

CCJ4934  
SYA4930

# Professional Development & Workplace Readiness

Spring 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 3111.

## About your Instructor

### Meet Dr. Jenson

Tiffany Jenson is a lecturer in the Department of Sociology and Criminology & Law 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 approximately 19 years (as faculty and staff).

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 an statistician, researcher, evaluator, and consultant on many others which served various populations such as: foster children, inmates, high-risk juveniles, Native Americans, and the elderly. Her research and publications are focused on topics of social justice and sexual victimization.

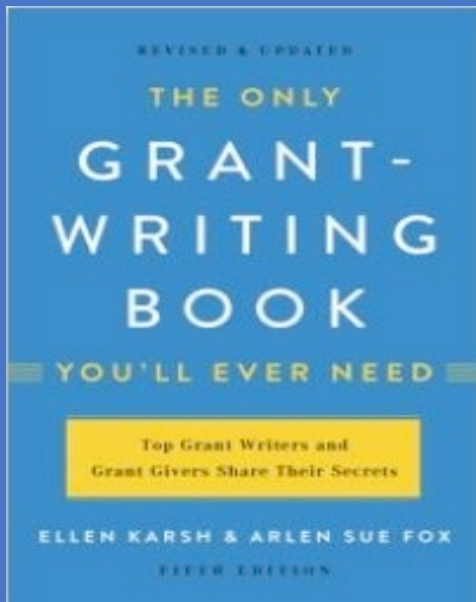
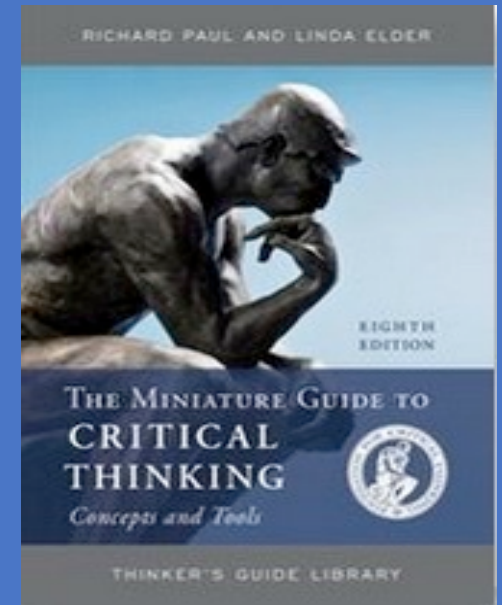
She has taught at: Southern Methodist University, University of Oklahoma, Brigham Young University-Provo, and Brigham Young University-Idaho. She achieved the rank of Associate Professor at BYU-Idaho in 2014. Tiffany has also served as Faculty Association President-Elect and Staff Association President at two of these universities.

She loves teaching and research, but finds herself watching Disney movies and Star Wars with the family when not at the university. She is a big fan of NBC's hit show "The Office" and peanut butter M&Ms. She is married to Jeffrey Jenson and is the mother of two children, her son Flash (deceased, age 9, 2019) and daughter Stormy (age 7).



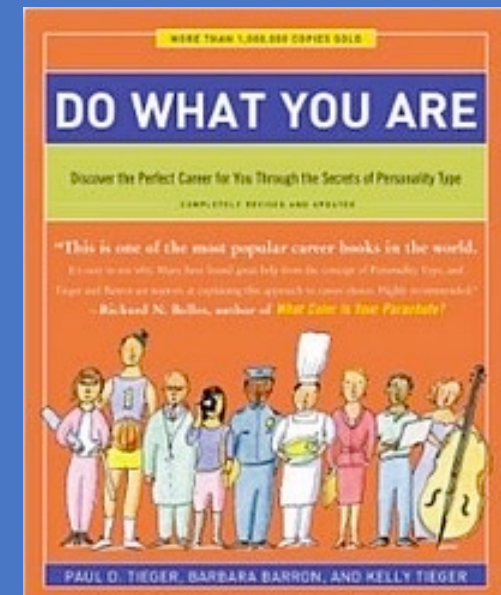
# Required Textbooks:

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. (2014) *Do What You Are: Discover the Perfect Career for You Through the Secrets of Personality Type*. 5th edition  
ISBN 9780316236737



- *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.*

# 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

- *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.

