



SLS1409 - PROFESSIONAL PATHWAYS IN THE LIBERAL ARTS AND SCIENCES (Spring 2025, Asynchronous Online)

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Office Hours: Tuesdays 11:00 am -12:00 pm in 1120 Turlington (or Zoom) -or- by appointment

Course Description

This course is an exploration of career readiness through Liberal Arts and Sciences. We will investigate the modern world of work and the cultivation of transferable and professional skills through theory and practice. Through this course, you will learn about career development and practical professional skills, but you will also learn about your individual professional identity and how the two intersect. By the end of this course, you will be able to:

- Articulate the value of a broad Liberal Arts and Sciences Education
- Identify key elements of career development in Liberal Arts and Sciences
- Apply transferable skills to multiple career contexts
- Construct effective professional materials to communicate transferable skills
- Deliver a clear and effective “elevator pitch”
- Confidently pursue and interview for professional opportunities

Course Materials

Readings will be provided in PDF format on Canvas.

Course Assignments

- Module Lesson Completion (9) - 20%
- Discussion Posts (6) - 20%
- O*Net Interest Profile - 5%
- Strengths, Interests, & Values Exercise - 5%
- Skill Inventory + Position Posting Analysis - 10%

- Resume - 10%
- Cover Letter - 10%
- LinkedIn Profile & Gator Network - 5%
- Developmental Plan - 15%

Course Delivery

This is an online, asynchronous course, which means that you will never be expected to show up at a particular place at a specific time. However, there will be many options for synchronous engagement throughout the semester. In addition to my office hours I can meet with you by appointment.

Course Schedule

This course is broken up into eight modules. Each module contains an online lesson along with various assignments, discussion posts, and readings. The entirety of the module content (in most cases) is due every other Friday at 11:59pm, though the entire course is available should you choose to work ahead.

Module	Due (11:59 p.m.)
Module 1: Introduction and Career Values	January 24
Module 2: Skills	February 7
Module 3: T-Shaped Professionalism	February 21
Module 4: Professional Materials	March 7
Module 5: Resilience and Grit	March 14
Module 6: Professional Communication	March 28
Module 7: Personal Branding	April 11
Module 8: Launching your Professional Life	April 23 (Wednesday)

Late Assignments

The goal of this course is for you to develop skills, and that development is ultimately more important than deadlines or grades. However, submitting work by the posted deadline is crucial. You will get one “freebie” late individual assignment that can be submitted up to one week past the deadline with no penalty (this does not include the Module 8 assignments due April 23rd). Other late work will be accepted up to ONE WEEK after the deadline for a maximum of half credit. No late work will be accepted more than a week after the due date or after the last day of classes (April 23rd). As always, please speak to me if extenuating circumstances impact your ability to submit your work in a timely fashion.

Use of AI

In this course, AI tools can be valuable for checking the quality of your writing, sparking new ideas, and simplifying complex topics to aid in your learning. However, it's crucial to understand that submitting work generated by others—or by AI—as your own (without citation) is considered plagiarism and a form of academic dishonesty. Most of the written assignments in this class are personal and reflective in nature, therefore it is especially important that the ideas you share are your own.

Appropriate use of AI for assignments:

- You are free to use spell check, grammar check, and synonym identification tools (e.g., Grammarly, and MS Word).
- You are free to use app recommendations when it comes to rephrasing sentences or reorganizing paragraphs *you have drafted yourself*.
- You are free to use app recommendations when it comes to tweaking outlines *you have drafted yourself*.
- You are required to cite any generative AI tools you use providing quotation marks and a citation, just as you would to any other source. Citations should take this form: OpenAI, chatGPT. Response to prompt: “Explain what is meant by the term ‘Triple Bottom Line’” (February 15, 2023, <https://chat.openai.com/>).

Inappropriate use of AI when writing essays or discussion board entries:

- You may not use entire sentences or paragraphs suggested by an app without providing quotation marks and a citation, just as you would to any other source. Citations should take this form: OpenAI, chatGPT. Response to prompt: “Explain what is meant by the term ‘Triple Bottom Line’” (February 15, 2023, <https://chat.openai.com/>).
- You may not have an app write a draft (either rough or final) of an assignment for you.

Evidence of inappropriate AI use will be grounds for submission of an honor code violation. Sanctions will range from a zero for the assignment to an E for the course.

Notes for Students with Disabilities

Students with disabilities who experience learning barriers and would like to request academic accommodations should connect with the Disability Resource Center. See the “Get Started With the DRC” webpage on the Disability Resource Center site. It is important for students to share their accommodation letter with me and discuss their access needs, as early as possible in the semester.

Grading Policies and Grade Points

Please refer to the UF Catalog for information on grading and GPA:

<https://catalog.ufl.edu/UGRD/academic-regulations/grades-grading-policies/>

Grading Scale:

A	100-92.5%
A-	92.4-89.5%
B+	89.4-86.5%
B	86.4-82.5%
B-	82.4-79.5%
C+	79.4-76.5%
C	76.4-72.5%
C-	72.4-69.5%
D+	69.4-66.5%
D	66.4-62.5%
D-	62.4-59.5%
E	59.4—0%

Course Evaluations

Students are expected to provide feedback on the quality of instruction in this course by completing online evaluations at <http://evaluations.ufl.edu>. Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open. Summary results of these assessments are available to students at <https://evaluations.ufl.edu/results/>

Module 1: Introduction and Career Values (DUE January 24)

READ:

- Syllabus
- “Moving from College to Career” by Katharine Brooks

COMPLETE:

- “Strengths, Interests, & Values” Lesson

DO:

- Discussion Post: Introductions + Career Values
- Assignment: O*Net Profile
- Assignment: Strengths, Interests, & Values Exercise

Module 2: Skills and Goals (DUE February 7)

