

# FOR4020 Seminar in FRC

## a.k.a Professional Practice in Natural Resources

Fall 2020

Meeting Time: Fridays, Periods 6-7 (12:50pm – 2:45pm) in MCCC 0100 or on [Zoom](#); [COVID-19 Safety Plan](#) detailed at the end of this syllabus

Instructor: Kristina Haselier

- Office: 121 Newins-Ziegler Hall – Schedule an in-person appointment through online scheduler or drop by 121 Newins-Ziegler Hall M-R from 10am-2pm
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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

### 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 makes up 10 points of the final grade, at 0.77 points per class. 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>.

## Tasks

Tasks are not graded, but 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.

## 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 60% of your grade at 6 points each. Each assignment is due by 11:59pm on the Monday before the following class. Late assignments will result in a 1-point deduction for every 24 hours 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 20% of your grade at 5 points each. Students may not make-up a 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 24 hours 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	10 points
Assignments	60 points
Presentations	20 points
Final Assignment	10 points
Total	100 points

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

### 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](http://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/](http://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 (graded)	Presentation (graded)
1 (9/4/20) Online	Introduction to course: topics, scheduling, grading; Professional communication	Create state and federal job profiles before 9/11/20	Create professional email address/signature (due 9/10/20 by 11:59pm)	–
<b>Professional Behavior &amp; Ethics</b>				
2 (9/11/20) In Person	Time Management/Planning	Identify 3 relevant professional organizations before 9/18/20	Set-up fall semester calendar (due 9/17/20 by 11:59pm)	–
3 (9/18/20) In Person	Personal, Ethical, & Safety Boundaries	Submit 2 state and 2 federal job descriptions that you'd consider before 9/25/20	Field Aid App research - post App on Canvas (due 9/24/20 by 11:59pm)	–
4 (9/25/20) In Person	Working Well With Others	Read Society of American Foresters' <i>Code of Ethics</i> before 10/9/20	Attend/report back on professional organization meeting by end of fall semester (12/4/20)	Field Aid Apps – weather conditions, location, conversions – posted on Canvas; reviewed in class
5 (10/2/20) In Person	Hygiene/Self Care	–	Respond to 3 scenarios – draw your boundary (due 10/8/20 by 11:59pm)	–
6 (10/9/20) In Person	Work-Life Balance Goals; Open discussion of behavior/ethics	Create top 3 work-life balance goals before 10/16/20	–	Present responses to 1 boundary from 3 scenarios – first 1/2 of students
<b>Finding/Getting the Right Job</b>				
7 (10/16/20) Online	Guest Speaker – Sammie Walker-Herrera, CALS-CCC Liaison ( <a href="mailto:SWalker@ufsa.ufl.edu">SWalker@ufsa.ufl.edu</a> ): Prepare for Life After the Swamp	Create a <a href="#">Gator CareerLink</a> account; schedule Mock Interview for anytime during week 11 or 12 (before 10/23/20)	Submit an additional 2 state and 2 federal job descriptions that you'd consider (due 10/22/20 by 11:59pm)	Present responses to 1 boundary from 3 scenarios – final 1/2 of students
8 (10/23/20) In Person	The <i>Right Job</i> ; Transferable Skills; Career Action Plan	Choose <i>Right</i> job description (before 10/30/20) – prepare to present its 3 <i>Rights</i> and which you'd compromise	Answer <a href="#">Career Action Plan</a> ?s for each of 4 Mindsets (due 10/29/20 by 11:59pm)	–
9 (10/30/20) In Person	Resumes/CVs and Cover Letters	Visit CCC – get tips for writing resume & cover letter for <i>Right</i> job before 11/6/20	Create resume or CV for <i>Right</i> job (due 11/5/20 by 11:59pm)	Present ideal job description – first 1/2 of students
10 (11/6/20) Online lecture	Guest Speaker – Sammie Walker-Herrera ( <a href="mailto:SWalker@ufsa.ufl.edu">SWalker@ufsa.ufl.edu</a> ): LinkedIn and ePortfolios	Create LinkedIn profile or ePortfolio before presentation during week 11 or 12	Write cover letter for <i>Right</i> job (due 11/12/20 by 11:59pm)	Present ideal job description – final 1/2 of students
11 (11/13/20) In Person	Interviewing; Etiquette After the Interview	–	Mock Interview at CCC or CALS (due 11/24/20 by 5pm)	LinkedIn profile or ePortfolio - posted on Canvas; reviewed in class – first 1/3 of students
12 (11/20/20) In Person	Continue LinkedIn or ePortfolio reviews	–	Mock Interview at CCC or CALS (due 11/24/20 by 5pm)	Complete LinkedIn profile or ePortfolio reviews – final 2/3 of students
13 (11/27/20)	No class – Thanksgiving Break!			

