Capstone Planning

HOS 4918 - 1 CREDIT

Spring semester: Monday   5th period 11:45 AM – 12:35 PM

Fall semester: Monday   7th period 1:55 PM – 2:45 PM

Zoom link

COURSE FORMAT

This is a 100% online course. The course combines synchronous meetings and pre-recorded lectures. Synchronous meetings will take place during our scheduled meeting time (see above) in Zoom. Attendance is mandatory to all synchronous meetings. Pre-recorded lectures will be published in Canvas.

INSTRUCTORS

Gerardo Nunez, Ph.D.   g.nunez@ufl.edu
                                        1113 Fifield Hall
                                        (352) 273 - 4765
                                        Office hours: Tuesday 9:30 AM to 10:30 AM

Amethyst Merchant, Ph.D.   amethyst@ufl.edu
                                        1131 Fifield Hall
                                        (352) 273 – 4595
                                        Office hours: Tuesday 1:00 to 2:00 PM & by appointment

Jason Kruse, Ph.D.   jkk@ufl.edu
                                        1541 Fifield Hall
                                        (352) 273-4569
                                        Office hours: By appointment

COURSE DESCRIPTION

This course focuses on planning service learning, scientific research, cooperative extension, or industry liaison projects for students' capstone. Additionally, this course aims to foster reflection of the students' academic and professional development in the major. Professional skills development including job searching, resume writing, interview skills, and professional etiquette will be covered.

LEARNING OBJECTIVES

Upon successful completion of this course, students will be able to:

- Assess their individual interpersonal and technical skills.

- Develop a capstone plan that leverages individual skills and interests and advances their career prospects.

- Improve or acquire professional skills needed to find, secure, and be successful in their future career(s).

- Explore techniques for building trust and fostering positive relationships among team members.

- Demonstrate knowledge of the interview process, including pre-interview preparation and post-interview follow-up.

- Understand the importance of professional etiquette in building strong interpersonal relationships.

COURSE GRADE

1. **Quizzes**   **10 points**

   In the weeks we use pre-recorded lectures, students will be evaluated with a quiz. Quizzes will be timed to 20 minutes, and they can only be taken once. Quizzes will include essay-style and short-answer questions about the materials covered in the lecture videos. Each quiz will be graded out of 2 points. There will be 7 quizzes in the semester. Your two lowest scores will be dropped.

2. **Personal reflection (End of Module 1)**   **30 points**

   Students will identify three job, internship, or assistantship announcements that interest them. Then, they will create a word cloud using only text from the preferred qualifications for those positions (5 points). Additionally, students will examine courses completed to date. This word cloud and examination will serve as starting points to write a 1000-word personal reflection essay. In this essay (25 points), students will outline the knowledge and skills they have acquired to date and identify knowledge and skills that they wish to acquire by the time they finish their program of study. _Due on Sunday, February 11^{t}._

3. **Resume**   **15 points**

   Details of proper resume construction will be presented in the lecture. Students will construct a professional resume with the objective to use this document in their application to secure their capstone job, internship, or assistantship. _Due on Sunday, February 25th._

4. **Cover Letter (End of Module 2)**   **15 points**

   Details about how to write an informative cover letter with the proper tone will be presented through a pre-recorded lecture. Students will construct a cover letter with the objective to use this document in their application to secure their capstone job, internship, or assistantship. **Exception to normal due date policy given Spring Break holidays -** _Due on Monday, March 18th._

5. **Professional Networking Event**   **10 points**

   Students will attend a networking event (in-person or virtual) related to your field of interest and write a reflection on their experience, including the strategies you used to initiate conversations and build connections. Opportunities will be shared throughout the semester. _Due on Sunday, March 31st._

5. Mock Interview Preparation (End of Module 3)   **20 points**

    Students will choose a hypothetical job posting (as learned in module 1), create a tailored resume and cover letter (as learned in module 2), and then participate in a mock interview with a classmate. Students will provide feedback to each other on strengths and areas for improvement. *Due on Sunday, April 21ˢᵗ.*

GRADING SCALE

S   =   ≥ 70%   U   =   < 70%

Additional information on current UF grading policies for assigning grade points can be found here:

- *Grading policy*, https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx.

