



SLS1409 – PROFESSIONAL PATHWAYS IN THE LIBERAL ARTS AND SCIENCES  
(Summer B, 1 credit)

---

I. General Information

Meeting days and times: Tuesday, 2:00-3:15pm

Class location: TUR 2318

Instructor:

Name: Taylor Stokes

Office Building/Number: Turlington 1120

Phone: 352-273-4071

Email: [taylorwstokes@ufl.edu](mailto:taylorwstokes@ufl.edu)

Office Hours: Tuesday 3:30-4:30pm

- 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.

Prerequisites

Pre-req: Student in the College of Liberal Arts and Sciences.

General Education Designation: none.

Course Materials: Readings will be reading format on Canvas.

Materials will be available through the following means: Instructor will provide all necessary materials for the course including readings, instructor designed lectures and slides.

Materials Fee: N/A

II. Course Goals

Course Objectives

In this course we will:

- Investigate the modern world of work
- Explore the cultivation of transferable and professional skills through theory and practice

- Study the intersection of professional identity, professional skills, and career development

### Student Learning Outcomes

A student who successfully completes this course will be able to:

- Articulate the value of a broad liberal arts and sciences education
- Identify key elements of career development with your CLAS degree
- Apply transferable skills to multiple career contexts
- Develop effective written professional materials
- Demonstrate professional competencies through written and oral communication
- Identify the elements of constructing a professional network

### III. Graded Work

Requirements for class attendance and make-up exams, assignments, and other work in this course are consistent with university policies that can be found in the [Catalog](#).

#### Graded Components

**O\*NET Interest Profiler (5%):** The O\*NET Interest Profiler is an assessment that can help you find out what your interests are and how they relate to the world of work, and help you decide what kinds of careers you might want to explore. Specific assignment instructions are on Canvas.

**Possible Lives (10%):** Chaos theory suggests that there are many possible lives in front of you. For this assignment, you will explore three of them. In roughly 1½ pages (1/2 page for each), outline three possible 10-year trajectories for yourself. Include any pertinent educational, career, or personal milestones. Specific assignment instructions are on Canvas.

**Skills Map (10%):** A skills map is an effective way to connect your skills and experiences. In this assignment you will inventory your technical and transferable skills, then identify how you have used these in past experiences. Being able to do this is the first step towards drafting effective professional materials and interviewing well. Specific assignment instructions are on Canvas.

**Position Posting & Analysis (10%):** Analyze a position posting by identifying key skills and values: underline important skills, bold those that match your own skill set, and italicize relevant values. Then, reflect on how your qualifications align by answering two brief reflection questions about your skills and values. Specific instructions are on Canvas.

**Resume (10%):** Create a resume tailored to the chosen position posting. Utilize the skills map and course resources for visual design, appropriate information, and clear and concise language. Specific assignment instructions are on Canvas.

**Cover Letter (10%):** Create a cover letter tailored to the chosen position posting to contextualize, explain, and elaborate upon the most significant and relevant information in your resume. Focus on visual design, clear and effective writing, and communicating “fit.” Specific assignment instructions are on Canvas.

**Resume & Cover Letter Meeting & Revised Draft (10%):** Meet with the instructor 1:1 to review the resume and cover letter and receive feedback. Turn in a revised version of the professional materials to receive credit.

**LinkedIn or GatorNetwork (5%):** Create a LinkedIn or GatorNetwork account. Networking is an essential aspect of professional development, and social media is an important component. A recent survey found that 85% of all new hires used networking in their job search, so having and utilizing an active LinkedIn and/or GatorNetwork account can be extremely beneficial. Specific assignment instructions are on Canvas.

**Forage- Industry Experience (15%):** This assignment allows you to explore and develop a key professional skill by completing a real-world, virtual experience module offered by an industry partner through the online platform Forage. You will gain insight into workplace expectations, apply your interests to real tasks, and reflect on your personal and professional growth. Specific assignment instructions are on Canvas.

**Group Interview (10%):** This assignment will allow you to synthesize the course material and provide practical application to effective communication of your work related experiences. Specific assignment instructions are on Canvas.

**Participation (5%):** The educational impact of this course relies on student engagement and participation. Participation is reflected in class attendance, discussion contribution, and general course involvement.

**TOTAL: 100%**

#### Grading Scale

Letter Grade	Number Grade
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

See the UF Catalog's "[Grades and Grading Policies](#)" for information on how UF assigns grade points.

