Cover Sheet: Request 14438

Credit change for AEC 4930

Info

Process	Course|Modify|Ugrad/Pro
Status	Pending at PV - University Curriculum Committee (UCC)
Submitter	Lisa Lundy lisalundy@ufl.edu
Created	11/8/2019 3:20:35 PM
Updated	10/15/2020 1:51:20 PM
Description of request	a. Change prereqs for this class to senior standing, AEC 4031, 3070, 3413 and 3414 b. Change 4930 to a 1-credit class

Actions

Step	Status	Group	User	Comment	Updated
Department	Approved	CALS - Agricultural Education and Communication 514926000	Brian Myers		11/8/2019
No document changes					
College	Approved	CALS - College of Agricultural and Life Sciences	Joel H Brendemuhl	Edits requested by the CALS CC have been addressed.	10/15/2020
AEC 4930 Spring 2021 Syllabus.pdf					10/14/2020
University Curriculum Committee	Pending	PV - University Curriculum Committee (UCC)			10/15/2020
No document changes					
Statewide Course Numbering System					
No document changes					
Office of the Registrar					
No document changes					
Student Academic Support System					
No document changes					
Catalog					
No document changes					
College Notified					
No document changes					

Course|Modify for request 14438

Info

Request: Credit change for AEC 4930
Description of request: a.   Change prereqs for this class to senior standing, AEC 4031, 3070, 3413 and 3414
b.   Change 4930 to a 1-credit class

Submitter: Joel H Brendemuhl brendj@ufl.edu
Created: 10/15/2020 1:49:55 PM
Form version: 2

Responses
Current Prefix AEC
Course Level 4
Number 930
Lab Code None
Course Title Communication and Leadership Capstone Experience
Effective Term Earliest Available
Effective Year Earliest Available
Requested Action Other (selecting this option opens additional form fields below)
Change Course Prefix? No

Change Course Level? No

Change Course Number? No

Change Lab Code? No

Change Course Title? No

Change Transcript Title? No

Change Credit Hours? Yes
Current Credit Hours 3
Proposed Credit Hours 1
Change Variable Credit? No

Change S/U Only? No

Change Contact Type? No

Change Rotating Topic Designation? No

Change Repeatable Credit? No

Maximum Repeatable Credits 1
Change Course Description? No

Change Prerequisites? Yes
Current Prerequisites AEC 3070C and AEC 4031 and AEC 4035 and AEC 4036.
Proposed Prerequisites AEC 4031 & AEC 3070 & AEC 3413 & AEC 3414
Change Co-requisites? Yes
Current Co-requisites None
Proposed Co-requisites Senior standing
Rationale Students should take this in their last year of the program as it is a course to prepare them for graduation.

AEC 4932: Communication & Leadership Capstone Experience (1 credit)
Spring 2021

Mrs. Becky Cook
Academic Advisor
101C Bryant Hall
rtrammell@ufl.edu (preferred)
352-273-2573

Drop-In Office Hours
10:00AM-12:00PM Tuesdays
Zoom or phone
By appointment all other times
https://BeckyCookAEC.as.me/

Course Information

COURSE DESCRIPTION

This class integrates concepts and skills that communication and leadership development specialization students have learned in their prior courses with a focus on preparation for future careers and professional experiences.

You are all about to embark on exciting personal & professional adventures in a variety of areas. Some of you will start your own businesses or lead families seeking to be healthy & appreciative of natural resources. Some of you will be government or organizational leaders & some will represent nonprofits, commodities or companies facing great challenges. As you go, I want you to be confident in your ability to communicate and lead with excellence and this class is a place for you to apply those skills. It is my goal for this course that you are even more prepared to enter the next chapter of your professional life.

COURSE DELIVERY

This course will be taught 100% online asynchronously through Canvas. Students may work ahead if course materials have been posted in Canvas. Assignments will be due at 11:59 PM on Sundays.

COURSE OBJECTIVES

- Utilize creative and critical thinking skills to develop a professional portfolio of work to describe who you are as a person/professional.

- Reflect on strategies to implement professionalism & resiliency in your future career & professional experiences.

- Prepare for & explore future career & professional experiences.

REQUIRED COURSE MATERIALS

Access to a computer with Canvas, audio & video capabilities, and basic video editing software.

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ACADEMIC HONOR CODE AND ACADEMIC HONESTY

As a student at the University of Florida, you have committed yourself 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 in each course unless the instructor provides explicit permission for you to collaborate on course tasks (e.g. assignments, papers, quizzes, exams). 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. 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.

