

**FYC 4931 (14013) –Fall 2022 ONLINE**  
**Family, Youth and Community Sciences**  
**Professional Development**

**Instructor:** Kathryn B. Ivey, M.S.

**Office Hours:** Tuesday's 1:30-3:30pm

**Office location:** 3041 McCarty Hall D

**Email:** Canvas

**Textbook:** None required.

**Prerequisites:** FYC3001, 3101(3112), 3201, and 3401

**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.

**Instructor expectations:** This is a class on professional development, and as such, I would ask you to be professional by demonstrating regular engagement when appropriate. Exchanges between students, faculty, and staff are a form of professional correspondence and permanent documentation between two (or more) people and they are not confidential. Be sure all communication, including emails, is polite and professional.

**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...

- Identify, articulate, and market their transferrable and technical skills in a career setting.
- Students will understand the differences among graduate degrees as well as identify the steps needed to apply to a program.
- Access information about and understanding the differences between the major branches of human services careers, including social work, counseling, and non-profit management.
- Conduct a thorough job search, including identifying career opportunities, how to effectively network, answer interview questions and engage in salary negotiation.

**Grading:** Grades are a direct result of the effort put into this course. Each assignment has been assigned a possible point value. Points are earned when assignments are completed and accumulate to create a final score. Assignments will be graded on the quality and content of the writing. Students should spell check, grammar check, and proofread work before submitting. Points will be deducted for not following instructions, poor grammar, spelling errors, and lack of appropriate etiquette. For information on current UF policies for assigning grade points, see <https://catalog.ufl.edu/UGRD/academic-regulations/grades-grading-policies/>

**Grade Scale:**

A	93-100%	372-400	C	73-76.99%	292-307
A-	90-92.99%	360-371	C-	70-72.99%	280-291
B+	87-89.99%	348-359	D+	67-69.99%	268-279
B	83-86.99%	332-347	D	63-66.99%	252-267
B-	80-82.00%	320-331	D-	60-62.99%	240-251
C+	77-79.99%	308-319	E	59%-	236 or below

<b>Grade Breakdown:</b>	Quizzes	130 points
	Professional e-portfolio	100 points
	Career Reflection paper	50 points
	Resume	50 points
	Practicum Assignments	40 points
	Trainings	30 points
	<b>Total</b>	<b>400 points</b>

**Quizzes @ 10 points each:** There will be a series of 13 quizzes throughout the course. Quizzes are not timed but **must** be completed in one attempt. **ALL quizzes will be due on Fridays at 5:00 p.m. unless otherwise stated in Canvas.**

**Assignments:** There are multiple assignments associated with this course. See below for **brief synopsis** of each and their point value. **ALL assignments will be due on Fridays at 5:00 p.m. unless otherwise stated in Canvas.**

**Practicum Objectives: 40 points**

For this assignment, you will need to re-write Practicum objectives using SMART objectives. SMART stands for Specific, Measurable, Achievable, Relevant and Timely. The most often reason Practicum proposals are not approved is due to poorly written objectives.

**Resume: 50 points**

You should submit a resume. It can be a general one for your future or tailored to a specific experience. It can be one you have used in a previous class or for an application, **but it MUST reflect the format we discussed in class.** Please see the example in the formatting video.

**Career Reflection paper: 50 points**

For this assignment, you are being asked to write a reflective career paper which demonstrates your thought process about your future. This is an exercise in taking stock of yourself as a candidate for future opportunities. ***Simply writing about your hopes, dreams and plans will not be sufficient for a good grade.***

**ePortfolio: 100 points**

You will create a professional portfolio using the guidelines discussed in class. The portfolio must be in a web-based electronic format, and we prefer Wix. This assignment should be submitted as a link sent to me (through Canvas email).

**Trainings: 30 points**

You will be asked to complete three (3) online trainings via LinkedIn Learning. You will submit a certificate of completion of each training to Canvas to receive credit.

