CCJ4934
SYA4930

Professional Development
& Workplace Readiness

Fall 2022 – Online
Asynchronous
Instruction

Course Description:

This course is designed to provide professional mentoring and critical thinking skills to students as they approach employment, advancement/promotion, and/or graduate study. Students will improve their abilities to: describe their accomplishments, increase their professional networking, provide polished responses in interviews and meetings, and develop proposals for projects. Specifically, students will identify strengths through personal assessment, learn how to gain cultural competency, better understand fundraising/finance, and provide community assessments to extend their outreach and impact with potential employers and organizational partnerships. This course also teaches leadership skills, how to manage organizational change, grant proposal writing skills, introduces evaluation research, and establishes workplace integration for the major industries for the social sciences: teaching, social research, public sector (government), data analysis, human resources, non-profit sector, and criminal justice.

Virtual Office hours: Monday through Friday 10:00 AM – 1:00 PM daily or on evenings/weekends (via conference call, Zoom, etc.). Email and texting is the quickest/easiest way to reach me. On-campus office hours are not available per current university guidelines, although when on campus I am located in Turlington Hall 3108.

👤 About Your Instructor

Tiffany Jenson is an Associate Instructional Professor in the Department of Sociology and Criminology & Law and an Affiliate Faculty, Center for European Studies in the College of Liberal Arts and Sciences at the University of Florida (UF). Although she arrived at UF in 2017, Tiffany has worked in higher education full-time for over 20 years (as faculty and staff) since 2001.

She completed a Bachelor of Science degree in Sociology and a Master of Liberal Arts degree in Social Sciences from Southern Methodist University. She holds a Ph.D. in Sociology from the University of Oklahoma with an emphasis in Criminology. She also received a second Master's degree in Social Work from the University of Louisville.

Her professional experiences include working as a researcher/statistician for the Oklahoma Department of Corrections as well as for the Department of Health and Human Services. She currently teaches mostly upper-division courses on criminology, corrections, terrorism, research methods, and applied statistical analysis. She has been awarded $3.78 million in several state and federal grants and served as a statistician, researcher, evaluator, and consultant on many others which served various populations such as foster children, inmates, high-risk juveniles, tribes, and the elderly. Her research and publications are focused on topics of social justice and sexual victimization.

Before arriving at the University of Florida, she has taught at Southern Methodist University, University of Oklahoma, Brigham Young University-Provo, and Brigham Young University-Idaho. Dr. Jenson has also served as Faculty Association President-Elect and Staff Association President at two of these universities. She achieved the rank of Associate Professor at BYU-Idaho in 2014 and she was recently promoted to Associate Instructional Professor at the University of Florida in 2021.
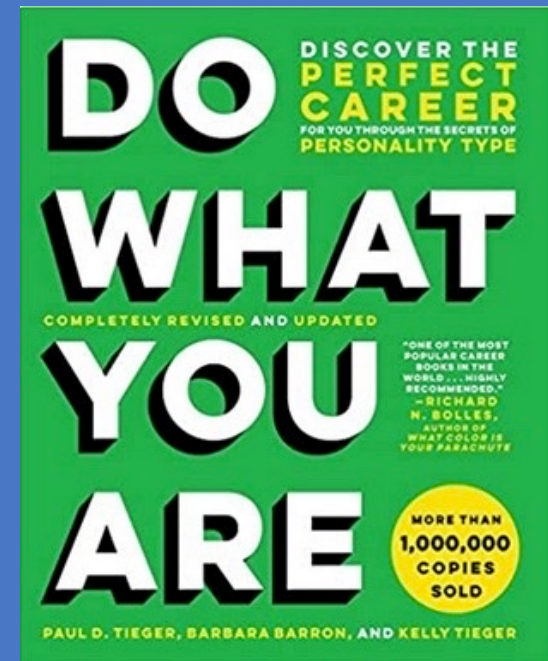
Required Textbooks:

Elder, Linda & Richard Elder. (2019) The Miniature Guide to Critical Thinking Concepts and Tools (Thinkers Guide Library). 8th edition
ISBN 9781538134948
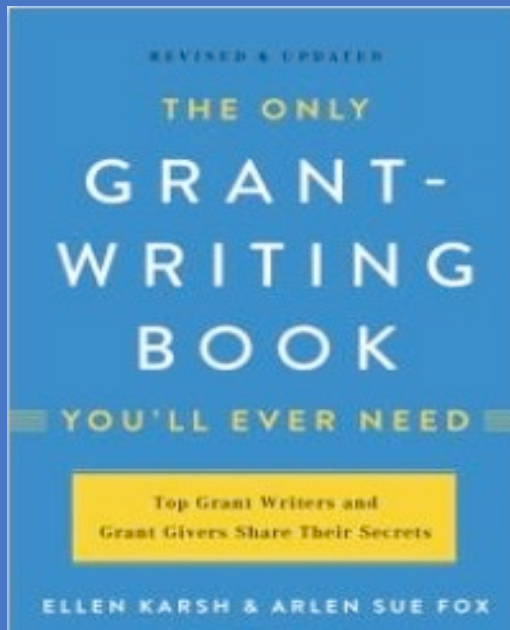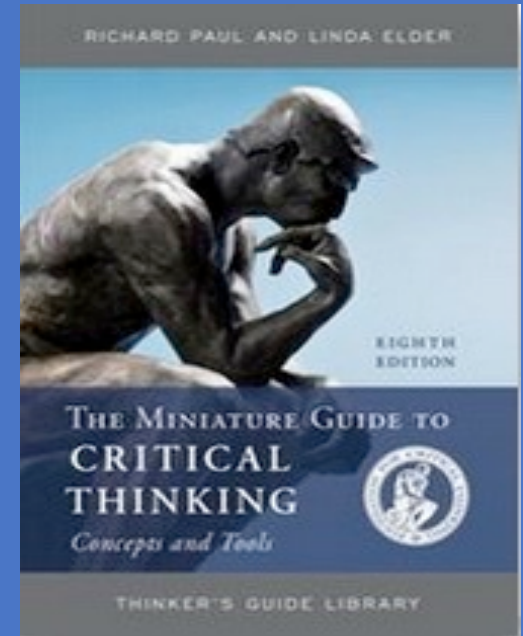
Karsh, Ellen & Arlen Fox. (2019) The Only Grant-Writing Book You'll Ever Need. 5th edition
ISBN 9780465058938

Tieger, Paul, Barbara Barron, & Kelly Tieger. (2021) Do What You Are: Discover the Perfect Career for You Through the Secrets of Personality Type. 6th edition
ISBN 9780316497145

Course & Learning Objectives

After completing this course, you should be able to self-determine strategies to enhance your professional career and become more skillful and valuable for employers and within graduate study

- *Recognize ways to face challenges professionally, obtain personal growth, and successfully transition from degree completion to career, promotion, and future study.*

- *Analyze your own strengths/weaknesses, work preferences, personality type, and communication style, in order to shift your focus toward your true passions and find success in your career.*

- *Establish new relationships with student peers to better explore opportunities for employment, internship, and graduate study.*

- *Critique how we currently network and connect professionally, and find more strategic ways to attract professional opportunities.*

- *Implement skills of cultural competency within agencies to achieve diversity and inclusion.*

- *Analyze the major industries for social science majors, understanding their current market trajectories.*

- *Practice grant proposal writing skills by completing an actual grant application for funding of your choice.*

- *Define critical thinking techniques and utilize these skills in decision making scenarios.*

Essential Course Overview

Course Pacing & Modules

Each module represents 2 weeks of course work, except for Module 8. Assignments are due Thursdays, Saturdays, and Sundays.

Module 1: Introduction to Sociology & Criminology Careers
August 24 – September 4

Module 2: Hard & Soft Skills on the Job Market
September 6 – 18

Module 3: Leadership & Organizational Change
September 19 – October 2

Module 4: Community Engagement & Advocacy
October 3 – 16

Module 5: Critical Thinking & Strategic Planning
October 17 – 30

Module 6: Administration, Budgets, and Fundraising
October 31 – November 13

Module 7: Introduction to Grant Writing
November 14 – December 1

Module 8: Program Evaluation & Social Research
December 2 – 13

When possible, you may work ahead.