Student Honor Code

For more information regarding the Student Honor Code, please see: http://www.dso.ufl.edu/sccr/process/student-conduct-honor-

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.

Services for 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. Students requesting classroom accommodation must first register with the Dean of Students Office. The Dean of Students Office will provide documentation to the student who must then provide this documentation to the instructor when requesting accommodation. The DRC is located in 0001 Reid Hall. You may contact them via phone 352-392-8565 or visit their website here: www.dso.ufl.edu/drc/

If you are a student requiring accommodations, please notify the instructor by the end of Drop/Add with supporting documentation/ DRC accommodation letters.

Course Evaluation Process

Student assessment of instruction is an important part of efforts to improve teaching and learning. At the end of the semester, students are expected to provide feedback on the quality of instruction in this course using a standard set of university and college criteria. Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Guidance on how to give feedback in a professional and respectful manner is available at: https://gatorevals.aa.ufl.edu/students/. Students will be notified when the evaluation period opens and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via https://ufl.bluera.com/ufl/. Summaries of course evaluation results are available to students at: https://gatorevals.aa.ufl.edu/public-results/.

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Campus Helping Resources

Students experiencing crises or personal problems that interfere with their general wellbeing are encouraged to utilize the university's counseling resources. The Counseling & Wellness Center provides 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.

- University Counseling & Wellness Center, 3190 Radio Road, 352-392-1575, www.counseling.ufl.edu; Counseling Services Groups and Workshops, Outreach and Consultation, Self-Help Library, Wellness Coaching

- Student Success Initiative, http://studentsuccess.ufl.edu

- U Matter, We Care: If you or someone you know is in distress, please contact umatter@ufl.edu or 352-392-1575 to refer or report a concern and a team member will reach out to the student in distress. www.umatter.ufl.edu/

- 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. https://career.ufl.edu/.

- Student Complaints: Residential Course: https://sccr.dso.ufl.edu/policies/student-honor-code-studentconduct-code/. Online Course: http://www.distance.ufl.edu/student-complaint-process

Email

All students are expected to check email on a regular basis. Please ensure that you will have reliable access to this over the semester. Some information corresponded via email may be time-sensitive. Correspondence is expected to be professional.
Students at the University of Florida are required to have and use their GatorCloud account for all UF related e-mail functions. Official university communications are sent to students at this e-mail address. The instructor will also be communicating with you through this e-mail address and will not answer emails from non-UF accounts.

Attendance Policy

Requirements for class attendance and make-up exams, assignments and other work are consistent with university policies that can be found at: https://catalog.ufl.edu/UGRD/academic-regulations/attendance-policies/.

Acceptable reasons for absence from or failure to participate in class include illness, serious family emergencies, special curricular requirements (e.g., judging trips, field trips, professional conferences), military obligation, severe weather conditions, religious holidays, and participation in official university activities such as music performances, athletic competition or debate. Other reasons also may be approved by the instructor on a case-by-case basis. Both require documentation and/or Dean of Students Office support/verification. Students shall be permitted a reasonable amount of time to make up the material or activities in their absence (typically a week).

Please review the course schedule. If you have a scheduling conflict, this must be submitted to the instructor by the end of Drop/Add week so we may arrange alternative assignments. Work missed due to pre-planned activities not submitted in advanced will not be accepted.

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Overview of Assignments

REFLECTIONS
Throughout the semester, you will have 5 reflection assignments. Topics covered will include: resiliency, professionalism & building professional relationships, grad school prep, retirement & insurance benefits, and CLD in the workforce. The reflection assignment will include responding to a few questions and reflecting on the videos or informational material in the module.

ELEVATOR SPEECH INTRODUCTION VIDEO
Crafting a concise and compelling introduction (sometimes called an "elevator pitch") is a common way to answer the "tell me about yourself" interview questions, introduce your professional goals, or how you can be of assistance to individuals or organizations at networking events. Create a 30-60 second video of how you would introduce yourself.

AEC-CLD COURSEWORK HIGHLIGHT REEL
Employers may ask about skills or things you learned from your coursework and how that might benefit their organization. Reflect on your AEC-CLD coursework and list 2-3 takeaways learned from each course.

RESUME/CV
Submit an up-to-date version of your resume or CV. Your resume will be graded on professional appearance and quality of information included.

LINKEDIN PROFILE
LinkedIn is a social networking website that helps you create a professional online presence. Create a professional profile on LinkedIn. You will need to connect to the instructor on LinkedIn to receive credit. Be sure to include your professional headshot, professional summary, experience, education, skills, and connections.