READ:

- Excerpt from The Case Against Education by Bryan Caplan

COMPLETE:

- “Professional Skill & Job Postings” Lesson

DO

- Discussion Post: “Skill Development in College”
- Assignment: Skill Inventory & Position Analysis

Module 3: T-Shaped Professionals (DUE February 21)

READ:

- “What the Economy Needs, What Employers Want” by Jeffrey Selingo

COMPLETE:

- “What Employers Want” Lesson

DO:

- Discussion Post: T-Shaped Professionalism

Module 4: Professional Materials (DUE March 7)

COMPLETE:

- “Professional Materials” Lesson

DO:

- Assignment: Submit Resume
- Assignment: Submit Cover Letter

Module 5: Resilience and Grit - (Due March 14, *this is a 1-week module*)

LISTEN:

- “Learning From Your Mistakes”, Hidden Brain Podcast

COMPLETE:

- “Growth Mindset & Failure” Lesson

DO:

- Discussion Post: “Resilience”

Module 6: Professional Communication (DUE March 28)

COMPLETE:

- “Communication for Professional Development” Lesson

DO:

- Discussion Post: “Elevator Pitch”

Module 7: Personal Branding (DUE April 11)

COMPLETE:

- “Creating a Personal Brand” Lesson

DO:

- Assignment: LinkedIn

Module 8: Launching your Professional Life (DUE **WEDNESDAY April 23)**

COMPLETE:

- “Networking and References” Lesson
- “Interviewing” Lesson

DO:

- Assignment: Development Plan
- Discussion Post: Career Advice

UF 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 Conduct Code specifies a number of behaviors that are in violation of this code and the possible sanctions. [Click here to read the Conduct Code](#). If you have any questions or concerns, please consult with the instructor in this class.

Statement on Class Discussion

People learn best when they are encouraged to ask questions and express their diverse opinions on course content, which may include images, texts, data, and theories from across the disciplines. This is especially true in courses that deal with provocative or contemporary issues. UF offers many such courses, in which students encounter concepts of race, color, sex, and/or national origin. We teach these important issues because understanding them is essential for anyone who seeks to make economic, cultural, and societal contributions to today’s complex world. With this in mind, we do not limit access to, or classroom discussion of, facts, ideas, and opinions—including those that some may find uncomfortable, unwelcome, disagreeable, or even offensive. In response to challenging material, students and instructors are encouraged to ask honest questions and thoughtfully engage one another’s ideas. But hostility, disruptive and disrespectful behavior, and provocation for provocation’s sake have no place in a classroom; reasonable people disagree reasonably. These guidelines can help instructors and students as they work together to fulfill the mission of the University of Florida, which includes the exploration of intellectual boundaries, the creation of new knowledge, and the pursuit of new ideas.

Class Recording

Students are allowed to record video or audio of class lectures. However, the purposes for which these recordings may be used are strictly controlled. The only allowable purposes are (1) for personal educational use, (2) in connection with a complaint to the university, or (3) as evidence in, or in preparation for, a criminal or civil proceeding. All other purposes are prohibited. Specifically, students may not publish recorded lectures without the written consent of the instructor. A “class lecture” is an educational presentation intended to inform or teach enrolled students about a particular subject, including any instructor-led discussions that form part of the presentation, and delivered by any instructor hired or appointed by the University, or by a guest instructor, as part of a University of Florida course. A class lecture does not include lab sessions, student presentations, clinical presentations such as patient history, academic exercises involving solely student participation, assessments (quizzes, tests, exams), field trips, private conversations between students in the class or between a student and the faculty or

lecturer during a class session. Publication without permission of the instructor is prohibited. To “publish” means to share, transmit, circulate, distribute, or provide access to a recording, regardless of format or medium, to another person (or persons), including but not limited to another student within the same class section. Additionally, a recording, or transcript of a recording, is considered published if it is posted on or uploaded to, in whole or in part, any media platform, including but not limited to social media, book, magazine, newspaper, leaflet, or third party note/tutoring services. A student who publishes a recording without written consent may be subject to a civil cause of action instituted by a person injured by the publication and/or discipline under UF Regulation 4.040 Student UF, Academic Affairs, August 5 th 20 2 2 , 1Policy on Course Syllabi Honor Code and Student Conduct Code.

Campus Resources

- Health and Wellness U Matter, We Care: If you or someone you know is in distress, please contact umatter@ufl.edu, 352-392-1575, or visit U Matter, We Care website to refer or report a concern and a team member will reach out to the student in distress.
- Counseling and Wellness Center: Visit the Counseling and Wellness Center website or call 352-392-1575 for information on crisis services as well as non-crisis services.
- Student Health Care Center: Call 352-392-1161 for 24/7 information to help you find the care you need, or visit the Student Health Care Center website.
- University Police Department: Visit UF Police Department website or call 352-392-1111 (or 9-1-1 for emergencies).
- 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.
- GatorWell Health Promotion Services: For prevention services focused on optimal wellbeing, including Wellness Coaching for Academic Success, visit the GatorWell website or call 352-273-4450.

Academic Resources

- E-learning technical support: Contact the UF Computing Help Desk at 352-392-4357 or via e-mail at helpdesk@ufl.edu.
- Career Connections Center: Reitz Union Suite 1300, 352-392-1601. Career assistance and counseling services. Library Support: Various ways to receive assistance with respect to using the libraries or finding resources.
- CLAS Academic Resources: 1317 Turlington. General study skills and tutoring.
- Writing Studio: 2215 Turlington Hall, 352-846-1138. Help brainstorming, formatting, and writing papers.
- Student Complaints On-Campus: Visit the Student Honor Code and Student Conduct Code webpage for more information. On-Line Students Complaints: View the Distance Learning Student Complaint Process