

FNR3020 Professional Practice in Natural Resources

Fall 2021

Meeting Time: Fridays, Periods 6-7 (12:50pm – 2:45pm) in NZH 222 or on Zoom, when specified
(<https://ufl.zoom.us/j/95360216175?pwd=bTgvVm1HV1FqSFVmU1RoakrbykQ09>)

Instructor: Kristina Haselier

- Office: 121 Newins-Ziegler Hall – Schedule a phone or [Advising Zoom](#) appointment through my [online scheduler](#). Advising Zoom password: “Advising”
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Teaching Assistant: Shelby Thomas

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Course Description:

Prepares students for professional success, with emphasis on careers involving fieldwork. Addresses securing your first position (resume, interviewing, etc.), professional ethics and practice (ethical frameworks, work-life balance, etc.), and avenues for advancement (references, professional organizations, etc.). Intended for Forest Resources and Conservation, Natural Resource Conservation, and related majors.

Course Objectives: Upon completion of this course, students should be able to:

- Successfully develop a resume and cover letter, suitable for a professional position matching the student’s objectives.
- Identify common issues with professional practice, and develop strategies to address these issues successfully.
- Examine paths to professional advancement, and develop the skills associated with these paths.

Prerequisites: Junior or Senior in the Forest Resources and Conservation or Natural Resource Conservation major. Requires 3AG-FRC or 3AG-NRC classification, or higher.

Credits: 1

Course Requirements

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>.

Topic Discussions/Attendance

This class moves quickly and builds on each day's discussion, so attendance is recorded, vital, and required. In order for the instructor to gauge your understanding of class topics, your participation in weekly discussions during class is crucial. Attendance and class participation make up 65 points of the final grade, at 5 points per class.

Tasks

Tasks are necessary in order either to complete an assignment or prepare for a presentation. Task completion will be evaluated by a screenshot of the completed task, Canvas/email submission, or as evident during the related presentation. Instructions will be given during class about how to validate completion of each task and they are listed in Canvas. Tasks make up 20 points of the final grade, at 2 points per task. Late tasks will result in a 1-point

deduction for every day that it is late; late tasks will not be accepted more than 1 day after their due date unless the late submission is excused.

Assignments

Weekly assignments, based on the weekly topics, are required. These assignments are essential to your understanding of the discussion topics; this understanding is necessary to fulfill the Course Objectives. The 10 assignments will account for 40% of your grade at 10 points each. Late assignments will result in a 1-point deduction for every day that it is late; late assignments will not be accepted more than 3 days after their due date unless the late submission is excused.

Presentations

There are 4 required presentations for this course that are intended to help students develop conversational skills within their area of interest, as well as encourage them to become comfortable discussing topics they find interesting and important to the natural resources and forestry professions. Each presentation is based on a topic discussion and/or assignment and, collectively, they're worth 16% of your grade at 10 points each. Presentations will either be in-person during class or assigned as a VoiceThread presentation. Students may not make-up an in-person presentation unless their absence is excused.

Final Assignment

The Final Assignment should incorporate information from the entire course as a fully-prepared application package to the *Right* job, including the official job description, a resume tailored to that position, 3 professional references, and a cover letter outlining your readiness for this specific job that specifies your knowledge of professional behavior and/or ethical concerns that the hiring manager would expect you to consider. This application package is worth 10% of your grade and is due by the end of the final exam period assigned to this course. A late final will result in a 1-point deduction for every day that it is late; a late final will not be accepted more than 3 days after its due date unless the late submission is excused.

Grading and Grade Points

For information on current UF policies for assigning grade points, see <https://catalog.ufl.edu/UGRD/academic-regulations/grades-grading-policies/>.

Grades are based on the following: A (93-100%), A-(90-92.9), B+ (86-89.9%), B (82-85.9%), B-(78-81.9%), C+(74-77.9%), C (67-73.9%), C-(63-66.9%), D+(59-62.9%), D (55-58.9%), D-(51-54.9%), and E (<50.9%)

Topic Discussions/Attendance	65 points
Tasks	20 points
Assignments	100 points
Presentations	40 points
Final Assignment	25 points
Total	250 points

Textbooks: Required readings include the Society of American Foresters' *Code of Ethics* and the UF Career Connections Center's *Career Action Plan*; they will be provided. Recommended reading, *Who Moved My Cheese* by Dr. Spencer Johnson, will also be provided.

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>.

Do not plagiarize! When you use information from a source, please site the source of the information. Copying information from other documents (websites, other people, newspaper or journal articles, or anything) is plagiarism and you will fail the course if caught plagiarizing.