COURSE POLICIES

Attendance and Make-up Policy

Students are required to attend every synchronous meeting in this course (see course schedule). Each absence will be penalized with a 5-point deduction from the points earned in each module. 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:

- *UF Attendance policy*, https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx

Zoom Etiquette

Students are expected to be respectful learners. As such, you should arrive to and leave from class on time. You are encouraged to turn your camera on camera must be turned on for the duration of our class, but your microphone can be muted. You should be ready to ask and answer questions using your microphone. The chat feature must be used exclusively for course-related communication. Links and files should be shared and transferred using Canvas and email as appropriate (Zoom is not an acceptable method for assignment submission).

Challenging a Grade

All discrepancies in grading must be resolved within 7 days of the grade being posted in canvas. The instructor's memory is frail. Thus, grade disputes older than 7 days old will not be entertained unless proper excuse is provided (see attendance policy).

Written Communication

Effective written communication is essential for student and professional success. Whether you go on to become a horticulturist, an accountant, or a CEO, written communication will be a critical skill in your toolbox. Thus, I place great emphasis on coaching and participating in professional, context-specific written

communication. Proper spelling, grammar, and punctuation are expected in all course assignments. You are encouraged to use the resources provided by the UF Writing Studio to develop or enhance your writing skills. Free one-on-one tutoring (live and on-line) is available to enrolled students.

• *UF Writing Studio*, 302 Tigert Hall, 846-1138**,** www.writing.ufl.edu/writing-studio/

Email

Email will be the main means of communication between us. Hence, it is critical that all course-related emails are polite, professional, and as different from a text message as possible. You must use your Gator Link email. Canvas messages will not be answered. I will reply to all emails within 2 business days of receiving them. For additional recommendations, consult:

• *Email etiquette*, https://www.inc.com/business-insider/email-etiquette-rules.html

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

In this course, use of generative AI tools (such as ChatGTP) is considered a breach of the academic honesty policy. All work submitted for grading must be original, and uniquely yours.

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 when appropriate.

Services for Students with Disabilities

The Disability Resource Center coordinates the needed accommodations for 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, www.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.

- *Counseling and Wellness Center*, 3190 Radio Road, 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

- *Sexual Assault Recovery Services (SARS),* Student Health Care Center, 392-1161.
- *University Police Department*, 392-1111 (or 9-1-1 for emergencies), www.police.ufl.edu

Additionally, if you would like orientation on choosing a major, finding an internship, or planning your career, I encourage you to use the university's on-campus resources.

- *Career Resource Center,* CR-100 Reitz Union, 392-1601, www.career.ufl.edu

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. 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:

- www.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:

- www.gatorevals.aa.ufl.edu/public-results/

Student Complaints

You can file and resolve any complaints about your experience in this course in the following site:

- *Student complaints in online courses*, www.distance.ufl.edu/student-complaint-process

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.

HOS 4918 – Capstone Planning

Date	Delivery	Topics
Module 1: Defining a capstone		
Week 1 (01/08)	Zoom	Course expectations and the role of a capstone
Week 2 (01/15)	Pre-recorded	Kinds of capstones
Week 3 (01/22)	Zoom	Personal motivation and success
Week 4 (01/29)	Pre-recorded	Elements of a strong capstone
Week 5 (02/05)	Zoom	Panel: Desirable skills for Plant Science graduates
Module 2: Launching your career		
Week 6 (02/12)	Pre-recorded	Resume Creation
Week 7 (02/19)	Zoom	Panel – Graduate studies...going to graduate school
Week 8 (02/26)	Pre-recorded	Writing Your Cover Letter
Week 9 (03/04)	Zoom	Panel – Small and large businesses
Week 10 (03/18)	Pre-recorded	Job Search / Networking
Module 3: Skills to get you hired		
Week 11 (03/25)	Zoom	Corporate Culture vs. Academia
Week 12 (04/01)	Pre-recorded	Interview Skills
Week 13 (04/08)	Zoom	Teamwork and Leadership Basics – Guest speaker
Week 14 (04/15)	Pre-recorded	Professional Etiquette and Conflict Resolution
Week 15 (04/22)	Zoom	Done with Interview – Now What? Evaluating, Negotiating, and Accepting a Job Offer