FNR3020 Professional Practice in Natural Resources

Fall 2023

<u>Meeting Time</u>: Fridays, Periods 6-7 (12:50pm – 2:45pm) in <u>NZH 219</u> or on Zoom, only if/when specified

<u>Instructor</u>: Kristina Haselier, M.Sc.
- <u>Office</u>: 121 Newins-Ziegler Hall – Schedule an in-person or Advising Zoom appointment through my <u>online scheduler</u>. Advising Zoom password: "Advising"
- <u>Telephone</u>: (352) 846-0847
- <u>Email</u>: <u>khaselier@ufl.edu</u> – Please use this email address rather than Canvas discussion

<u>Teaching Assistant</u>:
- TBD

<u>Course Description</u>:
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.

<u>Course Objectives</u>: 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.

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

<u>Credits</u>: 1

Course Requirements

Bring a smart phone, tablet, or laptop to class to submit graded, in-class Tasks or required activities

Requirements for class attendance and make-up exams, assignments, and other work are consistent with university policies that can be found at: <u>https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx</u>.

<u>Attendance & Professional Etiquette</u>

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 and, to make sure they remain relevant to everyone's career goals, your participation in weekly discussions during class is also crucial. Professional Etiquette is a key component to being a successful professional in any field. You will be graded on your adherence to the professional etiquette practices that are agreed upon with your classmates and instructor during the first day of class. Your Attendance and Professional Etiquette during the 12 lecture days make up 120 points of the final grade, at 10 points total per class (7 points for Attendance and 3 points for Professional Etiquette).

Tasks

Tasks are necessary in order either to complete an assignment or prepare for a presentation. There are 10 tasks required, based on the weekly topics. Tasks will be completed and submitted during class via Canvas. Tasks are worth 5 points each. Late tasks will not be accepted unless the absence is excused.

Assignments

There are 9 assignments required, based on the weekly topics. These assignments are essential to your understanding of the discussion topics; this understanding is necessary to fulfill the Course Objectives. The 9 assignments are worth 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 3 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 they are worth 10 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 lcomplete 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 states your knowledge of professional behavior and/or ethical concerns that the hiring manager would expect you to consider. This Application Packet is worth 60 points. 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 (90-100%), 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%)

Attendance & Professional Etiquette	120 points
Tasks	50 points
Assignments	90 points
Presentations	30 points
Final Assignment	60 points
Total	**350 points**

Recommended Reading: *Who Moved My Cheese* by Dr. Spencer Johnson will be provided on Canvas.

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 instructors 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	In-Class Task	Assignment	Presentation
1 (8/25/23)	Introduction to course: topics, scheduling, grading, professional etiquette standards pact	Create professional email address/signature	Create state and federal job profiles (due 8/31/23 by 11:59pm)	Sign up through Canvas for Boundary Scenario presentation date
Professional Behavior & Ethics				
2 (9/1/23)	Professional communication; Time Management/Planning	Identify 2 state and 2 federal job descriptions that you'd consider	Set-up fall semester calendar (due 9/7/23 by 11:59pm)	_
3 (9/8/23)	Personal, Ethical, & Safety Boundaries	Implicit Bias online activity	Respond to 3 scenarios – draw your boundary (due 9/14/23 by 11:59pm)	_
4 (9/15/23)	Fall Social! Event attendance required	Complete Scavenger Hunt Bingo networking activity	Attend/report back on professional organization meeting by end of fall semester (due 12/6/23 by 11:59pm)	_
5 (9/22/23)	Boundary Scenario Presentations – Day 1	Identify relevant Field Aid App – weather conditions, location, conversions	_	1st 1/2 of class: Presentation of Boundary Scenario
6 (9/29/23)	Boundary Scenario Presentations – Day 2	Submit an additional 2 state and 2 federal job descriptions that you'd consider	_	2nd ½ of class: Presentation of Boundary Scenario
7 (10/6/23)	No Class – Homecoming	_	_	_
Finding/Getting the Right Job				
8 (10/13/23)	Prepare for Life After the Swamp – Transferable Skills; The *Right* Job	Identify your Transferable Skills; Choose *Right* job description	Visit CCC – get tips for writing resume & cover letter for *Right* job (due 10/19/23 by 11:59pm)	_
9 (10/20/23)	Resumes and CVs	Schedule Mock Interview for anytime during weeks 10 - 13 (before Thanksgiving break)	Create 1st draft of Resume or CV for *Right* job (due 10/26/23 by 11:59pm)	_
10 (10/27/23)	Cover Letters and Personal Statements	_	Create 1st draft of Cover Letter for *Right* job (due 11/2/23 by 11:59pm)	Share your *Right* Job in groups – **bring full job description to class**

Week	Topic	Task	Assignment	Presentation
11 (11/3/23)	Peer review of Resume/CV and Cover Letter; Your Online Presence	_	2nd draft of Resume/CV and Cover Letter (due 11/16/23 by 11:59pm)	Peer review of Resume/CV and Cover Letter – **bring both to class**
12 (11/10/23)	No class – Veteran's Day; Mock Interviews during Weeks 12 and 13	_	_	_
13 (11/17/23)	Interviewing; Etiquette After the Interview	Create/Update LinkedIn profile or ePortfolio	Mock Interview at CCC or CALS (signed notes or signed business card due 11/22/23 by 5pm)	_
14 (11/24/23)	No class – Thanksgiving Break!	_	_	_
15 (12/1/23)	Graduate School; Shadowing Professionals in Your Field; Developing References	Identify references to include in Final packet	_	Guest Speaker – UF/SFFGS Graduate School Advisor
16 (12/8/23)	No class – Classes end 12/6/23; Prepare Final Packet	_	_	_
17 (Final Packet due by 5pm on 12/11/23)	_	_	Final Application Packet: Finalized Resume/CV, References, and Cover Letter (due 12/11/23 by 5pm)	_