

# FYC 4931

## Family, Youth and Community Sciences Professional Development

**Section:** 3725

**Instructor:** Gregg Henderschiedt, M.S.Ed.

**Credits:** 3

**Class Location:** MCCA G186

**Email:** [ghenderschiedt@ufl.edu](mailto:ghenderschiedt@ufl.edu) (use Canvas email)

**Office:** 3041 McCarty D

**Office Hours:** By appointment

**Office Phone:** 352.273.3514

**Meeting Time:** Tuesday 4-5 (10:40 am -12:35 pm), Thursday 5 (11:45 am -12:35 pm)

**Text Book:** None required.

**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 six quizzes throughout the semester. Quizzes will be completed online through Canvas and must be completed by the due date (at the beginning of class on the day it is due.) 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 no later than one week after the due date.

**Participation in Classroom Activities:** Students are expected to play an active, positive role in the class (ask and answer questions, discuss subject content, etc.). ***Laptops and phones can only be used in class for active notetaking. No surfing, Facebooking or working on other classes is allowed.*** Discourteous, argumentative, disrespectful or other unprofessional behavior is not acceptable.

<b>Date</b>	<b>Topic</b>	<b>Assignment Due</b>
<b>Aug 22</b>	<b>Syllabus/Course Review An Introduction to Grad School</b>	
<b>Aug 24</b>	<b>Grad School Applications</b>	
<b>Aug 29</b>	<b>Writing Skills for Personal Statements</b>	<b>Online Quiz 1 – Intro to Grad school and Grad School Applications</b>
<b>Aug 31</b>	<b>Grad Student Panel of Speakers</b>	
<b>Sept 5</b>	<b>Taking stock – Considering personal influences in the career decision.</b>	<b>Online Quiz 2 – Personal Statements</b>
<b>Sept 7</b>	<b>Taking stock – identifying what values are important to you in the workplace/marketing the FYCS degree</b>	
<b>Sept 12</b>	<b>Human Services Careers</b>	
<b>Sept 14</b>	<b>Taking stock – wandering map</b>	
<b>Sept 19</b>	<b>Job Search Basics</b>	<b>Career reflection paper due – Submit in Canvas</b>
<b>Sept 21</b>	<b>Extension Careers</b>	
<b>Sept 26</b>	<b>Resume Writing</b>	<b>Quiz 3 due – Job Search Basics</b>

<b>Sept 28</b>	<b>Hot Topics Assignment</b>	
<b>Oct 3</b>	<b>Gaining Experience and the FYCS Practicum</b>	
<b>Oct 5</b>	<b>Learning Lab – Practicing Learning Goals and Objectives</b>	<b>Resume Due – Submit in Canvas</b>
<b>Oct 10</b>	<b>Professional Portfolios</b>	
<b>Oct 12</b>	<b>Hot Topics Assignment lab</b>	
<b>Oct 17</b>	<b>Human Services Communication Skills</b>	
<b>Oct 19</b>	<b>Human Services Communication Skills – Lab</b>	
<b>Oct 24</b>	<b>FYCS Alumni panel</b>	
<b>Oct 26</b>	<b>Networking</b>	<b>Professional Portfolios due</b>
<b>Oct 31</b>	<b>Networking – Skill Practice</b>	
<b>Nov 2</b>	<b>Business and Dining Etiquette</b>	<b>Online Quiz 4 Due - Networking</b>
<b>Nov 7</b>	<b>Interviewing and Salary Negotiation</b>	
<b>Nov 9</b>	<b>Interviewing and Salary Negotiation – Skill Practice</b>	
<b>Nov 14</b>	<b>Hot topics meeting time</b>	<b>Online quiz 5 due – Interviewing</b>
<b>Nov 16</b>	<b>The Intergenerational Office</b>	
<b>Nov 21</b>	<b>Review for Final Exam</b>	<b>Online quiz 6 due – The Intergenerational Office</b>
<b>Nov 23</b>	<b>No Class – Thanksgiving</b>	
<b>Nov 28</b>	<b>Hot Topics Presentations</b>	<b>Online portion of final exam due</b>
<b>Nov 30</b>	<b>Hot Topics Presentations</b>	
<b>Dec 5</b>	<b>Final Exam</b>	

**\*Minor changes may be made by the instructor during the semester, if needed.**

**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. Attendance will be taken randomly throughout the semester and used for the attendance/participation points for the final grade. 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 (e.g., illness, family death, religious holiday) 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/](http://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/](http://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/](http://www.crc.ufl.edu/)*

*U Matter We Care, [www.umatter.ufl.edu/](http://www.umatter.ufl.edu/)*

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