Quizzes

Eight (8) non-cumulative quizzes will be administered at the end of each module consisting of multiple choice questions. Each quiz covers material from the most recent 2 weeks. The material on each quiz covers readings, assignment/activity concepts, lectures, and films from the assigned weeks. Please see Course Schedule under the Syllabus Tab for specific due dates and times. Plan for 35 minutes of testing and be mindful of your preparations prior to quiz completion. Quizzes will be open-book and notes, and will be administered asynchronously before the posted deadline. Make sure you take notes and study the lectures well beforehand as these quizzes are timed. Any quiz deadline not met will result in 0 points. No make-up dates will be allowed unless official documentation is provided in a timely fashion. Each quiz is worth 20 Points (39.5% of total grade).

Honorlock Exam Proctoring

Quizzes will be proctored by Honorlock. Honorlock is an online proctoring service that allows you to take your exam from the comfort of your home. You DO NOT need to create an account, download software, or schedule an appointment in advance. All that is needed is a computer, a working webcam, and a stable Internet connection. To get started, you will need Google Chrome and to download the Honorlock Chrome Extension. You can download the extension at www.honorlock.com/extension/install . When you are ready to test, log into Canvas, go to your course, and click on your exam. Clicking 'launch proctoring' will begin the Honorlock authentication process, where you will take a picture of yourself, show your ID, and complete a scan of your room. Honorlock will be recording your exam session by webcam as well as recording your screen. Honorlock also has an integrity algorithm that can detect search-engine use, so please do not attempt to search for answers, even if on a secondary device. Good luck!

Honorlock support is available for you during your exam. If you encounter any issues, you may contact them by live chat, phone (844-243-2500) and/or email (support@honorlock.com). If you encounter issues within Canvas, you may contact the UF Help Desk at helpdesk@ufl.edu or 352-392-4357.

Preparing Your Settings for the Quiz
 Prepare for the quiz: https://dce.ufl.edu/media/dceufledu/pdfs/Honorlock-Student-Exam-Preparation-Information.pdf

Discussion Boards

Some modules will have a discussion board activity where you can engage with the course content with your fellow students. Nine (9) discussion boards will allow students to report and respond to each other in an asynchronous manner. Be sure to read the instructions on how to prepare your post for each discussion board. These discussion boards include the following topics:

1. **Introduce Yourself Discussion** (3 points)
2. **Personality Profile Discussion Board** (8 points)
3. **Labor Statistics Discussion** (10 points)
4. **Motivational Speaker** (8 points)
5. **Social Media & Networking Discussion** (8 points)
6. **Planning My Career Discussion** (6 points)
7. **Industry Finance Discussion** (10 points)
8. **Logic Models** (10 points)
9. **Evaluation Research Discussion** (6 points)

Please see the Course Schedule under the Syllabus Tab for specific due dates. These discussions are designed with specific learning objectives in mind and should not be considered "busy work." Any discussion deadline not met will result in 0 points earned and no make-up dates will be allowed. To receive full points, you will need to make sure that your posts are substantive and reflective of your knowledge and understanding of the assigned material. These will be graded assignments, so make sure you are putting full effort in these posts.

The discussions comprise 16.5% of the total grade.

Disclaimer: This syllabus represents my current plans and objectives. As we go through the semester, those plans may need to change to enhance learning opportunities and provide ample time for completion of work. Such changes, communicated clearly and in advance, are not unusual and should be expected. Thank you for your flexibility and understanding.

Short Writing Assignments and Papers

Each module will have a short writing assignment or activity. Please see the course Schedule under the Syllabus Tab for specific due dates and times. The papers will vary in length, so make sure that you are mindful of the criteria for each assignment and the due dates and times. Late papers will be penalized by 10% for every day they are late.

1. **Regular participation** is expected and encouraged. These will be considered in the final course grade.

2. Students will have opportunities to respond in writing to a number of reading assignments in the form of **response papers and activities**. These assignments will account for 44% of the course grade.

