

**PROFESSIONAL DEVELOPMENT SEMINAR**  
**HOS 4933/ORH 4933 – 1 credit**  
**Spring 2020**

<b>INSTRUCTORS:</b>	J.K. Kruse 1541 Fifield 273-4569 <a href="mailto:jkk@ufl.edu">jkk@ufl.edu</a>	P.J. Dittmar 1233 Fifield 273-4771 <a href="mailto:pdittmar@ufl.edu">pdittmar@ufl.edu</a>
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**OFFICE HOURS:** By appointment

**LECTURES:** Tuesday, periods 7-8, 2316 Fifield Hall.

**COURSE DESCRIPTION:** Professional skills development, including job searching, resume writing, interview skills, professional etiquette, communications, and salary negotiations. Guest speakers, panels, and role playing will give students an opportunity to learn more about professional development in horticulture.

**OBJECTIVES:** To successfully prepare students to enter into a career in the horticultural industry.

**TEXT:** None required

**ATTENDANCE/ASSIGNMENTS:** Students are required to attend class and to be in class on time. Please do not enter the classroom if you are more than 15 minutes late. If you are more than 15 minutes late or leave more than 15 minutes early, you will be counted as absent. Only documented doctor's excuses or UF-approved activities will be excused. Anything you do in class that diverts your attention from the class will result in an absence. Examples of diversions include, but are not limited to: reading, sleeping, working on another course, texting, web surfing, Instagram, Snapchat, Twitter, Facebook, or any other smartphone games/apps, crossword puzzles, Sudoku, crocheting, building lego models, etc. **More than three unexcused absences will result in a failure of the course.** Assignments turned in late will have five points deducted for every day the assignment is late. Many assignments for this course will be submitted via **Canvas**.

**ELECTRONIC DEVICES:** Students are required to turn off their cell phones and other electronic devices before entering the classroom. Use of cell phones for texting, snapchatting, instagramming, emailing, calling (does anyone really do this anymore?), web browsing, gaming, etc. during class is unacceptable.

**GRADING (200 pts total):**

Attendance/Participation	100 pts
Class Assignments:	
Career Fair Assignment	30
Cover letter	20
Resume	20
Mock Interview Summary	10
Dining Interview Summary	10
Panel Questions	10

## **GRADING SCALE:**

90-100	A	70-74	C
85-89	B+	65-69	D+
80-84	B	60-64	D
75-79	C+	<60%	E

## **Academic Honesty, Software Use, UF Counseling Services, Services for Students with Disabilities**

In 1995 the UF student body enacted a new honor code and voluntarily committed itself to the highest standards of honesty and integrity. When students enroll at the university, they commit themselves to the standard drafted and enacted by students.

In adopting this honor code, the students of the University of Florida recognize that academic honesty and integrity are fundamental values of the university community. Students who enroll at the university commit to holding themselves and their peers to the high standard of honor required by the honor code. Any individual who becomes aware of a violation of the honor code is bound by honor to take corrective action. The quality of a University of Florida education is dependent upon community acceptance and enforcement of the honor code.

## **The Honor Code: We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity.**

On all work submitted for credit by students at the university, the following pledge is either required or implied: **“On my honor, I have neither given nor received unauthorized aid in doing this assignment.”**

The university requires all members of its community to be honest in all endeavors. A fundamental principle is that the whole process of learning and pursuit of knowledge is diminished by cheating, plagiarism and other acts of academic dishonesty. In addition, every dishonest act in the academic environment affects other students adversely, from the skewing of the grading curve to giving unfair advantage for honors or for professional or graduate school admission. Therefore, the university will take severe action against dishonest students. Similarly, measures will be taken against faculty, staff and administrators who practice dishonest or demeaning behavior.

Students should report any condition that facilitates dishonesty to the instructor, department chair, college dean or Student Honor Court. It is assumed all work will be completed independently unless the assignment is defined as a group project, in writing by the instructor.

This policy will be vigorously upheld at all times in this course.

## **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.

## **Campus Helping Resources**

Students experiencing crises or personal problems that interfere with their general wellbeing are encouraged to utilize the university’s counseling resources. Both the Counseling Center and Student

Mental Health Services provide 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. The Counseling Center is located at 301 Peabody Hall (next to Criser Hall). Student Mental Health Services is located on the second floor of the Student Health Care Center in the Infirmary.

- *University Counseling Center*, 301 Peabody Hall, 392-1575, [www.counsel.ufl.edu](http://www.counsel.ufl.edu)
- *Career Resource Center*, CR-100 JWRU, 392-1602, [www.crc.ufl.edu/](http://www.crc.ufl.edu/)
- *Student Mental Health Services*, Rm. 245 Student Health Care Center, 392-1171, [www.shcc.ufl.edu/smhs/](http://www.shcc.ufl.edu/smhs/)

Alcohol and Substance Abuse Program (ASAP)

Center for Sexual Assault / Abuse Recovery & Education (CARE)

