

FYC 4931 (12801) – Fall 2025

Family, Youth and Community Sciences

Professional Development

Instructor:	Crystal J. Tisby, M.A.
Instructor Contact:	Canvas
Class Meeting:	Weimer Hall: Room 1094
Class Time:	Monday, Wednesday and Friday Period 8 (3:00pm to 3:50pm)
Instructor Office:	McCarty Hall B: Room G086
Office Hours:	Tuesday: 1:30pm – 3:30pm

Textbook: None required.

Prerequisites: FYC 3001, 3112, 3201, and 3401

Course Description: Provides 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%	694-750	C	73-76%	544-573
A-	90-92%	671-693	C-	70-72%	522-543
B+	87-89%	649-670	D+	67-69%	499-521
B	83-86%	619-648	D	63-66%	469-498
B-	80-82%	597-618	D-	60-62%	447-468
C+	77-79%	574-596	E	59%-	446 or below

Grade Breakdown:	Attendance & Participation 100 points
	Defining FYCS 25 points
	Wheel of Life 10 points
	Elevator Pitch 20 points
	Communication Challenge 40 points
	Professional Circuit Test 100 points
	Quizzes 80 points
	Professional e-portfolio 100 points
	Career Reflection Essay 50 points
	Resume Packet 100 points
	Practicum Assignments 40 points
	Civic Literacy Completion 25 points
	Trainings 60 points

Total 750 points

Attendance and Participation: 100 points

Attendance, in the form of individual and group participation in weekly course assignments is required and will count for a significant portion of a student's course grade. Attendance will be recorded throughout the semester, using varying methods. Attendance includes attending assigned lectures, participating in group discussion and activities and any other required events. It is of great importance that students attend lectures and complete required assignments on or before the posted due date.

Note: Students are permitted up to 3 absences (excused & unexcused) for the entire semester. Anything beyond 3 absences, students' final grade will be dropped a full letter grade. Any student that misses more than 5 days without permission from the instructor (equivalent to 2 weeks in a semester) will fail the class and retake the class the next semester. No Exceptions!!!!

The instructor reserves the right to assign zero points for an incomplete attendance assignment if the student did not attend the associated lectures/events.

Defining FYCS: 25 points

Being able to define Family, Youth and Community Sciences and articulate what the major means to you, will assist with presenting this major in a clear, professional and distinctive way.

Wheel of Life: 10 points

The Wheel of Life is a visual tool used to assess how satisfied you are with different areas of your life. By rating each area, you can see where you're thriving and where you need to make changes.

Elevator Pitch: 20 points

The elevator pitch is a brief, succinct sales pitch. It gets its name from the length of time it should take to complete the pitch; about the amount of time, it takes to ride several floors in an elevator (30 to 45 seconds). This pitch will be used in your ePortfolio as a marketing tool for future employers.

Communication Challenge: 50 points

More information regarding this in class challenge will be presented during week 12 or 13.

Professional Circuit Test: 100 points

This assignment requires students to prepare for a circuit of 'tests' concerning several key professional skills. The Professional Circuit Test will take place during an assigned date and time (agreed upon by the instructor and student) and will include evaluations of the following professional skills: (1) résumé portfolio, (2) professional email to a prospective supervisor, (3) mock interview with a prospective supervisor.

LOOK for this EMAIL during WEEK 3 and RESPOND in a TIMELY MANNER!

More information is provided within the corresponding module and assignment submission folders in Canvas

Quizzes @ 10 points each: There will be a series of 8 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 Packet: 100 points

You should submit a resume, cover letter and reference list. 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.*

Civic Literacy Completion: 50 points

For this assignment, you are being asked to show proof of the Civic Literacy requirement necessary to graduate in the upcoming semester.

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: 60 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.

Extra Credit: 10 points

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 maybe a 7-hour grace period (until 11:59 p.m. on the due date) for some 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). 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.

- Review this webpage, this website, and watch this short video about plagiarism and/or academic misconduct.
- Please be mindful that because 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

- Students agree that by taking this course all required assessments may be subject to submission for textual similarity review to Turnitin.com or other plagiarism detection services (directly or via Canvas) for the detection of plagiarism. All submitted assessment will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism of such papers. The use of Turnitin.com service is subject to the Usage Policy posted on the Turnitin.com site.
- 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 Commitment

The UF/IFAS Department of Family, Youth and Community Sciences is committed to engaging positively in a global society through its teaching, extension, and research efforts. That commitment is demonstrated by creating an 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.

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/complain>

Weeks	Module/Topic	Assignment(s) Due: All Due on Fridays at 5:00 p.m. unless otherwise noted in Canvas
Week 1: August 22nd	Welcome & Introductions! Syllabus/Course Overview	Syllabus quiz—see due date in Canvas!
Week 2: August 25 th , 27 th & 29 th	FYCS Practicum Information	Practicum Quiz Practicum Objectives Assignment Q&A Session re: FYCS Practicum
Week 3: September 1 st , 3 rd & 5 th	Human Service/Careers/Passion Extension (Guest Speaker) Compassion Fatigue	Labor Day: No Class! Human Service Careers Quiz Defining FYCS Assignment Wheel of Life Due!
Week 4: September 8 th , 10 th & 12 th	Networking Job Search	Networking and Job Search Quiz Networking Evaluation
Week 5: September 15 th , 17 th & 19 th	Email Etiquette Soft vs Hard Skills	September 17 th : No Class! Elevator Pitch Due
Week 6: September 22 nd , 24 th , & 26 th	Resumes/Cover Letters /Reference List	Resume/Cover Letter/Reference List Assignment Email Organization for PST
Week 7: September 29 th , October 1 st & 3 rd	Interviews Salary Negotiations	Interviewing & Salary Negotiation Quiz
Week 8: October 6 th , 8 th & 10 th	Interview Prep	October 7 th Networking Fair (Attendance Mandatory) All Training Certificates Due by 5pm Civic Literacy Requirement Due by 5pm
Week 9: October 13 th , 15 th & 17 th	Professional Circuit Tests	Professional Circuit Test: Resume Portfolio, Mock Interview, Professional Email (100 points)
Week 10: October 20 th , 22 nd & 24 th	An Introduction to Grad School/ Grad School Applications Personal Statements	Grad School 101 Quiz
Week 11: October 27 th , 29 th & 31 st	Professionalism Business Etiquette	Practicum Objectives Assignment (Due) Practicum Packet Assignment (Due)
Week 12: November 3 rd , 5 th & 7 th	Effective Communication Leadership Style	
Week 13: November 10 th , 12 th & 14 th	Emotional Intelligence Conflict Resolution	Practicum Proposal Due 1pm! Communication Challenge
Week 14: November 17 th , 19 th & 21 st	Alumni Speakers	November 21 st : No Class! Alumni Reflection Quiz
Week 15: November 24 th , 26 th & 28 th		Thanksgiving Holiday: No Class!
Week 16: December 1 st & 3 rd	Course Wrap up – Review	Career Reflection – Due on December 3 rd by 5:00pm ePortfolio – Due on December 3 rd by 5:00pm

***The schedule is subject to change; however, notice will be given in the event the dates and schedule is update.**

