FOR 6933: Professional Development for Natural Resources

1 Overview

Graduate school is a big commitment. Therefore, graduate students should make certain that they get what they came for and leave with the skills and knowledge required to pursue their dream career. This course is designed to provide students with the skills needed to gain post-graduate school jobs in which they will excel and enjoy, and develop a strategic plan to gain the skills, tools, and knowledge needed to attain those positions. Short readings and relevant assignments will help you prepare for a lively discussion each week, and answer those all-important questions, such as: What is the difference between a CV and Resume? How to write great cover letters? How do I brand my research on social media? How can I be an effective project leader?

- Thursday 3:00—3:50 pm (period 8)
- 1 Credit
- Formatted as an hourly weekly meeting consisting of:
  - Instructor-led discussions on important skills for success
  - Discussion focusing on various pre-class period exercises/assignments
  - Guest lectures
- Location: in-person & online (synchronous)

Course Prerequisites: Students at the Masters or PhD level from ecological, environmental, and natural resource-based majors are welcome. Course is best suited for students nearing graduation who are looking for employment.

Instructors:

- Dr. Basil Iannone, School of Forest, Fisheries, and Geomatic Sciences, biannone@ufl.edu
- Guest lecturers

Office hours: By appointment
To reach me please use the Canvas message/Inbox feature for fastest response.

2 Learning Outcomes/ Objectives

At the end of this course, students will:

- Be able to prepare effective job search materials, e.g. cover letters, CV, resume, talks, etc.
- Have a better understanding of employment opportunities and how to pursue them
- Learn strategies to effectively lead projects and communicate their work
- Learn skills for successful job interviews
3 Course Logistics

Students may access lectures, assignments, readings, and supporting materials through the course Canvas site as they become available.

Technology Requirements:

- A computer or mobile device with high-speed internet connection.
- A webcam, headset and/or microphone, and speakers.
- Latest version of web browser. Canvas supports only the two most recent versions of any given browser. [What browser am I using?](#)
- Installation of proctoring software may be required and will be provided if so.

**Synchronous online sessions may be recorded.** By sharing your video, screen, or audio during any synchronous online class sessions, you are consenting to being recorded for the benefit of students who cannot attend live as well as for class review during the current semester. If you have special circumstances or concerns about privacy, it is your responsibility to discuss it with your instructor.

3.1 Tentative Schedule / Activities

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
<th>Lead</th>
<th>Assignment to be completed prior to class period</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Aug 26th Introduction to the course</td>
<td>Iannone</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Sept 2nd Identifying and addressing strengths and areas for improvement</td>
<td>Iannone</td>
<td>Find announcement for a dream job and write-up:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1) Why you are qualified, i.e. the skills that you have</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2) Where you are lacking, i.e. the skills you need to develop</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>3) Strategies to obtaining those skills</td>
</tr>
<tr>
<td>3</td>
<td>Sept 9th Good CVs/Resumes</td>
<td>Iannone</td>
<td>Prepare resume/CV aimed at gaining the dream job you identified/highlight areas that need strengthening</td>
</tr>
<tr>
<td>4</td>
<td>Sept 16th Cover letters that get read – linking your CV to the position</td>
<td>Iannone/Crandall/Cushing</td>
<td>Prepare a draft cover letter for your dream job</td>
</tr>
<tr>
<td>Date</td>
<td>Event Description</td>
<td>Instructor(s)</td>
<td>Read/Resource</td>
</tr>
<tr>
<td>--------</td>
<td>-----------------------------------</td>
<td>---------------</td>
<td>-------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>6 Sept 30th</td>
<td>Careers in NGOs</td>
<td>Seltzer</td>
<td>Find an NGO for which you would be interested in working.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Think about the skill/knowledge you need to work for that NGO</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Formulate questions for the guest speaker about NGO positions, e.g. how to get one, differences between NGO and academic positions</td>
</tr>
<tr>
<td>8 Oct 14th</td>
<td>Resonating with your audience</td>
<td>Hulcr</td>
<td>TBD</td>
</tr>
<tr>
<td>9 Oct 21st</td>
<td>Review CVs and Cover letters</td>
<td>Iannone/Crandall/Cushing</td>
<td>Revise CV/Resume and cover letter</td>
</tr>
<tr>
<td>11 Nov 4th</td>
<td>Questions to ask (and not ask) during interviews and negotiations</td>
<td>Camp, Baker, Peter, Bartels</td>
<td>TBD</td>
</tr>
<tr>
<td>12 Nov 11th</td>
<td>VETERANS’ DAY</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13 Nov 18th</td>
<td>Creating a constructive work environment</td>
<td>Reisinger</td>
<td>Read over lab code of conduct</td>
</tr>
<tr>
<td>14 Nov 25th</td>
<td>THANKSGIVING</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
15 Dec 2\textsuperscript{nd}
Wrap-up/Course evaluations
Iannone
Complete course evaluations
https://jcs.biologists.org/content/121/11/1771

