

# Cover Sheet: Request 10529

## FYC4931--FYCS Senior Seminar

### Info

Process	Course Modify Ugrad/Pro
Status	Pending
Submitter	Ivey, Kathryn Beaty kbeaty@ufl.edu
Created	11/3/2015 3:00:06 PM
Updated	12/14/2015 1:48:43 PM
Description	To provide a capstone experience for students in FYCS including: search for employment during their final semesters of undergraduate study and information regarding graduate education and research possibilities. Emphasis is placed on career placement, graduate education, practicum readiness, professional business etiquette and elements for a successful transition to the workforce.

### Actions

Step	Status	Group	User	Comment	Updated
Department	Approved	CALS - Family, Youth and Community Sciences 514932000	Irani, Tracy Anne		11/4/2015
Deleted Prospective FYC 4931 Syllabus.docx					11/4/2015
College	Approved	CALS - College of Agricultural and Life Sciences	Brendemuhl, Joel H	Corrections requested by the CALS CC have been made.	11/13/2015
Deleted Prospective FYC 4931 Syllabus FINAL.docx					11/13/2015
University Curriculum Committee	Comment	PV - University Curriculum Committee (UCC)	Baker, Brandi N	Added to December agenda.	11/19/2015
No document changes					
University Curriculum Committee	Pending	PV - University Curriculum Committee (UCC)			11/19/2015
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					

<b>Step</b>	<b>Status</b>	<b>Group</b>	<b>User</b>	<b>Comment</b>	<b>Updated</b>
No document changes					

# Course|Modify for request 10529

## Info

**Request:** FYC4931--FYCS Senior Seminar  
**Submitter:** Ivey, Kathryn Beaty kbeaty@ufl.edu  
**Created:** 11/13/2015 3:34:47 PM  
**Form version:** 3

## Responses

**Current Prefix:** FYC  
**Course Level:** 4  
**Number :** 931  
**Lab Code :** None  
**Course Title :** Senior Seminar  
**Effective Term :** Spring  
**Effective Year :** 2017  
**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?:** Yes  
**Current Course Title:** Senior Seminar  
**Proposed Course Title:** Family, Youth and Community Sciences Professional Development  
**Change Transcript Title?:** Yes  
**Current Transcript Title:** FYCS Senior Seminar  
**Proposed Transcript Title (21 char. max):** Professional Devel.  
**Change Credit Hours?:** Yes  
**Current Credit Hours:** 1  
**Proposed Credit Hours:** 3  
**Change Variable Credit?:** No  
**Change S/U Only?:** Yes  
**S/U Only Status:** Change from S/U Only  
**Change Contact Type?:** No  
**Change Rotating Topic Designation?:** No  
**Change Repeatable Credit?:** No  
**Change Course Description?:** Yes  
**Current Course Description:** Capstone experience for seniors in FYCS. Includes guidance for employment and information about graduate education and research possibilities. (S-U)  
**Proposed Course Description (50 words max):** Provides a professional development experience for students in FYCS including: search for employment during their final semesters of undergraduate study and information regarding graduate education and research possibilities. Emphasis is placed on career placement, graduate education, practicum readiness, professional business etiquette and elements for a successful transition to the workforce.  
**Change Prerequisites?:** Yes  
**Current Prerequisites:** N/A  
**Proposed Prerequisites:** FYC 3001, FYC 3101 or SYG 2430, FYC 3201 and FYC 3401  
**Change Co-requisites?:** No  
**Rationale:** This course is intended for advanced students within the FYC major

Clarification of changes made to FYC 4931

- FYC4931 – FYCS Senior Seminar [R]

Request: Change course title; Change from 1 credit to 3 credits; remove S/U only designation; change course description; changed course prereqs;

UCC:

- Can you please expound on the brief rationale provided for these changes? What concern(s) in the curriculum for these majors are these changes addressing?

**The changes to the existing structure of the class is a response to the CALS Key Strategic Area #4 ("Produce society-ready graduates"), as set by the CALS Goal Setting Task Force. It also specifically supports two of the College's core values (as determine by the Task Force): (1) Relevance to the needs of students, Florida, and the world; and (2) Professional development.**

**In addition to the CALS key strategic area and values, student have long expressed a need for understanding how the theoretical content in the major is applied in the human services field. This course more clearly outlines options in the field, both at the graduate and the undergraduate level. Also, students often have difficulty identifying concrete skills gained in the major and how to market those to prospective employers and graduate programs. The expansion of the existing course from one to three credits allows for more exploration of the human services field and career development topics to assist them in identifying and articulating marketable skills. We are also expanding the course to help prepare students for their mandatory practicum. That preparation is currently covered in a one-hour workshop. The three credit class will help students more adequately prepare for a credit-bearing practicum experience in the human services field.**

- There is no textbook and no readings identified in the syllabus. Will readings be assigned during class? If not, will preparation for class consist of simply completing assignments/quizzes and reviewing notes from the previous class?