*Note: A minimum grade of C is required to earn General Education credit.*

#### IV. Calendar

<u>Graded Assignments</u>	<u>Due Date (11:59pm)</u>
Possible Lives	July 7
O*NET Interest Profiler	July 7
Skills Map	July 7
Position Posting and Analysis	July 14
Resume	July 21
Cover Letter	July 21
Beyond120 Skills Curriculum: Personal Brand	July 21
1:1 Meeting: Resume and Cover Letter Review	July 28
LinkedIn or GatorNetwork	July 28
Beyond120 Skills Curriculum: Interviewing	July 28
Resume and Cover Letter Resubmission Deadline	August 4
Forage- Industry Experience	August 4
Beyond120 Skills Completion: Networking	August 4

#### Part 1: Understanding College and Career

- Pre-work: Assignment: *You Majored in What?* by Katharine Brooks, pp. 1-15, O\*NET Interest Profiler

#### Week 1. July 1: Introduction, Career Values, Interests, and Skills

- Due before class
  - Assignment: O\*NET Interest Profiler
  - Reading: *You Majored in What?* by Katharine Brooks, pp. 1-15,
- In Class
  - Welcome, Discuss Brooks, Chaos Theory, Career Values, Skills Mapping Intro
- To-Do
  - Assignments: Possible Lives, O\*NET Interest Profiler, Skills Map,
  - Reading: *The Case Against Education* by Bryan Caplan, pp. 1-7
  - Reading/Listening: *The Case for a Liberal Arts Education*, Harvard Thinking
  - Online Lecture: Skills Video

#### Week 2. July 8: Looking Outward, Connecting Skills to Positions

- Due before class
  - Assignment: Possible Lives Assignment, Skills Map
  - Reading: *The Case Against Education* by Bryan Caplan, pp. 1-7

- Reading/Listening: *The Case for a Liberal Arts Education*, Harvard Thinking
- In Class
  - T-Shaped talent, discuss Caplan and Harvard Thinking readings
  - Connecting values, skills, college, and careers/industries
  - Effectively conveying skills, understanding position postings, connecting skills and experiences to posting
- To-Do
  - Assignment: Position Posting Analysis
  - Reading: *What the Economy Needs, What Employers Want* by Jeffrey Selingo, pp. 29-59
  - Online Lecture: Skills Video Review (Position Posting Portion)

## Part 2: Developing and Translating Skills

### Week 3. July 15: Resume & Cover Letter Fundamentals

- Due before class
  - Position Posting & Analysis
- In Class
  - Resume Fundamentals
  - Cover Letter Fundamentals
- To-Do
  - Draft Resume and Cover Letter
  - Review Online Resources
  - Schedule Resume/Cover Letter Review Appointment (June 21-25)
  - Beyond120 Skills Curriculum: Personal Brand

### Week 4. July 22: Professional Communication

- Due before class
  - Resume and Cover Letter Draft
  - Beyond120 Skills Completion: Personal Brand
- In class
  - What is communication?
  - Effective communication across forms and media
  - Personal Brand: LinkedIn and GatorConnect
  - Mock Interview Prep
- To-Do
  - Assignment: Resume and Cover Letter 1:1 Meetings, LinkedIn, Beyond120 Skills Curriculum: Interviewing, Work on Forage assignment

## Part 3: Launching a Professional Life

### Week 5. July 29: Interviews

- Due before class
  - Resume and Cover Letter Review Meeting
  - Beyond120 Skills Completion: Interviewing
  - LinkedIn/GatorNetwork

- In class
  - Mock Interviews
- To-Do
  - Resubmit Resume and Cover Letter, Forage assignment, Beyond120 Skills Curriculum: Networking

#### Week 6. August 5 (Last Class): Professionalism, Networking, Resiliency

- Due before class
  - Resume and Cover Letter resubmission
  - Forage assignment
  - Beyond120 Skills Completion: Networking
- In class
  - Networking
  - Resiliency/Grit
  - Wrap Up
- To-Do
  - See you in the Fall!

#### V. University Policies and Resources

##### Attendance policy

Attendance is required for this course. Requirements for class attendance and make-up exams, assignments, and other work in this course are consistent with university policies that can be found at:

<https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>.