16 Dec 9\textsuperscript{th}
READING DAY

### 3.2 Grades & Grading Scale

**Assignments & Deliverables**

**Pre-class preparation:** Prior to each class period, students are expected to complete tasks, including readings, review of websites, and preparation of draft documents/outlines.

**Participation:** Students are expected to attend and participate in class each week.

**Discussions/class activities:** Students are expected to contribute to all classroom discussion and activities.

<table>
<thead>
<tr>
<th></th>
<th>Earning an A</th>
<th>Grades decrease with increasing frequency of:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Pre-class pre</strong></td>
<td>Student came to class prepared by completing pre-class tasks</td>
<td>Student came to class without completing pre-class tasks</td>
</tr>
<tr>
<td><strong>Participation</strong></td>
<td>Students attended each class period</td>
<td>Students missed a large portion of class periods</td>
</tr>
<tr>
<td><strong>Discussions/class activities</strong></td>
<td>Student contributed to classroom discussion and activities</td>
<td>Student did not contribute to classroom discussion or activities</td>
</tr>
</tbody>
</table>

For information on current UF policies for assigning grade points, see https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx

### 4 Learning Content

This syllabus represents current plans and objectives for this course. As the semester progresses, changes may be needed to accommodate timing, logistics, or to enhance learning. Such changes, communicated clearly, are not unusual and should be expected.
4.1 Readings and Websites


How to Prepare Your Federal Resume: http://gogovernment.org/writing-your-federal-resume/


Resumes and CVs. From Cornell University Graduate School’s Pathways to Success. https://gradschool.cornell.edu/academic-progress/pathways-to-success/prepare-for-your-career/take-action/resumes-and-cvs


Other Suggested Reading


5 Policies and Requirements

This course plan and syllabus are subject to change in response to student and instructor needs. Any changes will be clearly communicated in advance through Canvas.

5.1 Late Submissions & Make-up Requests

It is the responsibility of the student to access on-line lectures, readings, quizzes, and exams and to maintain satisfactory progress in the course. 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

Computer or other hardware failures, except failure of the UF e-Learning system, will not excuse students for missing assignments. Any late submissions due to technical issues MUST be accompanied by the ticket number received from the Helpdesk when the problem was reported to them. The ticket number will document the time and date of the problem. You MUST e-mail your instructor within 24 hours of the technical difficulty if you wish to request consideration.

For computer, software compatibility, or access problems call the HELP DESK phone number—352-392-HELP = 352-392-4357 (option 2).

5.2 Communication Courtesy and Professionalism

Just as in any professional environment, meaningful and constructive dialogue is expected in this class and requires a degree of mutual respect, willingness to listen, and tolerance of opposing points of view. Respect for individual differences and alternative viewpoints will be maintained in this class at all times. All members of the class are expected to follow rules of common courtesy, decency, and civility in all interactions. Failure to do so will not be tolerated and may result in loss of participation points and/or referral to the Dean of Students’ Office.

5.3 Semester Evaluation Process

Student assessment of instruction is an important part of efforts to improve teaching and learning.

At approximately the mid-point of the semester, the School of Forest Resources & Conservation will request anonymous feedback on student satisfaction on various aspects of this course. These surveys will be sent out through Canvas and are not required but encouraged. This is not the UF Faculty Evaluation!

At the end of the semester, 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/.
5.4 Academic Honesty Policy

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 your 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 or 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:

5.5 Inclusive Learning Environment

This course embraces the University of Florida’s Non-Discrimination Policy, which reads,

The University shall actively promote equal opportunity policies and practices conforming to laws against discrimination. The University is committed to non-discrimination with respect to race, creed, color, religion, age, disability, sex, sexual orientation, gender identity and expression, marital status, national origin, political opinions or affiliations, genetic information and veteran status as protected under the Vietnam Era Veterans’ Readjustment Assistance Act.