## COURSE POLICIES

**1. Accommodations:** FYCS strives to create an accessible and inclusive learning experience for diverse students. Students with disabilities are encouraged to connect with the Disability Resource Center (DRC). The DRC will engage with the student to identify any potential accommodations that may support the student's success. Accommodations are changes in the learning environment that remove barriers and provide equitable opportunities for accessible learning. Given that barriers may vary from course to course, students should meet with their DRC Learning Specialist once a semester to adjust accommodations.

- ❖ Accommodations listed in a DRC letter are not retroactive. The provision of accommodations commences when the student presents the instructor the accommodation letter. Students are encouraged to present accommodation letters as soon as they receive one so the accommodations can be put in place as early as possible. Students must allow ample time for the instructor to review and discuss accommodations with the student prior to implementation.
- ❖ If the student requires additional time for examinations, the student must notify the instructor at least one week prior to the examination

**2. Grade adjustments:** It is unethical and in direct violation of the Honor Code to request an unjustifiable grade adjustment. Grades follow the above grading scale and are not rounded up. Please note that students have 1 week to review assignment/assessment grades/comments and contact the instructor with questions concerning the grade. Students who fail to review their assignment scores within one week of release of grades may not request retroactive adjustments at the end of the term.

**3. Late Assignments:** Assignments are submitted through Canvas and are due by 5:00 p.m. on the date indicated on the course calendar. There is a 7-hour grace period (until 11:59 p.m. on the due date) for online submissions. Late points **will not** be deducted during this time.

- ❖ A grace period is intended to accommodate for any technical difficulties while trying to submit your assignment. If you wait until close to 11:59 p.m. before attempting to submit your assignment for the first time and experience technical difficulties, you will not be granted additional time as a result. You should attempt to submit by the scheduled due date (5:00 p.m.) and use the grace period to resolve technical issues that may arise, if any. **Do not wait until 11:59 p.m. to submit for the first time as work will not be accepted late (after 11:59 p.m.) if something goes wrong.**
- ❖ Assignments will not be accepted after the grace period ends without written instructor approval at least 24 hours prior to the scheduled due date. That is, approval must be obtained via email by 5:00 p.m. the day before an assignment is due.
- ❖ You are expected to complete all assignments within the course by the specified dates. Assignments that are not received by the time provided in the syllabus/course calendar will receive a zero (0) grade. That is, late assignments will not be accepted. Requirements for class assignments and other work are consistent with university policies that can be found at: <https://catalog.ufl.edu/UGRD/academic-regulations/attendance-policies/>.
- ❖ Please see university policy regarding university and medically excused absences. In the event of an unforeseen emergency (death in the immediate family, sudden illness, etc.), please contact your instructor as soon as possible. Be proactive and forthcoming. Failure to communicate with your instructor may result in a zero (0) grade.

*The Canvas app is a great tool for checking your mail, announcements, and viewing your grades. It is not a great tool for submitting assignments as the uploading procedure is unreliable. In addition, I am unable to see you attempted to submit something using the app (I can view your activity in Canvas when using an internet browser). To protect yourself in the event of any technical glitch, do not use the mobile app for submitting assignments. **Additionally, it is recommended you take and save screenshots of all Canvas submission confirmations. Failure to document your submission will result in a***

**zero (0) grade should there be a system error. Do not contact your instructor or TAs without proper documentation to support your claims, which includes screenshots of submissions and a ticket number from the Help Desk.**

**4. Contacting your instructor:** Please contact your instructor through Canvas (not @ufl) email. Keep in mind that email exchanges between students, faculty, and staff are a form of professional correspondence and permanent documentation between two (or more) people and they are not confidential. Be sure your emails are polite, professional, and well prepared before hitting send.

Although most faculty try to answer emails promptly, you should allow 2 business days before expecting a response. To maintain a work-life balance, your instructor **does not** answer emails outside business hours (Monday-Friday: 8:00-4:00).