Eating Disorders Program

Employee Assistance Program

Suicide Prevention Program

### **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.

0001 Reid Hall, 392-8565, [www.dso.ufl.edu/drc/](http://www.dso.ufl.edu/drc/)

Tentative Course Calendar Spring 2020

1	<p style="text-align: center;"><b>Jan 7</b></p> <p>Course Introduction/Objectives &amp; Goals</p> <p>Group exercise – How do you start looking for a job?</p> <p>Job Search/Networking/ Corporate Culture</p>	<p><b>Assignment 1:</b> Read the information on resume and cover letter writing that is posted under the “Resources” tab on the Canvas Home page. <b>Bring your current resume to class on Jan 14<sup>th</sup>.</b></p>
2	<p style="text-align: center;"><b>Jan 14</b></p> <p>Making Sense of Your Campus Involvement</p> <p>Resume Writing</p> <p>How to write a resume to fit a specific job, discuss criteria for a good resume, the importance of building a portfolio.</p>	<p><b>Due:</b> A hard copy of your current resume (<b>in class</b>)</p> <p><b>Assignment 1:</b> Resume draft <b>submitted to Canvas by Jan 21<sup>st</sup>.</b></p>
3	<p style="text-align: center;"><b>Jan 21</b></p> <p>Cover Letters: Sell yourself and catch the attention of a potential employer through a cover letter.</p> <p>Interview Skills - Learn the skills necessary for a successful interview</p> <p>Professional Etiquette</p>	<p><b>Due:</b> Draft copy of your resume <b>submitted to Canvas</b></p> <p><b>Assignment 1:</b> Write a cover letter and <b>submit to Canvas by Jan 28<sup>th</sup>.</b></p> <p><b>Assignment 2:</b> Develop a minimum of 3 questions to ask the Small Business Owners Panel, <b>bring a typed hard copy of the questions to class Jan 28<sup>th</sup>.</b></p>
4	<p style="text-align: center;"><b>Jan 28</b></p> <p>Panel: Small Business Owners</p>	<p><b>Due: Typed</b> hard copy of Small Business Panel questions (<b>in class</b>)</p> <p><b>Due:</b> Draft cover letter <b>submitted to Canvas.</b></p> <p><b>Assignment 1:</b> Prior to the Career Fair, select 5 companies that are participating and visit their web sites. Develop a list of at least 5 important facts about them. Visit these companies at the career fair and submit a short summary of your experience with each. <b>Submit your summaries and company research to Canvas by Feb 11<sup>th</sup>.</b></p>
5	<p style="text-align: center;"><b>Feb 4</b></p> <p><b>No Class. Must attend Career Fair:</b></p> <p>CALS CAREER FAIR FEBRUARY</p>	<p><b>Due:</b> Final copy of resume <b>submitted to Canvas</b></p> <p><b>Assignment 1:</b> Develop a minimum of 3 questions to ask the Graduate Program Coordinator Panel, <b>bring a</b></p>

	6 <sup>th</sup>	<p><b>typed hard copy of the questions to class Feb 11<sup>th</sup>.</b></p> <p><b>Assignment 2:</b> Choose from a list of industry representatives and schedule a mock interview outside of class time (~ Feb. 19 to Mar. 1) Dress appropriately. Summarize mock interview experience and <b>submit to Canvas by March 2.</b></p>
6	<p><b>February 11</b></p> <p>Have You Thought About Graduate School?</p>	<p><b>Due: Typed</b> hard copy of panel questions (<b>in class</b>)</p> <p><b>Due: Career Fair Research and Summary submitted to Canvas.</b></p> <p><b>Assignment 1:</b> Mock Interviews (done out of class with specific representatives between ~ Feb. 18 and Mar. 1).</p>
7	<p><b>February 18</b></p> <p>Jobs Abroad - International opportunities</p>	<p><b>Due: Final cover letter submitted to Canvas</b></p> <p><b>Assignment:</b> Develop a minimum of 3 questions to ask the Industry Panel, <b>bring a typed hard copy of the questions to class Feb 25<sup>th</sup>.</b></p>
8	<p><b>Feb 25</b></p> <p>Industry Panel: Careers/Marketability</p>	<p>Industry panel will discuss what to look for in a company, interview strategies, negotiating strategies, what should you do now as a student to make yourself marketable, and field questions from you.</p> <p><b>Due: Typed</b> hard copy of Industry Panel Questions (<b>in class</b>)</p> <p><b>Due Mar. 4 (note date!):</b> Short summary of your Mock Interview experience <b>submitted to Canvas.</b></p>
9	<p>March 4</p> <p><b>Spring Break!</b></p>	<p>Have a safe and fun break!</p>
10	<p><b>March 10</b></p> <p>Interviews outside the office – Lunch/Dinner Interviews What to order, making small talk</p>	<p><b>Assignment:</b> Summary/reflection of dining interview experience and <b>submit to Canvas by March 17<sup>th</sup>.</b></p>
11	<p><b>March 17</b></p> <p>Done With Interviews – Now What? Evaluating, Negotiating, and Accepting a Job Offer</p>	<p><b>Due: Dining interview summary submitted to Canvas</b></p>

12	<b>March 24</b> Conflict Resolution	
13	<b>March 31</b> Leadership Basics	
14	<b>April 7</b> Panel: Graduate Students Perspectives from current graduate students	<b>Assignment:</b> Develop a minimum of 3 questions to ask the Graduate Student Panel, <b>bring a hard copy of the questions to class April 7<sup>th</sup>.</b>
15	<b>April 14</b> Panel: Alumni Perspectives from recent graduates on adjusting to change, the new job, finding a place to live, community engagement, etc.	<b>Assignment:</b> Develop a minimum of 3 questions to ask the Alumni Panel, <b>bring a hard copy of the questions to class April 14<sup>th</sup>.</b>
16	<b>April 21</b> Email etiquette	