3. **Short assignments** will be utilized to expand your skills into professional planning and critical thinking about topics of the course. Such assignments include:
   1. **Self-Assessment Assignment** (15 points)
   2. **Resume & Cover Letter Assignment** (10 points)
   3. **Interviewing Skills Assignment** (20 points)
   4. **Case Studies in Organizational Change** (20 points)
   5. **Community Needs Assessment** (30 points)
   6. **Career Plan Assignment** (20 points)
   7. **Critical Thinking Assignment** (15 points)
   8. **Fundraising Assignment** (20 points)
   9. **Grant Proposal Assignment** (50 points)

4. **Plagiarism Assignment** is an online module to complete training in recognizing plagiarism (posted under assignments). This upload of a certificate given at the end of the modules is due within the first week of class. This assignment is worth 6 points. If you have completed the anti-plagiarism training from another course with Dr. Jenson within the last year,

GRADING

- o 8 Quizzes (20 points each) = 140 points
- o 9 Discussion Boards = 69 points
- o 8 Assignments = 200 points
- o Anti-Plagiarism Assignment = 6 points

Total Points = 415

GRADE PROPORTIONS (ROUNDED)
- o QUIZZES = 34% of final grade
- o DISCUSSION BOARDS = 17% of final grade
- o ASSIGNMENTS/ACTIVITIES = 49% of final grade

Letter Grade	Percentage
A	93%-100%
A-	90%-92%
B+	87%-89%
B	83%-86%
B-	80%-82%
C+	77%-79%
C	73%-76%
C-	70%-72%
D+	67%-69%
D	63%-66%
D-	60%-62%
F (E)	59% and below

Information on current UF grading policies for assigning grade points:

https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx

For more information, see: http://www.isis.ufl.edu/minusgrades.html

Disclaimer: This syllabus represents my current plans and objectives. As we go through the semester, those plans may need to change to enhance the class learning opportunity. Such changes, communicated clearly, are not unusual and should be expected.

Course Policies

Course Website: http://elearning.ufl.edu

Course Communications: With Instructor: Email is the best form of communication for individual concerns for this class; it's easy to maintain a history and record that way. USE YOUR UF EMAIL! It's one way to indicate official business; it is less likely to be delayed or rejected as spam; we use it to set priorities in how we respond because we get in excess of 100 emails on some days. The email in Canvas organizes emails for us, so please use that delivery. Emails sent during regular business hours will typically receive a response within 24 Hours. Emails sent on Holidays or weekend will normally be responded to within 48 Hours. Sent messages are not completed communications until they are received. If you leave an important message and don't hear back, follow up to make sure it has been received. This applies to phone messages and email. The discussion board in Canvas will be useful for sharing ideas and questions class-wide. There will be discussion-based activities so get used to it early on in the class. The instructor will also send weekly announcements through the Canvas Mail system.

With Fellow Students: A miscellaneous Discussion Board is provided for students to post questions for one another to answer. Students are encouraged to use and check this board PRIOR to emailing "housekeeping" questions about the syllabus etc..., as many questions may be more quickly or easily answered by one another. However, this board will NOT be regularly monitored by me and any pressing questions or questions that go unanswered should be emailed to me directly.

Required Textbooks:

Title:	The Miniature Guide to Critical Thinking Concepts and Tools (Thinker's Guide Library)	**Author:**	Richard Paul & Linda Elder
ISBN:	9781538134948	**Publisher:** The Foundation for Critical	**Copyright:** 2019
Cover/Item Type: paperback book	**Edition:** 8th		

Title:	The Only Grant-Writing Book You'll Ever Need	**Author:**	Ellen Karsh & Arlen Sue Fox
ISBN:	9780465058938	**Publisher:** Basic Books	**Copyright:** 2014
Cover/Item Type: paperback book	**Edition:** 4th		

Title:	Do What You Are: Discover the Perfect Career for You Through the Secrets of Personality Type	**Author:**	Paul Tieger, Barbara Barron, Kelly Tieger
ISBN:	9780316497145	**Publisher:** Little, Brown Spark	**Copyright:** 2021
Cover/Item Type: paperback book	**Edition:** 6th		

Materials and Supplies Fees: None

Additional Resources: Canvas: Canvas is accessible at: http://lss.at.ufl.edu . If you experience any computer-related difficulties, don't hesitate to contact the UF Computing Help Desk at http://helpdesk.ufl.edu, 352-392-4357. Please familiarize yourself with the course site, as it is intended to enhance your learning experience. The "Student Help FAQ" tab is a good introduction for anyone new to e-Learning. A reliable computer running Windows XP (or higher) or Mac OS X 10 (or higher). - A web browser with Adobe Flash Player installed. We recommend Flash Player 10 or higher. - A reliable, high-speed internet connection.

