

**ALS 5934 Graduate Professional Development**  
**Fall 2015**  
**(2-Credits S/U)**

**Course Description:**

Web-base asynchronous delivery of video presentations and discussions of topics essential to enhancing the awareness, personal satisfaction and professional success of graduate students. Topics include enhancing your graduate experience developing leadership skills, thesis/dissertation, publishing your research, giving effective presentations, teaching your first class, curriculum vitae development, and interviewing techniques.

**Course Objectives:**

At the completion of the course graduate students will be able to:

1. Utilize available university information, support, and guidance resources to enhance their academic and professional success.
2. Discuss diverse issues important to their graduate educational experience and professional development.
3. Developed a well-organized and effective curriculum vitae or resume.
4. Prepare and deliver more effective presentations.

**Course Format:**

Course will be asynchronous delivery using e-Learning in Canvas. On-line materials will consist of video presentations by invited specialists, assigned readings and group discussions of relevant topics. Individual weekly topics will be available for student access on line by 8:00 AM on the Friday before the week it is scheduled.

**Instructor:**

Dr. Michael E. Kane, Professor  
Environmental Horticulture Department  
Building 68, Rm. 109  
P.O. Box 110675  
Tel: 352-273-4500  
Cell: 352-359-3565 (contact me anytime)  
[micropro@ufl.edu](mailto:micropro@ufl.edu)

**E-Learning in Canvas:**

Go to <http://lss.at.ufl.edu> and enter your Gatorlink username and password into the boxes. After clicking on e-Learning Login, students must have an active GatorLink ID to access E-Learning. Students who do not have Gatorlink IDs, who cannot remember their Gatorlink login information, who experience difficulties with Canvas, or whose IDs do not work, should contact the Gatorlink website <http://gatorlink.ufl.edu> or to the UF Computing Help Desk for assistance: Hub 132 or 392-HELP.

**Grading:**

Final grading of **Satisfactory/Unsatisfactory (S/U)** will be based on total points achieved through: 1) submission of critiques of the online video presentations; 2) submission of brief responses to reading assignments or topical discussion questions; and 3) submission of an effective resume or curriculum vitae with a well-written and compelling application cover letter for a specific position.

**Critiques.** Students will submit a one-page critique of each video presentation including a list of additional issues to be discussed. Each critique will be comprised of three sections: 1) what the student expected; 2) critique of the seminar information and content (not the delivery); and 3) additional questions and topics for discussion that were generated. Grading will be based on the comprehensiveness of the written critiques submitted. **Critiques for each presentation will be due and submitted via electronically to Dr. Kane by no later than 5:00 PM on the Wednesday of the following week. Each critique will be submitted as a separate 1-page document.** Presentations for which critiques are required are indicated in the syllabus marked with a due date. Please note that a “critique” is more than just a summary of the information presented. The critique should focus on the **content**, rather than presentation style, and should include **discussion** and **reflection** on whether the information is or will be helpful to the student and how it relates to professional development during **and beyond** the graduate school experience. An example of a critique will be provided. A compilation of student comments submitted for each critique will be posted by Dr. Kane for class discussion.

**Readings/Discussions.** With each topic, students will also be required to complete an assigned reading, or in some cases, view a video vignette and then post a response to a discussion question. Each assignment will be due by 5:00 PM on the same dates as the individual topic critiques. For full credit, each student will be required to respond to two other students postings for each discussion topic.

**Resume/Curriculum Vitae With Application Cover Letter.** Students will submit their draft resume or curriculum vitae (CV) for review by **October 16<sup>th</sup>**. Resumes and CVs will be returned to the students with comments by **October 30<sup>th</sup>**. Students will then revise and resubmit by **November 20<sup>th</sup>** their resumes or CV with an application cover letter for an actual advertised position of their choosing.

**Makeup Work.** Given the asynchronous delivery of this course, it is expected that all students will budget their time accordingly and will submit assignments and participate in online discussions by the due date. Missed assignments cannot be made up unless a valid reason and documentation is provided. Requirements for and make-up assignments and other work are consistent with university policies that can be found at: [UF Attendance Regulations](#)

#### **Grading – Point Distribution:**

Critiques - (13 at 20 points each) = **260 points maximum**

Readings/Discussion - (13 assignments at 10 points each) = **130 points maximum**

Resume/CV/Cover Letter- two assignment submissions worth **110 points maximum:**

1. First submission of draft resume or curriculum vitae - **due October 16<sup>th</sup> (40 points)**
2. Final submission of revised resume or CV with an effective application cover letter for a position of your choice (position description to be included) – **due November 20<sup>th</sup> (70 points)**

Total points possible: 500 with greater than 85% completion being “satisfactory” work”

**Textbook and Reading Materials:** No textbook is required. Relevant reading materials and handouts will be made available on the course website.

