

**Human Resource Development: Graduate Seminar in
FYCS FYC 6933, Sections: OSF1 and OSE1
Fall 2023**

Instructor:

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Office Hours: Use this link to [schedule an appointment](#) (pick the general appointment option)

Course Description (UF Catalog)

Explores current topics, trends, and research findings. 1 credit hour

Course Objectives

This class should answer the following question: What do you need to do to succeed in graduate school? To succeed you need to understand:

- How graduate school is different from an undergraduate program and what the expectations are for a graduate student;
- Why you are in graduate school, and have a sense of what you wish to accomplish and do when you finish;
- What the FYC Online Master's Program Hub is for, what the requirements of the online FYCS master's degree program are, who the FYCS faculty are, how to choose an appropriate topic for your capstone project, and decide if a faculty mentor is right for you;
- How to conduct academic research, engage in professional writing, and how to use APA style; and
- What skills can help you work more efficiently and effectively, including time management skills, dealing with stress, and managing procrastination.

Required Textbooks and Software

The required textbook for this course is the Publication Manual of the American Psychological Association, Seventh Edition.

Note that this edition is different from previous editions, so please make sure to get the correct one. It is very important for you to have access to this resource during graduate school and throughout your career.

Assignments and Grading:

1. **Modules and assessments:** This course requires the completion of 9 modules, along with their associated assignments. At the end of 5 of the modules, you will need to complete an assessment that will be worth 10 points (80 points total) and turn in any assignments for that module. There are 6 module assignments worth 20 points each (120 total).
2. **Plan of Study:** A plan of study help guides your course choices so that you meet the program requirements and graduate. Module 7 will walk you through the steps to completing the plan of study. You will be paired with another student for discussion and completion of a draft (100 points), then schedule a meeting with me to refine your plan, and upload an approved final plan of study (100 points). **You cannot pass this course without having an approved plan of study uploaded in the FYCS Online Program Hub.**
3. **Capstone Topic Exploration:** To complete your MS in FYCS degree you will take the Capstone course in either your final or penultimate semester. Module 8 will help you understand what a capstone project is, how to choose an appropriate topic, and get started with the process. 100 points.

Course Schedule

You are welcome to submit any open module work **ahead of its deadline**, but you **must** complete the modules **NO LATER** than **11:59 pm Eastern time on the due dates**. Deadlines are listed below, in the Canvas course Calendar, and on the first page of each module. Completing modules on time will help keep you on track, and make sure that you have experience with the skills and knowledge you need to complete assignments in your courses, as well as handle your graduate program successfully. Depending on course flow we might change deadlines a bit, **Canvas will always be the correct deadline.**

Module	Due Date
Module 1: Getting Started	August 27
Module 2: Grad School Success	September 3
Module 3: The FYCS Program	September 10
Module 4: Plan of Study	Draft: September 17 Final: September 24
Module 5: Research	October 8
Module 6: Writing	Part 1: October 15 Part 2: October 22 Part 3: October 29
Module 7: Wellness	November 5
Module 8: Capstone	November 19
Module 9: Next, Please	December 3

Attendance Policy, Class Expectations, and Make-Up Policy

This course is asynchronous and in-person attendance is not required. If you might miss a deadline, contact the instructor prior to the deadline to see if alternative arrangements can be made. We will have a few optional Zoom meeting check-ins that will be recorded and posted in case you cannot attend.

Required Syllabus text: Excused absences must be consistent with university policies in the Graduate Catalog

(<http://gradcatalog.ufl.edu/content.php?catoid=10&navoid=2020#attendance>) and require appropriate documentation. Additional information can be found here: <https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>

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.

Evaluation of Grades

Assignment	Points Each	Total Points	Percentage of Final Grade
6 Module Assessments	10	60	12
7 Module Assignments	20	140	28
Plan of Study Draft	100	100	20
Plan of Study Final	100	100	20
Capstone Planning	100	100	20
		500	100%

Grades and Grade Points

Total class points: 500

Class points required for a passing grade: 400;

You must have an approved plan of study uploaded in the FYCS Online Master’s Program Hub by the end of the course or you will NOT pass.

More information on UF grading policy may be found at:

[UF Graduate Catalog](#)
[Grades and Grading Policies](#)

Students Requiring Accommodations

Students with disabilities who experience learning barriers and would like to request academic accommodations should connect with the [Disability Resource Center](#). It is important for students to share their accommodation letter with their instructor and discuss their access needs, as early as possible in the semester.

Course Evaluation

Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. [Click here for guidance on how to give feedback in a professional and respectful manner](#). Students will be notified when the evaluation period opens, and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via ufl.bluera.com/ufl/. [Summaries of course evaluation results are available to students here](#).

Online Course Recording

For online course with recorded materials a statement informing students of privacy related issues such as: Our class sessions may be audio visually recorded for students in the class to refer back and for enrolled students who are unable to attend live. Students who participate with their camera engaged or utilize a profile image are agreeing to have their video or image recorded. If you are unwilling to consent to have your profile or video image recorded, be sure to keep your camera off and do not use a profile image. Likewise, students who un-mute during class and participate orally are agreeing to have their voices recorded. If you are not willing to consent to have your voice recorded during class, you will need to keep your mute button activated and communicate exclusively using the "chat" feature, which allows students to type questions and comments live. The chat will not be recorded or shared. As in all courses, unauthorized recording and unauthorized sharing of recorded materials is prohibited.

University Honesty Policy

UF students are bound by The Honor Pledge which states, "We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students 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." [The Honor Code](#) specifies a number of behaviors that are in violation of this code and the possible sanctions. Furthermore, you are obligated to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult with the instructor. Use of **AI-generated text and Chat-GPT is not allowed unless the assignment specifically assigns the use of either**. Any use of AI generated-text or Chat-GPT must be cited in the assignment. Failure to do so will result in a zero for the assignment and/or a violation of academic honesty.

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. We, the members of the University of Florida community, pledge to uphold ourselves and our peers to the highest standards of honesty and integrity.

Student Privacy

There are federal laws protecting your privacy with regards to grades earned in courses and on individual assignments. For more information, please see the [Notification to Students of FERPA Rights](#).

Campus Resources:

Health and Wellness

U Matter, We Care:

If you or someone you know is in distress, please contact umatter@ufl.edu or 352 392-1575 to refer or report a concern and a team member will reach out to the student in distress.

Counseling and Wellness Center: counseling.ufl.edu/cwc, and 392-1575; for information on crisis services as well as non-crisis services.

University Police Department: 392-1111 or 9-1-1 for emergencies.

Sexual Assault Recovery Services (SARS)

Student Health Care Center, 392-1161.

Academic Resources

E-learning technical support, 352-392-4357 (select option 2) or e-mail to Learning-support@ufl.edu.

Career Resource Center, Reitz Union, 392-1601. Career assistance and counseling.

Library Support, Various ways to receive assistance with respect to using the libraries or finding resources.

Teaching Center, Broward Hall, 392-2010 or 392-6420. General study skills and tutoring.

Writing Studio, 302 Tigert Hall, 846-1138. Help brainstorming, formatting, and writing papers.

On-Line Students Complaints, [View the Distance Learning Student Complaint Process](#).