NETIQUETTE GUIDE FOR ONLINE COURSES It is important to recognize that the online classroom is in fact a classroom, and certain behaviors are expected when you communicate with both your peers and your instructors.

These guidelines for online behavior and interaction are known as netiquette.

Security: Remember that your password is the only thing protecting you from pranks or more serious harm.

- o Don't share your password with anyone
- o Change your password if you think someone else might know it
- o Always logout when you are finished using the system

If you have issues with internet connection (especially when it concerns the submission of assignments or exams) you will need to contact the UF Help Desk Immediately. If you encounter issues, you MUST have verification from the UF Help Desk to make up any assignments missed due to poor internet connection. The UF Help Desk Number is: (352) 392-HELP (4357) and their site can be found at: http://helpdesk.ufl.edu

Guidelines for Communicating online (Netiquette) - When communicating online, you should always:

o Treat instructor and fellow peers in the course with respect, even in email or in any other online communication like discussion post or chat.

o Use clear and concise language and remember that all college level communication should have correct spelling and grammar

o Avoid slang terms such as "wassup?" and texting abbreviations such as "u" instead of "you." Use standard fonts such as Times New Roman and use a size 12 or 14 pt. font and avoid using the caps lock feature AS IT CAN BE INTERPRETED AS YELLING

o Limit and possibly avoid the use of emoticons like :) and be cautious when using humor or sarcasm as tone is sometimes lost in an email or discussion post and your message might be taken seriously or offensive. Be careful with personal information (both yours and other's) and do not send confidential information via e-mail

When sending emails:

- Use a descriptive subject line and be brief. Avoid attachments unless you are sure your recipients can open them
- Avoid HTML in favor of plain text. Sign your message with your name and return e-mail address.
- Think before you send the e-mail to more than one person. Does everyone really need to see your message? (Use of "reply all" and forward").

Message Board & Netiquette Guidelines:

o When posting on the Discussion Board in your online class, you should make posts that are on topic and within the scope of the course material

o Take your posts seriously and review and edit your posts before sending Be as concise as possible while still making a thorough comment

o Always give proper credit when referencing or quoting another source. Be sure to read all messages in a thread before replying

o Don't repeat someone else's post without adding something of your own to it

o Avoid short, generic replies such as, "I agree." You should include why you agree or add to the previous point

o Always be respectful of others" opinions even when they differ from your own. When you disagree with someone, you should express your differing opinion in a respectful, non-critical way

o Do not make personal or insulting remarks

o Be open-minded and respectful of others views and perspectives

Health and Wellness U Matter, We Care: If you or a friend is in distress, please contact umatter@ufl.edu or 352 392- 1575 so that a team member can reach out to the student.

Counseling and Wellness Center: https://counseling.ufl.edu/ , 392-1575; and the University Police Department: 392-1111 or 9-1-1 for emergencies.

Career Connections Center: Reitz Union Building, Suite 1300, 352-392-1601, https://career.ufl.edu/

Teaching/Tutoring Center: Broward Hall, 352-392-2010, https://teachingcenter.ufl.edu/

Writing Studio: 2215 Turlington Hall, 352-846-1138, https://writing.ufl.edu/

Library Support: https://cms.uflib.ufl.edu/ask

Sexual Assault Recovery Services (SARS) **Student Health Care Center**, 392-1161.

University Police Department, 392-1111 (or 9-1-1 for emergencies). http://www.police.ufl.edu/

Student Rights and Responsibilities: Please inform yourself about your rights and responsibilities, including academic honesty guidelines, formal and informal procedures for hearing academic dishonesty cases, the grievance procedure, and the confidentiality of student records. See http://www.dso.ufl.edu/studentguide/ . UF students are bound by The Honor Pledge which states, "We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity by abiding by the Honor Code. On all work submitted for credit by students 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." The Honor Code (http://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/) specifies a number of behaviors that are in violation of this code and the possible sanctions. Furthermore, you are obligated to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult with the instructor

You may raise matters or concerns with your instructor, the department chair or ombudsman (http://www.ombuds.ufl.edu). You may also submit comments to: http://www.distance.ufl.edu/student-complaints.