If you have questions or concerns about your rights and responsibilities for inclusive learning environment, please see the instructor or refer to the Office of Multicultural & Diversity Affairs website:

5.6 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/

5.7 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.

6 Campus Helping Resources

For issues with technical difficulties for e-learning in Canvas, please post your question to the Technical Help Discussion in your course, or contact the UF Help Desk at:

- Learning-support@ufl.edu | (352) 392-HELP - select option 2 | http://elearning.ufl.edu
- Library Help Desk support http://cms.uflib.ufl.edu/ask
- SFRC Academic Hub https://ufl.instructure.com/courses/303721
- Office of OMBUDS https://www.ombuds.ufl.edu/

6.1 Student Life, Wellness, and Counseling Help

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.

- Counseling and Wellness resources http://www.counseling.ufl.edu/cwc/
- U Matter, We Care http://www.umatter.ufl.edu/
- Career Connections Center http://career.ufl.edu/
- Other resources are available at http://www.distance.ufl.edu/getting-help for online students.
- Graduate Student Diversity Organizations http://graduateschool.ufl.edu/about-us/offices/division-of-graduate-student-affairs-dgsa/graduate-diversity-initiatives-ogdi/graduate-student-diversity-organizations--/

6.2 Student Complaint Process

The School of Forest Resources & Conservation cares about your experience and we will make every effort to address course concerns. We request that all of our online students complete a course satisfaction survey each semester, which is a time for you to voice your thoughts on how your course is being delivered.

If you have a more urgent concern, your first point of contact should be the SFRC Academic Coordinator or the Graduate/Undergraduate Coordinator for the program offering the course. You may also submit a complaint directly to UF administration:

- Students in online courses: http://www.distance.ufl.edu/student-complaint-process
- Students in face-to-face courses: https://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-code/

6.3 Student Complaint Process

The School of Forest Resources & Conservation cares about your experience and we will make every effort to address course concerns. We request that all of our online students complete a course satisfaction survey each semester, which is a time for you to voice your thoughts on how your course is being delivered.
If you have a more urgent concern, your first point of contact should be the SFRC Academic Coordinator or the Graduate/Undergraduate Coordinator for the program offering the course. You may also submit a complaint directly to UF administration:

- Students in online courses: [http://www.distance.ufl.edu/student-complaint-process](http://www.distance.ufl.edu/student-complaint-process)
- Students in face-to-face courses: [https://www.dso.ufl.edu/documents/UF_Complaints_policy.pdf](https://www.dso.ufl.edu/documents/UF_Complaints_policy.pdf)

7 **In-Class Recording**

Students are allowed to record video or audio of class lectures. However, the purposes for which these recordings may be used are strictly controlled. The only allowable purposes are (1) for personal educational use, (2) in connection with a complaint to the university, or (3) as evidence in, or in preparation for, a criminal or civil proceeding. All other purposes are prohibited. Specifically, students may not publish recorded lectures without the written consent of the instructor.

A “class lecture” is an educational presentation intended to inform or teach enrolled students about a particular subject, including any instructor-led discussions that form part of the presentation, and delivered by any instructor hired or appointed by the University, or by a guest instructor, as part of a University of Florida course. A class lecture does not include lab sessions, student presentations, clinical presentations such as patient history, academic exercises involving solely student participation, assessments (quizzes, tests, exams), field trips, private conversations between students in the class or between a student and the faculty or lecturer during a class session. Publication without permission of the instructor is prohibited. To “publish” means to share, transmit, circulate, distribute, or provide access to a recording, regardless of format or medium, to another person (or persons), including but not limited to another student within the same class section.

Additionally, a recording, or transcript of a recording, is considered published if it is posted on or uploaded to, in whole or in part, any media platform, including but not limited to social media, book, magazine, newspaper, leaflet, or third-party note/tutoring services. A student who publishes a recording without written consent may be subject to a civil cause of action instituted by a person injured by the publication and/or discipline under UF Regulation 4.040 Student Honor Code and Student Conduct Code.