**5. Email and web access requirement:** All students are required to have a UF email account and must be able to access CANVAS. You are responsible for regularly checking the FYC 4931 Canvas site for the course calendar, lecture notes, required readings, announcements, assignment feedback and other course resources/materials. If you are experiencing issues with Canvas, call 352-392-HELP or connect via email ([helpdesk@ufl.edu](mailto:helpdesk@ufl.edu)). Phone and email support are available 24/7. **Do not contact your instructor without a ticket number from the help desk.**

## **ACADEMIC HONESTY**

Any assignments you submit, including your practicum proposal, must be original works authored by you as an individual in the course unless your instructors provide explicit permission for collaboration. Your thoughts are unique and valuable, and assignments and examinations provide you with an opportunity to share your insights with your instructor.

- Please be mindful that as a result of the registration process at the University of Florida, any enrolled student is committed 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 unless the instructor provides explicit permission for you to collaborate on course tasks. 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, or student complaints, please see: <https://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-code/>

## **FYCS DIVERSITY, EQUITY, AND INCLUSION STATEMENT**

The UF/IFAS Department of Family, Youth and Community Sciences is committed to engaging positively in a global and diverse society through its teaching, extension, and research efforts. That commitment is demonstrated by creating an inclusive educational environment that fosters belonging as we mentor students, perform relevant scholarship, and conduct outreach for families, youth, and communities that is sensitive and responsive to the needs of diverse audiences. Intentional effort is made to providing access and equity to underrepresented, underserved, marginalized, and minoritized people in Florida and beyond.

## **ONLINE COURSE EVALUATIONS**

Student assessment of instruction is an important part of efforts to improve teaching and learning. At the end of the semester, students will be given the opportunity to provide feedback on the quality of instruction via the Practicum Experience Survey.

Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing the Practicum Experience Survey.

## **SOFTWARE USE**

All faculty, staff and students at 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.

## **UNIVERSITY RESOURCES**

The University of Florida has support services available for all students. If you need additional support, you are encouraged to reach out to your instructor.

**Counseling and Wellness Center** (<https://counseling.ufl.edu/>) offers services and resources related to a variety of personal concerns, including but not limited to test-related stress, anxiety and depression, substance use, relationships, and sexual orientation and gender. All services are confidential. If a student is having a mental health emergency, they may call 352-392-1575 to speak to a crisis counselor. Additional contact information: 3190 Radio Road, (352) 392-1575, <http://counseling.ufl.edu>

**Office of Victim Services** (<https://police.ufl.edu/about/divisions/office-of-victim-services/>) recognizes that few events, if any, that may occur in one's life can compare to the potentially traumatizing effects of being a victim of a crime. A victim advocate is available 24/7 to provide support for victims of actual or threatened violence. All services are free and confidential. You can speak to an advocate directly by calling 352-392-5648 during business hours (M-F, 8:00 a.m. – 5:00 p.m.) or 24/7 by calling the University Police Department's Dispatch Center at 352-392-1111.

**GatorWell Health Promotion Services** (<http://gatorwell.ufsa.ufl.edu/>) is UF's campus health promotion department. Services include HIV testing, Quit Tobacco coaching, Wellness Coaching for Academic Success, Health Huts, and various other outreach/educational events. GatorWell also provides free condoms and other sexual health resources to students. Visit one of their three campus locations including their main location on the First Floor of the Reitz Union.

**Student Health Care Center:** Call 352-392-1161 for 24/7 information to help you find the care you need, or visit the website: <https://shcc.ufl.edu/>

**University Police Department:** Call 352-392-1111 (or 9-1-1 for emergencies) or visit the website: <https://police.ufl.edu/>

**UF Health Shands Emergency Room / Trauma Center:** For immediate medical care call 352-733-0111 or go to the emergency room at 1515 SW Archer Road, Gainesville, FL 32608; Visit the UF Health Emergency Room and Trauma Center website: <https://ufhealth.org/emergency-room-trauma-center>

**UF Computing Help Desk** (<http://helpdesk.ufl.edu/>) is available to help students with technical issues, including CANVAS. You can call the UF Help Desk 24/7 at 352-392-HELP.