Attendance Policy: Obviously in an online course, there is no regular class roll given, however active participation is required and will be monitored by your instructor by your activity log analytics in Canvas. Requirements for class attendance and make-up exams, assignments, and other work in this course are consistent with university policies that can be found at: https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx

Instructional Methods: The course is 100% online and will be divided into 8 modules, found under Course Materials in the Canvas e-learning site. We use about 2 weeks per module. There will be required readings and web lectures (videos/films) for each module as well as assignments. See the posted Tentative Schedule for specific due dates and readings under the Syllabus Tab on Canvas. Instructor reserves the right to make changes to the syllabus and will provide announcements to students in advance.

Students Requesting Accommodations should register with the Disability Resource Center (http://www.ufl.edu/disability 352-392-8565, www.dso.ufl.edu/drc), which will provide documentation to give to the instructor. Student records are confidential. If your parent(s) contact(s) us about your grade or any information that is not "UF directory information," we will ask them to contact you. Once registered, students will receive an accommodation letter which must be presented to the instructor when requesting accommodation. Students with disabilities should follow this procedure as early as possible in the semester.

Course Technology/Getting Help

Canvas: Canvas is accessible at: http://elearning.ufl.edu . If you experience any computer-related difficulties, don't hesitate to contact the UF Computing Help Desk at http://helpdesk.ufl.edu , 352-392-HELP (4357), select option 2. Please familiarize yourself with the course site, as it is intended to enhance your learning experience. The "Student Help FAQ" tab is a good introduction for anyone new to e-Learning. Any requests for make-ups due to technical issues MUST be accompanied by the ticket number received from the Help Desk 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 a make-up.

Academic honesty policy: Cheating and/or Plagiarism is not tolerated at the University of Florida. For more on Academic Honesty guidelines please see the Student Guide at www.dso.ufl.edu/stg/ . If the honor code is broken, such matters will be taken to the department and University of Florida Judicial Affairs.

Make-up Policy: I understand that sometimes one's personal life interferes with one's ability to complete coursework. If you have a university-recognized reason for missing something (e.g., documented illness, religious holiday, death in the family), and **can provide documentation,** you will be allowed to make up what you missed IF you contact the instructor immediately before/after the missed assignment. This decision will be made at the instructor's discretion based upon the circumstances. All approved late work must be submitted by a deadline set by the instructor in order to complete final grading tasks for the course. **For this semester, the last day to submit approved late work is November 20, 2022.** If you submit assignments late, you will receive a penalty for every day that these are late. If you provide documentation of a legitimate reason for turning in one of these assignments late, you will not receive a late penalty.

Assignment Policy: (Helpful Hint: plan ahead, review due dates, and inform me of any conflicts you foresee as soon as possible). The success or failure of an online program (and the value of your degree) will depend on academic integrity: both in terms of content of the courses and in terms of the grades you earn. We need to structure grading in ways that make cheating harder.

Grammar, punctuation, and syntax matter in all written assignments. You may, of course, discuss assignments with others but you are expected to submit your own independent work. Please be careful about plagiarism; it is easy to "cut and paste" from others' work. CITE, CITE, CITE! If you take someone else's ideas, cite them; if you take someone's words verbatim, use quotation marks and a citation. Remember it is also easier to run programs to detect plagiarism these days. All assignment deadlines are posted on the course schedule in Canvas and within this syllabus. Make sure you are checking due dates regularly to plan accordingly and complete assignments on time.

UF Online Course Evaluation

Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing online evaluations at GatorEvals: ufl.bluera.com/ufl. Evaluations are typically open during the last two or three weeks of the semester. Students will be notified when the evaluation period opens, and can complete evaluations through the email they receive from GatorEvals. Summary results of these assessments are available to students at https://evaluations.ufl.edu/results.

Criminology Student Learning Outcomes – These focus on "Content, Critical Thinking, and Communication." (Our course reinforces Student Learning Outcome numbers 1, 2, and number 5 is assessed in your written assignments.)

1. Define and describe the criminal justice system, the interrelationships among its components and their fit with society.
2. Define and describe the legal institutions, the law and their interaction in society.
3. Analyze theories of crime and their implications for programs and policies to reduce crime.
4. Interpret and evaluate research in criminology, law and society and exhibit proficiency in the techniques used to conduct such research.
5. Communicate ideas clearly and effectively in an accepted style of presentation.

