

Cover Sheet: Request 11150

IDH 1107 Honors Professional Development

Info

Process	Course New Ugrad/Pro
Status	Pending
Submitter	Law,Mark E mlaw@honors.ufl.edu
Created	9/26/2016 9:11:37 AM
Updated	9/26/2016 9:35:07 AM
Description of request	This course has been taught several years to our incoming freshmen and is very well received. We'd like to get it a permanent number for the catalog.

Actions

Step	Status	Group	User	Comment	Updated
Department	Approved	PV - Honors 011601002	Law, Mark E		9/26/2016
No document changes					
College	Approved	PV - APUG College	Lindner, Angela S		9/26/2016
No document changes					
University Curriculum Committee	Pending	PV - University Curriculum Committee (UCC)			9/26/2016
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					

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Form version: 1

Responses

Recommended PrefixIDH

Course Level 1

Number 107

Category of Instruction Introductory

Lab Code None

Course Title Honors Professional Development

Transcript Title Honors ProDev

Degree Type Baccalaureate

Delivery Method(s) On-Campus

Co-Listing No

Effective Term Earliest Available

Effective Year Earliest Available

Rotating Topic? No

Repeatable Credit? No

Amount of Credit 1

S/U Only? No

Contact Type Regularly Scheduled

Weekly Contact Hours 1

Course Description Develop career related skills to succeed at UF and beyond

Prerequisites None

Co-requisites None

Rationale and Placement in Curriculum This course is aimed at Freshmen Honors students and helps orient them to campus and their career. They are introduced to Honors, Career Skills, and Campus Opportunities (Research, Organizations)

Course Objectives Develop skills in writing, oral presentation, use of technology, and teamwork

Build proficiency with resumes, interviewing, negotiating, and networking

Cultivate mentoring relationships

Identify a plan of action for UF

Course Textbook(s) and/or Other Assigned Reading Various. Usually short pieces on the web - interview tips, for example.

Weekly Schedule of Topics We have started teaching the course for two hours / week for 8 weeks.

Week 1 Intros, Course Overview, Activity

Week 2 Strengths, Networking, Time Management

Week 3 Resumes and Workshop, LinkedIn, Social Media

Week 4 Interview Skills

Week 5 Career Fair, Company Research

Week 6 Email etiquette, Faculty Research,

Week 7 Student Organizations, Finding Involvement on Campus, Resources

Week 8 Course Wrap, Final Project or Field Trip

Links and Policies“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.](https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx)”

“Students with disabilities requesting accommodations should first register with the Disability Resource Center (352-392-8565, www.dso.ufl.edu/drc/) by providing appropriate documentation. Once registered, students will receive an accommodation letter which must be presented to the instructor when requesting accommodation. Students with disabilities should follow this procedure as early as possible in the semester.”

Grading:

This may be achieved by including a link to the web page:

[https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx.](https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx)

Grading Scheme Resume 12 points

Interview 12 points

Elevator Pitch 12 points

Group Project 10 points

Weekly Discussion Posts 20 points

Campus Opportunity Research 10 points

Attendance and Participation 24 points

93-100 (A); 90-92 (A-); 87-89 (B+); 83-86 (B); 80-82 (B-); 77-79 (C+); 73-76 (C); 70-72 (C-); 67-69 (D+); 63-66 (D); 60-62 (D-); 59-0 (E);

Instructor(s) To be determined