**U Matter, We Care** (<http://www.umatter.ufl.edu/>) is an initiative committed to creating a culture of care on our campus by encouraging members of our community to look out for one another and to reach out

for help if someone is in need. If you or a friend is in distress, please submit a care concern here:

<https://umatter.ufl.edu/refer-or-report/>

**Career Connections Center** (<https://career.ufl.edu/>) can help you across the lifespan of your career and is located on the First Floor of the Reitz Union.

**Library Support:** Various ways to receive assistance with respect to using the libraries or finding resources: <https://uflib.ufl.edu/find/ask/>

**Teaching Center:** Located in Broward Hall. To make an appointment for general study support and tutoring, call 352- 392-6420 or visit the website: <https://teachingcenter.ufl.edu/>

**Writing Studio:** 2215 Turlington Hall, 352-846-1138. Help brainstorming, formatting, and writing papers. <https://writing.ufl.edu/writing-studio/>

### Student Complaints

- For online courses: <https://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-code/>
- For residential courses: <https://em.ufl.edu/complaint>

<b>Weeks</b>	<b>Module/Topic</b>	<b>Assignment(s) Due: ALL due on Friday's at 5:00 p.m. <u>unless otherwise noted in Canvas</u></b>
Week 1: August 24 <sup>th</sup> -26 <sup>th</sup>	Syllabus/Course Review	Practicum Q&A Poll
Week 2: Aug 28 <sup>th</sup> - Sept 2 <sup>nd</sup>	An Introduction to Grad School/ Grad School Applications	Syllabus quiz—see due date in Canvas! Grad School 101 Quiz Grad School Application quiz Grad Student Interviews Reaction Quiz
Week 3: Sept. 5 <sup>th</sup> - 9 <sup>th</sup>	FYCS Practicum Information	Practicum Quiz OPTIONAL Q&A Session re: FYCS Practicum Sept 14 <sup>th</sup> from 4:00 p.m. – 5:00 p.m. (Zoom) Sept 15 <sup>th</sup> from 10:30 a.m.- 11:30 a.m. (Zoom)
Week 4: Sept 12 <sup>th</sup> - 16 <sup>th</sup>	Personal Statements	Personal Statements Quiz
Week 5: Sept 19 <sup>th</sup> - 23 <sup>rd</sup>	Career Exploration and Marketing the FYCS degree	Practicum Objectives Assignment
Week 6: Sept 26 <sup>th</sup> - 30 <sup>th</sup>	Human Services Careers	Passion Reading reactions quiz
Week 7: Oct 3 <sup>th</sup> - 7 <sup>th</sup>	Extension Careers/CRC Overview	Career Reflection Assignment
Week 8: Oct 10 <sup>th</sup> - 14 <sup>th</sup>	Human Services Communication Skills	Human Services Communications Skills Quiz
Week 9: Oct 17 <sup>th</sup> – 21 <sup>st</sup>	The Job Search	Job Search Quiz
Week 10: Oct 24 <sup>th</sup> and 28 <sup>th</sup>	Resumes and ePortfolios explained	Resume Assignment
Week 11: Oct 31 <sup>st</sup> – Nov 4 <sup>th</sup>	FYCS Alumni Speak.	Alumni Interview Reaction Quiz

Week 12: Nov 7 <sup>th</sup> and 11 <sup>th</sup>	Interviews/Salary Offers	Interviewing & Salary Negotiation Quiz
Week 13: Nov 14 <sup>th</sup> and 18 <sup>th</sup>	International Careers	International Career Quiz
Week 14: Nov 21 <sup>st</sup> -25 <sup>th</sup>	Networking and Business Ethics	Networking Quiz
Week 15: Nov 28 <sup>th</sup> - Dec 2 <sup>nd</sup>	No lecture	<b>All training certificates are due by Dec. 2<sup>nd</sup></b>
Week 16: Dec 5 <sup>th</sup> -7 <sup>th</sup>	Course Wrap up—No lecture	ePortfolio— <b>Due on Dec. 7<sup>th</sup></b>

\* *Note: The instructor reserves the right to change any aspect of this syllabus and to make appropriate updates. Changes to the syllabus, including the course calendar, will be communicated to students in a timely manner.*