## GRADUATE PROFESSIONAL DEVELOPMENT VIDEO PRESENTATIONS

WEEK OF	TOPIC	CRITIQUE DUE
Aug 24	<b>Overview of Graduate Professional Development 2015 On-Line</b> – Dr. Michael Kane, Environmental Horticulture Department, <a href="mailto:micropro@ufl.edu">micropro@ufl.edu</a> , (352) 273-4500	-
	<b>Strategies to Enhance Your Graduate Experience and Professional Development</b> -Dr. Michael Kane	Sept 2
Aug 31	<b>Preparing to Teach Your First Class</b> – Dr. Carrie Adams, Environmental Horticulture Department, <a href="mailto:rein0050@ufl.edu">rein0050@ufl.edu</a> (352) 273-4502	Sept 9
Sept 7	<b>Conflict Resolution in an Academic Environment</b> – Dr. Ken Gerhardt, Former Senior Associate Dean, Graduate School, <a href="mailto:gerhardt@ufl.edu">gerhardt@ufl.edu</a>	Sept 16
Sept 14	<b>History &amp; Future of the Land Grant University</b> – Dr. James Sterns, Applied Economics, Oregon State University, <a href="mailto:jasterns@oregonstate.edu">jasterns@oregonstate.edu</a> , 541-937-1406	Sept 23
Sept 21	<b>Resume and Curriculum Vitae Development</b> –Jon Schlesinger, UF Career Resource Center, <a href="mailto:jonSchlesinger@crc.ufl.edu">jonSchlesinger@crc.ufl.edu</a> , (352) 273-2302	Sept 30
Sept 28	<b>Interviewing Techniques</b> – Gregg Henderschiedt, UF Career Resource Center, <a href="mailto:ghenderschiedt@ufl.edu">ghenderschiedt@ufl.edu</a> , (352) 273-2312	Oct 7
Oct 5	<b>Responsible Conduct of Research &amp; Science</b> – Michelle Leonard Marsten Science Library, <a href="mailto:mleonard@uflib.ufl.edu">mleonard@uflib.ufl.edu</a> (352) 273-2866	Oct 14
Oct 12	<b>Going From a Thesis/Dissertation to a Published Article</b> – Dr. Charles Guy, Environmental Horticulture Department, <a href="mailto:clguy@ufl.edu">clguy@ufl.edu</a> , (352) 273-4528	Oct 21
Oct 19	<b>Getting the Most From Your Graduate Experience</b> – Graduate Student/Post-Docs Discussion Panel	Oct 28
Oct 26	<b>Intellectual Property Protection and Technology Transfer</b> – Dr. John Byatt, Assistant Director, UF Office of Licensing and Technology, <a href="mailto:jbyatt@ufl.edu">jbyatt@ufl.edu</a> , (352) 392-8929	Nov 4
Nov 2	<b>Giving Professional Presentations: Evaluating The Do's &amp; Don'ts</b> - James Sadler, Illinois College, <a href="mailto:sadleri@mail.ic.edu">sadleri@mail.ic.edu</a> , (352) 273-4864	Nov 11
	<b>Preparing Professional Presentations: An Overview</b> - Dr. Michael Kane	
Nov 9	<b>Effective Leadership</b> – Hannah Carter, Agricultural Education & Communications Department, <a href="mailto:hscarter@ufl.edu">hscarter@ufl.edu</a> (352) 392-1038	Nov 18
Nov 16	<b>Job Offers: Considering Benefits, Salary, Family Leave</b> - David Hermelbracht, IFAS Office of Personnel Affairs, <a href="mailto:davidh@ufl.edu">davidh@ufl.edu</a> , (352) 392-4777	Nov 30
Nov 23	<b>Employing Graduates</b> – Panel Discussion Video.	Dec 2
Nov 30	<b>Effective Mentoring</b> – Discussion Panel	Dec 7
Dec 7	<b>Classes End On Dec 9<sup>th</sup> and Course Evaluation</b>	-

### Online Course Evaluation Process:

Student assessment of instruction is an important part of efforts to improve teaching and learning. At the end of the semester, students are expected to provide feedback on the quality of instruction in this course using a standard set of university and college criteria. These evaluations are conducted online at [Faculty Course Evaluations](#). Evaluations are typically open for students to complete during the last two or three weeks of the semester; students will be notified of the specific times when they are open. **Students will be given time to complete the course evaluation during the last class period on their laptop, tablet or smartphone.** Summary results of these assessments will be available to students at [Online Course Evaluation Results](#).

### Academic Honesty:

As a student at the University of Florida, you have committed yourself to uphold the [Student Conduct 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.

The university requires all members of its community to be honest in all endeavors. A fundamental principle is that the whole process of learning and pursuit of knowledge is diminished by cheating, plagiarism and other acts of academic dishonesty. In addition, every dishonest act in the academic environment affects other students adversely, from the skewing of the grading curve to giving unfair advantage for honors or for professional or graduate school admission. Therefore, the university will take severe action against dishonest students. Similarly, measures will be taken against faculty, staff and administrators who practice dishonest or demeaning behavior. Students should review the excellent [Avoiding Plagiarism Guide](#) provided by the Marsten Library. Students should report any condition that facilitates dishonesty to the instructor, department chair, college dean or Student Honor Court.

*(Source: 2014-2015 Graduate Catalog)*

It is assumed all work will be completed independently unless the assignment is defined as a group project, in writing by the instructor. This policy will be vigorously upheld at all times in this course.

### 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.

### 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.

Counseling Services  
Groups and Workshops  
Outreach and Consultation  
Self-Help Library  
Wellness Coaching

[Career Resource Center](#), First Floor JWRU, 392-1601.

**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.

[Disability Resource Center](#) 0001 Reid Hall, 352-392-8565