**We have added a textbook/workbook and assigned readings. Students will also be required to bring the textbook to class, as many class activities will be taken from the text.**

- For many weeks, no quiz, assignment, or project is due. During these weeks, will there be any expectation of students outside of class?

**Readings have been added from the text. Several assignments (e.g., the career reflection paper and the professional portfolio) include topics from several weeks' worth of lecture and preparation). Specifically, the career reflection paper is going to require content from**

lectures in week 3, 4 and 5. The professional portfolio is a cumulative assignment that will include material covered in weeks 7, 8, 9, 12 and 14.

- **Quizzes**

- The instructions are unclear. When a quiz is closed, does that mean the quiz can't be started? So a quiz must be started by the beginning of class on the due date? Please clarify.
- "You may take as long as you need to complete the quiz". However, this doesn't seem quite true since there is a due date. It would be more clear to state, "You may take as long as you need to complete the quiz as long as you submit the quiz by the time designated." Will this be 11:59 pm on the due date?
- "Please note, however, you will only be given one attempt before the system records your score." Does this mean that you cannot stop and restart the quiz and therefore the quiz must be taken in one sitting? Will the system log you out after a certain period of time?
- If a student has an excused absence, is the student still required to take the quiz? If not, what happens to the quiz grade if "quizzes cannot be made up"?

**Quiz instructions have been updated and clarified to incorporate these changes.**

- **Assignments**

- "There will be an automatic 10% reduction of points for any late work." Does this mean there is a 10% reduction no matter how late the work is submitted? Is there some point after which the late assignment will no longer be accepted? Please clarify. Also, note the comment below concerning attendance policy for this course.

**Late work penalty was modified to incorporate these changes.**

- **Attendance Policy**

- Not all excused absences are at the discretion of the professor. For instance, religious holidays, court-imposed obligations, military service, etc. Perhaps rephrasing it to "Absences from class will be excused only for valid reasons and must be supported by appropriate documentation, if appropriate."

**Attendance policy was modified to incorporate these changes.**

## FYC 4931 Family, Youth and Community Sciences Professional Development

**Section:** XXXX

**Instructor:** Gregg Henderschiedt, M.S.Ed.

**Meeting Time:** Tuesday/Thursday

**Class Location:** RNK 110

**Credits:** 3

**Text Book:** ~~No textbook required~~

[Life After College, by Jenny Blake, Running Press, 2011](#)

**Course Description:** To provide a professional development experience for students in FYCS including: search for employment during their final semesters of undergraduate study and information regarding graduate education and research possibilities. Emphasis is placed on career placement, graduate education, practicum readiness, professional business etiquette and elements for a successful transition to the workforce.

**Course Goal:** Assist students in transition for the professional practicum experience and from college life to graduate and/or professional life.

**Course Objectives:** After completing this course students will be able to...

- Access information on the many career options in family, youth and community science professions
- Conduct job searches, write resumes/cover letters, request recommendations and prepare for interviews.
- Explore options for graduate education, be better prepared for the Graduate Record Examination (GRE), thesis, comprehensive exam requirements and final projects.

**Text:** The course does have a required text (listed above). Some reading assignments are listed in the syllabus, other assignments will be announced in class. The book does function as a workbook as well, and students should always bring the text to class, as we will be doing in-class activities which require the text.

**Grading:** Grading for this course will be A-E and is determined by attendance, participation and class assignments. Your grade will be based on the following point/percentage breakdown;

### Grade Scale:

A	93-100%	465-500	C	73-76%	365-384
A-	90-92%	450-464	C-	70-72%	350-364
B+	87-89%	435-449	D+	67-69%	335-349
B	83-86%	415-434	D	63-66%	315-334
B-	80-82%	400-414	D-	60-62%	300-314
C+	77-79%	385-399	E	59%-	299 or below

### Grade Breakdown:

Quizzes	10% (50 points)
Professional portfolio	15% (75 points)
Career Reflection paper	10% (50 points)
Personality Assessment	10% (50 points)
Resume	10% (50 points)
Practicum/Site Report	10% (50 points)
Final exam	15% (75 points)

Attendance/Participation	20% (100 points)
Total	100% (500 points)

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**Quizzes:** There will be six quizzes throughout the semester. Quizzes will be completed online through Canvas and must be completed before the quiz is will be closed due (at the beginning of class on the due date.)~~day they are due.~~ They cannot be made up. If you have an excused absence, please get notes from a classmate to complete the quiz by the due date. You may use your class notes when taking them, but you should take them individually and not with others. You may take as long as you need to complete the quiz, as long as it is completed by the deadline. Please note, however, you must complete the quiz in one sitting. The system does not allow for multiple attempts. will only be given one attempt before the system records your score.