Zoom Expectations

Students are expected to behave appropriately during class. This class is meant to be an enriching, enjoyable experience for all of you. Disrupting the class results in depriving your fellow classmates and yourself of this experience. The instructor is the final arbiter of what behavior is appropriate and inappropriate. However, you may use the following principle to guide your classroom behavior: Your behavior should not be disruptive or distracting to the instructor or your classmates. This principle will help you determine appropriate classroom behaviors. The following list is not exhaustive.

Be prepared:

✓Make sure your computer is charged.

✓Use your camera if your bandwidth and webcam allow it.

✓Use a virtual background that reflects your personality if you'd like (but make sure it's appropriate!)

✓Register with your name that is on our official roster; if you changed your name to better reflect your gender identity, no problem; just let us know what name you prefer in a private message so we can count your attendance.

✓Wear clothes!

Participation guidelines:

✓Log on a few minutes before class and say hi to your fellow classmates and instructor.

✓When you're not speaking, keep yourself on mute to eliminate background noise for this large class.

✓Use the chat! Type questions here –your instructor will respond to them in real time. Stay on topic in the chat.

✓Raise your virtual hand when you would like to speak.

✓Stay focused, attentive, and actively participate! You will get more out of class the more you put into it.

✓Stay on task during class! Close other browsers or applications. Don't text. Focus on what you're doing.

✓Behave in a civil manner that is respectful to your fellow classmates, your instructor, and yourself.

Privacy:

✓Do not share your Zoom classroom link or password with others.

✓Do not record the zoom classroom sessions.

Course Summary:

Date	Details	Due
Sun Aug 28, 2022	Discussion Introduce Yourself	due by 11:59pm
Thu Sep 1, 2022	MBTI Personality Type Recorder	due by 11:59pm
	Module 1: Labor Statistics Discussion	due by 11:59pm
	Module 1: Personality Profile Discussion	due by 11:59pm
Sun Sep 4, 2022	Module 1: Quiz	due by 11:59pm
	Module 1: Self-Assessment Assignment	due by 11:59pm
Thu Sep 8, 2022	Module 2: Anti-Plagiarism Assignment	due by 11:59pm
Sun Sep 11, 2022	Module 2: Gator Professional Series Workshop	due by 11:59pm
Thu Sep 15, 2022	Module 2: Résumé & Cover Letter Assignment	due by 11:59pm
Sun Sep 18, 2022	Module 2: Quiz	due by 11:59pm
Thu Sep 22, 2022	Module 3: Motivational Speaker Discussion	due by 11:59pm
Sun Sep 25, 2022	Module 3: Case Studies in Organizational Change Assignment	due by 11:59pm
Thu Sep 29, 2022	Module 3: Interviewing Skills Assignment — Time to Practice!	due by 11:59pm
Sun Oct 2, 2022	Module 3: Quiz	due by 11:59pm
Thu Oct 6, 2022	Module 4: Social Media & Networking Discussion	due by 11:59pm
Thu Oct 13, 2022	Module 4: Personal Branding Assignment	due by 11:59pm
Sun Oct 16, 2022	Module 4: Quiz	due by 11:59pm
Thu Oct 20, 2022	Module 5: Workplace Jargon Assignment	due by 11:59pm
Thu Oct 27, 2022	Module 5: Critical Thinking Discussion	due by 11:59pm
Sun Oct 30, 2022	Module 5: Quiz	due by 11:59pm
Thu Nov 3, 2022	Module 6: Grants & Finance Discussion	due by 11:59pm
Sun Nov 6, 2022	Module 6: SPENT: An Interactive Game of Life	due by 11:59pm
Thu Nov 10, 2022	Module 6: Negotiating the Offer Skills Assignment — Time to Practice!	due by 11:59pm
Sun Nov 13, 2022	Module 6: Quiz	due by 11:59pm
Thu Nov 17, 2022	Module 7: Logic Models Discussion	due by 11:59pm
Thu Dec 1, 2022	Module 8: Planning My Career Discussion	due by 11:59pm
	Module 7: Grant Proposal Assignment	due by 11:59pm
Tue Dec 13, 2022	Module 8: Quiz	due by 11:59pm