### Module 1: Introduction to Sociology & Criminology Careers

January 5 – 15

### Module 2: Hard & Soft Skills on the Job Market

January 16 – 29

### Module 3: Leadership & Organizational Change

January 30 – February 12

### Module 4: Community Engagement & Advocacy

February 13 – 26

### Module 5: Critical Thinking & Strategic Planning

February 27 – March 19

### Module 6: Administration, Budgets, and Fundraising

March 20 – April 2

### Module 7: Introduction to Grant Writing

April 3 - 16

### Module 8: Program Evaluation & Social Research

April 17 – 29

Most assignments/quizzes are due on Thursdays, and Sundays by 11:59 PM. 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](http://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](mailto:support@honorlock.com)). If you encounter issues within Canvas, you may contact the UF Help Desk at [helpdesk@ufl.edu](mailto: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

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

Total Points = 415

## GRADE PROPORTIONS (ROUNDED)

- QUIZZES = 34% of final grade
- DISCUSSION BOARDS = 17% of final grade
- 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 Th **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:** 9780316236737 **Publisher:** Little, Brown Spark **Copyright:** 2014

**Cover/Item Type:** paperback book **Edition:** 5th

**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.

- Don't share your password with anyone
- Change your password if you think someone else might know it
- 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](mailto: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 (Dr. Barbra Zsembik, 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](http://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/](http://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 (i.e., don't come to us two weeks later and ask for a makeup unless you have been in a coma for the intervening two weeks). Your makeup will be approved and scheduled at the instructor's discretion. 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. Again, this decision will be made at the instructor's discretion.

## COVID-19 Policy

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.

**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.bluer.com/ufl](http://ufl.bluer.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 Sep 5, 2021	<a href="#">MBTI Personality Type Recorder</a>	due by 11:59pm
Thu Jan 6, 2022	<a href="#">Module 1: Personality Profile Discussion</a>	due by 11:59pm
Thu Jan 13, 2022	<a href="#">Module 1: Labor Statistics Discussion</a>	due by 11:59pm
Sun Jan 16, 2022	<a href="#">Module 1: Quiz</a>	due by 11:59pm
	<a href="#">Module 1: Self-Assessment Assignment</a>	due by 11:59pm
Thu Jan 20, 2022	<a href="#">Module 2: Anti-Plagiarism Assignment</a>	due by 11:59pm
Sun Jan 23, 2022	<a href="#">Module 2: Gator Professional Series Workshop</a>	due by 11:59pm
Sun Jan 30, 2022	<a href="#">Module 2: Quiz</a>	due by 11:59pm
	<a href="#">Module 2: Résumé &amp; Cover Letter Assignment</a>	due by 11:59pm
Thu Feb 3, 2022	<a href="#">Module 3: Motivational Speaker Discussion</a>	due by 11:59pm
Sun Feb 6, 2022	<a href="#">Module 3: Case Studies in Organizational Change Assignment</a>	due by 11:59pm
Sun Feb 13, 2022	<a href="#">Module 3: Quiz</a>	due by 11:59pm
Thu Feb 17, 2022	<a href="#">Module 4: Social Media &amp; Networking Discussion</a>	due by 11:59pm
Sun Feb 20, 2022	<a href="#">Module 4: Personal Branding Assignment</a>	due by 11:59pm
Sun Feb 27, 2022	<a href="#">Module 3: Interviewing Skills Assignment — Time to Practice!</a>	due by 11:59pm
	<a href="#">Module 4: Quiz</a>	due by 11:59pm
Thu Mar 3, 2022	<a href="#">Module 5: Workplace Jargon Assignment</a>	due by 11:59pm
Thu Mar 17, 2022	<a href="#">Module 5: Critical Thinking Discussion</a>	due by 11:59pm
Sun Mar 20, 2022	<a href="#">Module 5: Quiz</a>	due by 11:59pm
Thu Mar 24, 2022	<a href="#">Module 6: SPENT: An Interactive Game of Life</a>	due by 11:59pm
Thu Mar 31, 2022	<a href="#">Module 6: Grants &amp; Finance Discussion</a>	due by 11:59pm
Sun Apr 3, 2022	<a href="#">Module 6: Quiz</a>	due by 11:59pm
Thu Apr 7, 2022	<a href="#">Module 7: Logic Models Discussion</a>	due by 11:59pm
Sun Apr 10, 2022	<a href="#">Module 6: Negotiating the Offer Skills Assignment — Time to Practice!</a>	due by 11:59pm
Thu Apr 14, 2022	<a href="#">Module 8: Planning My Career Discussion</a>	due by 11:59pm
Sun Apr 17, 2022	<a href="#">Module 7: Grant Proposal Assignment</a>	due by 11:59pm
Tue Apr 26, 2022	<a href="#">Module 8: Quiz</a>	due by 11:59pm