

PROFESSIONAL DEVELOPMENT SEMINAR
HOS 4933/ORH 4933 – 1 credit
Spring 2016

INSTRUCTORS:	R.L. Darnell	J.K. Kruse
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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, Twitter, Facebook, Minecraft 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**. Please let the instructors know if you are unfamiliar with the Canvas E-learning interface.

Assignments and in-class participation cannot be made up.

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, emails, calls (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
- *Career Resource Center*, CR-100 JWRU, 392-1602, www.crc.ufl.edu/
- *Student Mental Health Services*, Rm. 245 Student Health Care Center, 392-1171, 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/

Tentative Course Calendar Spring 2016

1	<p style="text-align: center;">Jan 5</p> <p>Course Introduction/Objectives & Goals</p> <p>Group exercise – How do you start looking for a job?</p> <p>Job Search/Networking/ Corporate Culture</p>	<p style="text-align: center;">Jason Kruse/ Rebecca Darnell</p> <p>Assignment 1: Read the information on resume and cover letter writing that is posted on the Canvas E-learning site under “Pages”. Bring your current resume to class on Jan 12th.</p>
2	<p style="text-align: center;">Jan 12</p> <p>Resume/ Portfolio Building</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 style="text-align: center;">Cathy Carr Director of Alumni & Career Services</p> <p>Due: A hard copy of your current resume (in class)</p> <p>Assignment 1: Final resume submitted to Canvas by Jan 19th.</p>
3	<p style="text-align: center;">Jan 19</p> <p>Interview Skills - Learn the skills necessary for a successful interview Professional Etiquette</p> <p>Cover letters: Sell yourself and catch the attention of a potential employer through a cover letter.</p>	<p style="text-align: center;">Lisa Hall, Austin Outdoors</p> <p>Due: Final copy of your resume submitted to Canvas</p> <p>Assignment 1: Write a cover letter and submit to Canvas by Jan 26th.</p> <p>Assignment 2: Choose from a list of industry representatives and schedule a mock interview outside of class time (between 2/2 and 2/12/2016). Dress appropriately. Summarize mock interview experience and submit to Canvas by Feb. 16th.</p> <p style="text-align: center;">Industry Reps: Sid Funk, Dow Chemical Bill Schaefer, Fresh King Lee Bloomcamp, Syngenta Others to be named</p> <p>Assignment 3: Develop a minimum of 3 questions to ask the Graduate School Panel, bring a hard copy of the questions to class Jan 26th.</p>
4	<p style="text-align: center;">Jan 26</p> <p style="text-align: center;">Graduate School Panel</p>	<p>Due: Cover letter submitted to Canvas. Due: Hard copy of panel questions (in class)</p> <p style="text-align: center;">Bala Rathinasabapathi, HOS Graduate Coordinator Mark Settles, PMCB Graduate Program John Peterson, Professor, Environmental Hort.</p> <p>Assignment 1: Prior to the Career Fair, select 5 companies that are participating and visit their web</p>

		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. Submit your summaries and company research to Canvas by Feb 2nd.
5	Feb 2 No Class. Must attend Career Fair: CAL'S CAREER FAIR FEBRUARY 4 th	Assignment 1: Develop a minimum of 3 questions to ask the Small Business Owner's Panel, bring a hard copy of the questions to class Feb 9th. Assignment 2: Mock Interviews (done out of class with specific representatives between 2/1 and 2/12/2016):
6	February 9 Panel: Small Business Owners Kyle Straughn, Straughn Farms Noah Shitama, Swallowtail Farms Satchel Raye, Satchel's Pizza	Small business panel will discuss what it takes to be a successful entrepreneur and other things Due: Hard copy of Small Business Panel questions (in class)
7	February 16 Interviews outside the office – Lunch/Dinner Interviews What to order, making small talk	Hands-on dining interviews at Bistro 1245 Due: Short summary of your Mock Interview experience submitted to Canvas. Assignment 1: Summary/reflection of dining interview experience and submit to Canvas by Feb. 23rd. Assignment 2: Develop a minimum of 3 questions to ask the Industry Panel, bring a hard copy of the questions to class Feb 23rd.
8	Feb 23 Industry Panel: Careers/ Marketability Katie Montano, Driscoll Sid Funk, Dow Clay Pederson, Black Gold Farms Jonathan Brown, Bethel Farms Jason Smith, UF Athletic Association	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. Due: 1)Hard copy of Industry Panel Questions (in class) 2) Dining interview summary submitted to Canvas
9	March 1 Spring Break!	Have a safe and fun break!
10	March 8 Done With Interviews – Now What? Evaluating, Negotiating, and Accepting a Job Offer	Tara Blythe Assoc. VP, Talent Management, Strategy & Planning UF Development & Alumni Affairs

11	March 15 Jobs Abroad - International opportunities	Walter Bowen
12	March 22 Leadership Basics	Nicole Stedman Department of Agricultural Education & Communication
13	Mar 29 Conflict Resolution	Jade Williams Dial Center for Communication
14	April 5 Email etiquette	Jason Kruse, Rebecca Darnell
15	April 12 Panel: Graduate Students Perspectives from current graduate students	HOS and ENH Graduate Students (TBA) Assignment 1: Develop a minimum of 3 questions to ask the Alumni Panel, bring a hard copy of the questions to class April 19th.
16	April 19 Panel: Alumni Perspectives from recent graduates on adjusting to change, the new job, finding a place to live, community engagement, etc.	HOS and ENH Alumni (TBA) Tony Kalogridis John Burns, SkyFrog Tree & Landscape Service Mike Marshall, Marshall Tree Farm Van Tran, FOG