This class meets once a week over a 6 week term and requires full engagement, so attendance is mandatory. Each absence will impact your participation grade, and decrease your final grade by five points. Excused absences due to medical reasons or other extenuating circumstances may be considered with proper documentation. If multiple absences become necessary, please speak to me. Students in need of additional services and support are encouraged to consult the Dean of Students Office (<https://dso.ufl.edu/>).

##### Lateness

This course is about building professional skills, so lateness is unacceptable. You will be considered “late” if you arrive after the scheduled start time for the course. Two instances of lateness will be considered equivalent to an absence and impact your final grade accordingly.

##### Late Assignments

The goal of this course is for you to develop skills, and that development is more important than deadlines or grades. However, submitting work by the posted deadline is crucial. Late work will be accepted up to ONE WEEK after the deadline, but 2 points will automatically be removed from the assignment. As always, please speak to me if

extenuating circumstances impact your ability to submit your work in a timely fashion. All assignments are due the day before class at 11:59pm on the due date.

#### Students requiring accommodation

Students who experience learning barriers and would like to request academic accommodations should connect with the disability Resource Center by visiting <https://disability.ufl.edu/students/get-started/>. 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.

#### UF course evaluation process

Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online. Students can complete evaluations in three ways:

1. The email they receive from GatorEvals
2. Their Canvas course menu under GatorEvals
3. The central portal at <https://my-ufl.bluer.com>

Guidance on how to provide constructive feedback is available at <https://gatorevals.aa.ufl.edu/students/>. Students will be notified when the evaluation period opens. Summaries of course evaluation results are available to students at <https://gatorevals.aa.ufl.edu/public-results/>.

#### University Honesty Policy

University of Florida students are bound by the Honor Pledge. On all work submitted for credit by a student, the following pledge is required or implied: "On my honor, I have neither given nor received unauthorized aid in doing this assignment." The Student Honor Code and Conduct Code (Regulation 4.040) specifies a number of behaviors that are in violation of this code, as well as the process for reported allegations and sanctions that may be implemented. All potential violations of the code will be reported to Student Conduct and Conflict Resolution. If a student is found responsible for an Honor Code violation in this course, the instructor will enter a Grade Adjustment sanction which may be up to or including failure of the course. For additional information, see <https://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-code/>.

#### In-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 guest 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 Honor Code and Student Conduct Code.

#### Procedure for conflict resolution

Any classroom issues, disagreements or grade disputes should be discussed first between the instructor and the student. If the problem cannot be resolved, please contact Gillian Lord-Ward ([glord@ufl.edu](mailto:glord@ufl.edu), 352-392-1521). Be prepared to provide documentation of the problem, as well as all graded materials for the semester. Issues that cannot be resolved departmentally will be referred to the University Ombuds Office (<http://www.ombuds.ufl.edu>; 352-392-1308) or the Dean of Students Office (<http://www.dso.ufl.edu>; 352-392-1261).

#### Resources available to students

##### *Health and Wellness*

- U Matter, We Care: If you or someone you know is in distress, please contact [umatter@ufl.edu](mailto: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](tel: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](tel:352-273-4450).

### *Academic Resources*

- E-learning technical support: Contact the [UF Computing Help Desk](#) at [352-392-4357](tel:352-392-4357) or via e-mail at [helpdesk@ufl.edu](mailto:helpdesk@ufl.edu).
- [Career Connections Center](#): Reitz Union Suite 1300, [352-392-1601](tel:352-392-1601). Career assistance and counseling services.
- [Library Support](#): Various ways to receive assistance with respect to using the libraries or finding resources. Call [866-281-6309](tel:866-281-6309) or email [ask@ufl.libanswers.com](mailto:ask@ufl.libanswers.com) for more information.
- [Teaching Center](#): 1317 Turlington Hall, Call [352-392-2010](tel:352-392-2010), or to make a private appointment: [352-392-6420](tel:352-392-6420). Email contact: [teaching-center@ufl.edu](mailto:teaching-center@ufl.edu). General study skills and tutoring.
- [Writing Studio](#): Daytime (9:30am-3:30pm): 2215 Turlington Hall, [352-846-1138](tel:352-846-1138) | Evening (5:00pm-7:00pm): 1545 W University Avenue (Library West, Rm. 339). Help brainstorming, formatting, and writing papers.
- Academic Complaints: Office of the Ombuds; [Visit the Complaint Portal webpage for more information](#).
- Enrollment Management Complaints (Registrar, Financial Aid, Admissions): [View the Student Complaint Procedure webpage for more information](#).