14 (12/4/20) Online	Shadowing Professionals in Your Field; Developing References	Create list of references to include in Final packet (due 12/18/20 by 5pm)	–	–
15 (week of 12/7/20)	No class – Classes end 12/9/20	Prepare Final Packet: Finalized Resume or CV, References, and Cover Letter		
16 (final project due by 5pm on 12/18/20)	–	–	Final Packet: Finalized Resume or CV, References, and Cover Letter	–

### Fall 2020 COVID-19 Safety Plan: FOR4020 Seminar in FRC

We will have face-to-face instructional sessions to accomplish the student learning objectives of this course. In response to COVID-19, the following policies and requirements are in place to maintain your learning environment and to enhance the safety of our in-classroom interactions. If the University has to cancel in-person instruction, course objectives will be achieved in alternative formats, such as presentations given synchronously online via Zoom.

- You are required to wear approved face coverings at all times during class and within buildings. Following and enforcing these policies and requirements are all of our responsibility. Failure to do so will lead to a report to the Office of Student Conduct and Conflict Resolution.
- This course has been assigned a physical classroom with enough capacity to maintain physical distancing (6 feet between individuals) requirements. Please utilize designated seats and maintain appropriate spacing between students. Please do not move desks or stations.
- Sanitizing supplies are available in the classroom if you wish to wipe down your desks prior to sitting down and at the end of the class. On days that Students give presentations in class, if you share equipment such as the computer or projector remote, all equipment will be sanitized in-between uses with rubbing alcohol.
- Follow your instructor’s guidance on how to enter and exit the classroom. Practice physical distancing to the extent possible when entering and exiting the classroom.
- Attendance is required. In the event of Student illness, on a pre-approved case by case basis, the Student may participate online via Zoom on class lecture and/or presentation days. If the severity of the illness, confirmed by a medical professional, prevents the Student from participating synchronously, make-up times will be given for presentations and/or content from missed lectures will be substituted with Career Connections Center and additional online resources (such as TED Talks, YouTube, etc.). If you are experiencing COVID-19 symptoms ([Click here for guidance from the CDC on symptoms of coronavirus](#)), please use the UF Health screening system and follow the instructions on whether you are able to attend class. [Click here for UF Health guidance on what to do if you have been exposed to or are experiencing Covid-19 symptoms](#).

- Course materials will be provided to you with an excused absence, and you will be given a reasonable amount of time to make up work. [Find more information in the university attendance policies.](#)
- In the event of Instructor illness, depending on the severity of the illness, lectures will be given synchronously online via Zoom. If the instructor is unable to deliver the lecture, the TA, the Guest Lecturer, or Career Connections Center resources will substitute for the Instructor's lecture.
- Our class sessions may be audio visually recorded for students in the class to refer back and for enrolled students who are unable to attend live. Students who participate with their camera engaged or utilize a profile image are agreeing to have their video or image recorded. If you are unwilling to consent to have your profile or video image recorded, be sure to keep your camera off and do not use a profile image. Likewise, students who un-mute during class and participate orally are agreeing to have their voices recorded. If you are not willing to consent to have your voice recorded during class, you will need to keep your mute button activated and communicate exclusively using the "chat" feature, which allows students to type questions and comments live. The chat will not be recorded or shared. As in all courses, unauthorized recording and unauthorized sharing of recorded materials is prohibited.