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, <https://disability.ufl.edu/>

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: Counseling Services, Groups and Workshops, Outreach and Consultation, Self-Help Library, Wellness Coaching
- U Matter We Care, www.umatter.ufl.edu/
- Career Connections Center, First Floor JWRU, 392-1601, <https://career.ufl.edu/>. Student Complaints:
- Residential Course: <https://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-code/>.
- Online Course: <http://www.distance.ufl.edu/student-complaint-process>

Week	Topic	Task	Assignment	Presentation
1 (8/27/21) on Zoom	Introduction to course: topics, scheduling, grading	Create state and federal job profiles (due 9/2/21 by 11:59pm)	Create professional email address/signature (due 9/2/21 by 11:59pm)	–
Professional Behavior & Ethics				
2 (9/3/21)	Professional communication; Time Management/Planning	Submit 2 state and 2 federal job descriptions that you'd consider (due 9/9/21 by 11:59pm)	Set-up fall semester calendar (due 9/9/21 by 11:59pm)	Field Aid Apps – weather conditions, location, conversions – VoiceThread posted on Canvas (due 9/23/21 by 11:59pm)
3 (9/10/21)	Personal, Ethical, & Safety Boundaries	Identify 3 relevant professional organizations (due 9/16/21 by 11:59pm)	Respond to 3 scenarios – draw your boundary (due 9/16/21 by 11:59pm)	–
4 (9/17/21)	Fall Social! Attend event and complete Scavenger Hunt Bingo networking activity	Submit reflection on SAF <i>Code of Ethics</i> (due 9/23/21 by 11:59pm)	Attend/report back on professional organization meeting by end of fall semester (12/8/21)	–
5 (9/24/21)	Boundary Scenario Presentations	–	Submit comments on 3 Field Aid Apps (due 9/30/21 by 11:59pm)	1 st 2/3 of class: Present responses to 1 boundary from 3 scenarios
Finding/Getting the Right Job				
6 (10/1/21)	Prepare for Life After the Swamp	Create top 3 work-life balance goals (due 10/7/21 by 11:59pm)	–	2 nd 1/3 of class: Present responses to 1 boundary from 3 scenarios
7 (10/8/21)	No Class – Homecoming	–	–	–
8 (10/15/21)	Working Well With Others; Hygiene; Transferable Skills	Create a Gator CareerLink account; schedule Mock Interview for anytime during week 12 or 13 (before Thanksgiving break)	Answer Career Action Plan ?s for each of 4 Mindsets (due 10/21/21 by 11:59pm)	–
9 (10/22/21)	The <i>Right Job</i>	Visit CCC – get tips for writing resume & cover letter for <i>Right job</i> (selfie or signed business card due 10/28/21 by 5pm)	Submit an additional 2 state and 2 federal job descriptions that you'd consider (due 10/28/21 by 11:59pm)	–
10 (10/29/21)	Resumes, CVs, and Cover Letters	Choose <i>Right job</i> description (due 11/4/21 by 11:59pm) – prepare to present it	Create resume or CV for <i>Right job</i> (due 11/4/21 by 11:59pm)	–
11 (11/5/21)	Your Online Presence: LinkedIn, ePortfolios, and Social Media	Create LinkedIn profile or ePortfolio before presentation during week 15 (post by 11:59pm on 12/2/21)	Write cover letter for <i>Right job</i> (due 11/11/21 by 11:59pm)	Present ideal job description – first 1/2 of students

12 (11/12/21)	Interviewing; Etiquette After the Interview	-	Mock Interview at CCC or CALS (signed notes or signed business card due 11/23/21 by 5pm)	Present ideal job description – final 1/2 of students
13 (11/19/21)	Guest Speaker – UF/SFFGS Graduate School; Shadowing Professionals in Your Field; Developing References	-	Mock Interview at CCC or CALS (signed notes or signed business card due 11/23/21 by 5pm)	-
14 (11/26/21)	No class – Thanksgiving Break!	-	-	-
15 (12/3/21)	LinkedIn or ePortfolio reviews	Create list of references to include in Final packet (due 12/13/21 by 5pm)	-	LinkedIn profile or ePortfolio - posted on Canvas and presented in class
16 (12/8/21)	No class – Classes end 12/8/21; Prepare Final Packet	-	-	-
17 (final project due by 5pm on 12/13/21)	-	-	Final Packet: Finalized Resume or CV, References, and Cover Letter	-