100 points)
Final exam	15%	(75 points)

Attendance/Participation	15% (75 points)
Total	100% (500 points)

Quizzes: There will be five quizzes throughout the semester. Quizzes will be completed online through Canvas and must be completed before the quiz is due (at the beginning of class on the due date.) They cannot be made up. If you have an excused absence, please get notes from a classmate to complete the quiz by the due date. You may use your class notes when taking them, but you should take them individually and not with others. *You may take as long as you need to complete the quiz, as long as it is completed by the deadline. Please note, however, you must complete the quiz in one sitting. The system does not allow for multiple attempts.*

Assignments: Most assignments (except the portfolio) will be submitted through Canvas. You are more than welcome to turn in an assignment early, however assignments are due at the beginning of class on the due date. Detailed instructions for assignments will be given at a later date. *There will be an automatic 10% reduction of points for any late work, regardless of how late it is.* Late assignments will be accepted up until the last day of class

Participation in Classroom Activities: Students are expected to play an active, positive role in the class (ask and answer questions, discuss subject content, etc.). Discourteous, argumentative, disrespectful or other unprofessional behavior is not acceptable. Attendance will be taken randomly throughout the semester and used for the attendance/participation points for the final grade.

Date	Topic	Assignment Due
Jan 5	Syllabus and Course Review	
Jan 10	An Introduction to Grad School/ Grad School Applications	
Jan 12	Grad Student Panel of Speakers	
Jan 17	Writing Skills for Personal Statements and Cover Letters	Online Quiz 1 – Intro to Grad school and Grad School Applications
Jan 19	Taking stock – identifying what values are important to you in the workplace/marketing the FYCS degree	Read chapter 3 of text.
Jan 24	Taking stock in yourself – Considering personal influences in the career decision	Online Quiz 2 – Personal Statements
Jan 26	Taking stock in yourself – wandering map	
Jan 31	Human Services Careers	
Feb 2	Extension Careers?	

Feb 7	Job Search Basics	Read chapters 1-2 from text
Feb 9	CRC Presentation?	Career reflection paper due
Feb 14	Resume Writing	Quiz Three due – Job Search Basics
Feb 16	Professional Portfolios	
Feb 21	Gaining Experience - The FYCS Practicum	Online Quiz Four due – Networking (from chapter 4 of text)
Feb 23	Learning Lab – Practicing Learning Goals and Objectives	Resume Due
Feb 28	Human Services Communication skills	Online Quiz 5 – General Job Search
Mar 2	Communication lab	Portfolio due
Mar 7 & 9	Spring Break	
Mar 14	Hot Topics Project	
Mar 16	FYCS Alumni panel	
Mar 21	The Intergenerational Workplace	
Mar 23	Hot Topics lab	
Mar 28	Interviewing	Online quiz 6 due – Intergenerational Workplace Read chapter 9 from text
Mar 30	Interviewing Lab	
Apr 4	Business and Dining Etiquette	Hot topics project due Online quiz 7 due – Interviewing
Apr 6	Fringe Benefits and payroll	
Apr 11	Hot topics presentations	
Apr 13	Review for Final Exam	Online portion of final exam due
Apr 18	Final Exam	

Attendance Policy: Each student brings a unique mix of knowledge and experiences to the classroom environment that enriches and facilitates discussion; therefore, it is important to be present at all class sessions. There are times, however, when missing class is unavoidable. *If a student misses class (whether excused or not), it is her/his responsibility to get the materials, notes, handouts and assignments from a classmate.* Absences from class will be excused only for valid reasons and must be supported by appropriate documentation, if appropriate.” Requirements for class attendance and make-up exams, assignments and other work are consistent with university policies that can be found at: <https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>.

Academic Honesty

As a student at the University of Florida, you have committed yourself to uphold the Honor Code, which includes the following pledge: “*We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity.*” You are expected to exhibit behavior consistent with this commitment to the UF academic community, and on all work submitted for credit at the University of Florida, the following pledge is either required or implied: “*On my honor, I have neither given nor received unauthorized aid in doing this assignment.*”

It is assumed that you will complete all work independently in each course unless the instructor provides explicit permission for you to collaborate on course tasks (e.g. assignments, papers, quizzes, exams). Furthermore, as part of your obligation to uphold the Honor Code, you should report any condition that facilitates academic misconduct to appropriate personnel. It is your individual responsibility to know and comply with all university policies and procedures regarding academic integrity and the Student Honor Code. Violations of the Honor Code at the University of Florida will not be tolerated. Violations will be reported to the Dean of Students Office for consideration of disciplinary action. For more information regarding the Student Honor Code, please see: <http://www.dso.ufl.edu/sccr/process/student-conduct-honor-code>.

Software Use:

All faculty, staff and students of the university are required and expected to obey the laws and legal agreements governing software use. Failure to do so can lead to monetary damages and/or criminal penalties for the individual violator. Because such violations are also against university policies and rules, disciplinary action will be taken as appropriate.

Services for Students with Disabilities

The Disability Resource Center coordinates the needed accommodations of students with disabilities. This includes registering disabilities, recommending academic accommodations within the classroom, accessing special adaptive computer equipment, providing interpretation services and mediating faculty-student disability related issues. Students requesting classroom accommodation must first register with the Dean of Students Office. The Dean of Students Office will provide documentation to the student who must then provide this documentation to the Instructor when requesting accommodation

0001 Reid Hall, 352-392-8565, www.dso.ufl.edu/drc/

Campus Helping Resources

Students experiencing crises or personal problems that interfere with their general well-being are encouraged to utilize the university's counseling resources. The Counseling & Wellness Center provides confidential counseling services at no cost for currently enrolled students. Resources are available on campus for students having personal problems or lacking clear career or academic goals, which interfere with their academic performance.

University Counseling & Wellness Center, 3190 Radio Road, 352-392-1575, www.counseling.ufl.edu/cwc/

Counseling Services

Groups and Workshops

Outreach and Consultation

Self-Help Library

Wellness Coaching

Career Resource Center, First Floor JWRU, 392-1601, www.crc.ufl.edu/

U Matter We Care, www.umatter.ufl.edu/