**Assignments:** All assignments (except the portfolio) will be submitted through Canvas. You are more than welcome to turn in an assignment early, however assignments are due at the beginning of class on the due date. Detailed instructions for assignments will be given at a later date. There will be an automatic 10% reduction of points for any late work, regardless of how late it is. Late assignments will be accepted up until the last day of class-

**Participation in Classroom Activities:** Students are expected to play an active, positive role in the class (ask and answer questions, discuss subject content, etc.). Discourteous, argumentative, disrespectful or other unprofessional behavior is not acceptable.

Date	Topic	Assignment Due
Week 1	Syllabus and Course Review	
Week 1	An Introduction to Grad School	
Week 2	Grad School Applications	Online Quiz 1 – Intro to Grad School
Week 2	Grad Student Panel of Speakers	Online Quiz 2 – Grad School Applications
Week 3	Personal Statements	
Week 3	Taking stock in yourself- identifying your skills and values.	Online Quiz 3 – Personal Statements
Week 4	The Helping Professions – Careers in Human Services	Online personality assessment due.
Week 4	The Myers-Briggs and team work	<u>Read Chapter 1 (Life) from text</u>
Week 5	Careers in Extension	
Week 5	Human Services/Extension Panel of Speakers	
Week 6	The Inter-generational workplace	Career Reflection Paper Due
Week 6	Resumes, Part I	



Week 7	Resumes, Part II & Cover Letters	
Week 7	Resume/Cover letter lab/practice	
Week 8	Job Search Basics	Resume Due
Week 8	Career Resource Center Presentation	Online quiz 4 – General Job Search
Week 9	Effective Professional Networking: in person and online	
Week 9	Networking practice/lab	<u>Complete networking exercises from the text.</u>
Week 10	Dining Etiquette	
Week 10	Business Etiquette/Professionalism	<u>Read Chapter 2 (Work) from text</u>
Week 11	Ethics in the Workplace	
Week 11	Ethics in the Workplace Case Studies	
Week 12	Interviewing	<u>Complete Job Interview Prep exercises from text.</u>
Week 12	Interviewing lab/practice	
Week 13	Salary Negotiation	Online quiz 5 – Interviewing
Week 13	Fringe Benefits and Payroll	Online quiz 6 – Salary Negotiation
Week 14	Professional Portfolios	
Week 14	Budgeting	<u>Read Chapter 3 (Money) from text</u>
Week 15	FYCS Practicum Procedure	<u>Read Chapter 5 (Organization) from text</u>
Week 15	Practicum Goal Setting Lab	Professional Portfolio Due
Week 16	Final Exam Review	Practicum Paperwork/Potential Site Report Due
Week 16	Final Exam	

**Attendance Policy:** Each student brings a unique mix of knowledge and experiences to the classroom environment that enriches and facilitates discussion; therefore, it is important to be present at all class sessions. Please note that attendance is weighed very heavily in the total number of points on this syllabus. There are times, however, when missing class is unavoidable. *If a student misses class (whether excused or not), it is her/his responsibility to get the materials, notes, handouts and assignments from a classmate.* Absences from class will be excused only for valid reasons and must be supported by appropriate documentation, if appropriate. ~~Excused absences (i.e., death in the family, medical excuses) are up to the discretion of the instructor and will only be given with proper documentation.~~ 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/ugrad/current/regulations/info/attendance.aspx>.

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

### **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

0001 Reid Hall, 352-392-8565, [www.dso.ufl.edu/drc/](http://www.dso.ufl.edu/drc/)

### **Campus Helping Resources**

Students experiencing crises or personal problems that interfere with their general well-being 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/cwc/](http://www.counseling.ufl.edu/cwc/)*  
Counseling Services  
Groups and Workshops  
Outreach and Consultation  
Self-Help Library  
Wellness Coaching
- *Career Resource Center, First Floor JWRU, 392-1601, [www.crc.ufl.edu/](http://www.crc.ufl.edu/)*
- *U Matter We Care, [www.umatter.ufl.edu/](http://www.umatter.ufl.edu/)*

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