PERSONAL LEADERSHIP STATEMENT
Summarize your personal leadership and follwership styles. This piece will be included in your portfolio so it should be in the context that a potential employer would be reading it. Include how your leadership style makes you a good candidate for employment. Feel free to utilize previous assignments from your leadership coursework.

MOCK INTERVIEW
You will meet with one faculty member, mentor, employer, business/organization leader, or C3 advisor to practice an interview for a job or graduate school. Confirm a time and date for the interview to occur. The interview should be recorded and submit the recording as the assignment.

COVER LETTER
Choose a position you may be interested in and write a cover letter for the position as if you were applying to the job posting. You may use the provided position descriptions if you choose.

ATTEND A CAREER FAIR OR PROFESSIONAL DEVELOPMENT EVENT
Attend a Career Fair or Professional Development Event at some point during the semester. Submit proof of attendance (agenda, registration, etc.) and briefly explain your experience and its benefit to your professional development.

PORTFOLIO
This assignment is your opportunity to take stock of your personal online presence as you approach graduation. Refine the online portfolio of your work that you've developed in other classes to share with potential employers. Include your resume, two written work samples, two video/photography/design work samples, a link to your LinkedIn page, your personal leadership style statement, and one artifact from leadership classes. Portfolios will be evaluated on professional/creative design, navigability, writing and the quality of the work included.

EXTRA CREDIT
Register & complete the Gator Professional Series. This self-paced course takes approximately 2 hours to complete. Submit your certificate of completion for 2 extra credit points.

GRADE EVALUATION

This is a college level course. The assignments that you turn in should be college level work. You are responsible for knowing and understanding the content of the syllabus. Rubrics are available for many assignments in Canvas so you know exactly how you will be graded on each assignment. This course is graded on a points system. A list of assignments and their point value is below. Your earned points will be added together for your final grade. If you have a question about a grade you receive on any of the course components, you must contact the instructor within one week of getting the grade back. After that, grades will not be discussed or modified.

Grading Scale

Grades will be based on the scale below with a **total of 100 points:**

A	93-100% 93-100 points	**C**	73-76% 73-76 points
A-	90-92% 90-92 points	**C-**	70-72% 70-72 points
B+	87-90% 87-90 points	**D+**	67-69% 67-69 points
B	83-86% 83-86 points	**D**	63-66% 63-66 points
B-	80-82% 80-82 points	**D-**	60-62% 60-62 points
C+	77-79% 77-79 points	**E**	0-59% 0-59 points

NOTE: Late work <u>WILL NOT</u> be accepted for grading.

ASSIGNMENT	POSSIBLE POINTS
Elevator Speech Introduction Video	5
AEC-CLD Coursework Highlight Reel	5
Resume/CV	10
LinkedIn Profile	5
Personal Leadership Statement	5
Mock Interview Contact	2
Cover Letter	5
Draft Portfolio	3
Mock Interview	5
Attend a Career Fair or Professional Development Event	5
Final Portfolio	15
Professionalism & Participation	10
Reflections: 5 at 5 points each	25
Extra Credit	(2)
TOTAL	**100**

Information on current UF grading policies for assigning grade points: catalog.ufl.edu/UGRD/academic-regulations/grades-grading-policies/

Tentative Course Schedule—AEC 4932

Week	Course Materials	Assignments & Reflections (Due on Canvas by 11:59 PM Sunday)
January 11-15	Introduction Video Syllabus	Elevator Speech Introduction Video
January 18-22	None	AEC-CLD Coursework Highlight Reel
January 25-29	Video Interview with Dr. Ricky Telg, Professionalism & Building Professional Relationships	Reflection
February 1-5	Lecture-Resume Building C3 Resume/CV Guides	Resume/CV
February 8-12	C3 LinkedIn Guide	LinkedIn Profile Personal Leadership Statement
February 15-19	Video Interviews-CLD in the Workforce Dr. Tre Easterly, Agricultural Education Dr. Matt Sowcik, Leadership Dr. Matt Benge, Extension Education	Reflection Mock Interview Contact
February 22-26	Lecture-Writing a Cover Letter	Cover Letter
March 1-5	None	Draft Portfolio
March 8-12	Retirement & Insurance Benefits Resources	Reflection
March 15-19	Video Interview-Dr. J.C. Bunch, Graduate School Prep	Reflection
March 22-26	Lecture-Preparing for an Interview C3 Interview Guides	Mock Interview
March 29-April 2	Video Interview-Dr. Ed Osborne, Resiliency	Reflection
April 5-9	Work on Final Portfolio	None
April 12-21	None	Final Portfolio Attend a Career Fair or Professional Development Event Extra Credit