

AEC 4930: Communication & Leadership Development Capstone Experience (1 credit) Fall 2022



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Drop-In Office Hours
Wednesdays 12:00-2:00PM
Campus, zoom, or phone
By appointment all other times
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Course Information

COURSE DESCRIPTION

This class integrates concepts and skills that communication and leadership development specialization students have learned in their prior courses with a focus on preparation for future careers and professional experiences.

You are all about to embark on exciting personal & professional adventures in a variety of areas. Some of you will start your own businesses or lead families seeking to be healthy & appreciative of natural resources. Some of you will be government or organizational leaders & some will represent nonprofits, commodities or companies facing great challenges. As you go, I want you to be confident in your ability to communicate and lead with excellence and this class is a place for you to apply those skills. It is my goal for this course that you are even more prepared to enter the next chapter of your professional life.

COURSE DELIVERY

This course will be taught 100% online asynchronously through Canvas. Students may work ahead if course materials have been posted in Canvas. Assignments will be due at 11:59 PM on Sundays.

REQUIRED COURSE MATERIALS

Access to a computer with Canvas, audio & video capabilities, and basic video editing software.

COURSE OBJECTIVES

- Utilize creative and critical thinking skills to develop a professional portfolio of work to describe who you are as a person/professional.
- Reflect on strategies to implement professionalism & resiliency in your future career & professional experiences.
- Prepare for & explore future career & professional experiences.

WE ARE AEC-CLD AT THE UNIVERSITY OF FLORIDA

We are an engaged community of diverse students and faculty. We learn to think critically and dialogue about agricultural and natural resources issues facing Florida and our world. We explore the varied perspectives, theories and science underlying these issues. We build our communication and leadership skills to address evolving agricultural and natural resources issues in a multicultural society.

Student Honor Code

For more information regarding the Student Honor Code, please see: dso.ufl.edu/sccr/process/student-conduct-honor-code.



ACADEMIC HONOR CODE AND 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.

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 instructor when requesting accommodation. The DRC is located in 0001 Reid Hall. You may contact them via phone 352-392-8565 or visit their website here: disability.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: 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 ufl.bluer.com/ufl/. Summaries of course evaluation results are available to students at: gatorevals.aa.ufl.edu/public-results.

Campus Helping Resources

Students experiencing crises or personal problems that interfere with their general wellbeing are encouraged to utilize the university's counseling resources. The Counseling & Wellness Center provides confidential counseling services at no cost for currently enrolled students. Resources are available on campus for students having personal problems or lacking clear career or academic goals, which interfere with their academic performance.

- **University Counseling & Wellness Center:** 3190 Radio Road, 352-392-1575, counseling.ufl.edu; Counseling Services Groups and Workshops, Outreach and Consultation, Self-Help Library, Wellness Coaching
- **Student Success Initiative:** studentsuccess.ufl.edu
- **U Matter, We Care:** If you or someone you know is in distress, please contact umatter@ufl.edu or 352-392-1575 to refer or report a concern and a team member will reach out to the student in distress. umatter.ufl.edu
- **E-learning technical support:** Contact the UF Computing Help Desk at 352-392-4357 or via e-mail at helpdesk@ufl.edu.
- **Career Connections Center:** Reitz Union Suite 1300, 352-392-1601. Career assistance and counseling services. career.ufl.edu
- **Student Complaints:** Residential Course: sccr.dso.ufl.edu/policies/student-honor-%20code-student-conduct-code/. Online Course: distance.ufl.edu/student-complaint-process
- **Student Health Care Center:** Call 352-392-1161 for 24/7 information to help you find the care you need. shcc.ufl.edu

Email

All students are expected to check email on a regular basis. Please ensure that you will have reliable access to this over the semester. Some information corresponded via email may be time-sensitive. Correspondence is expected to be professional. Students at the University of Florida are required to have and use their GatorCloud account for all UF related e-mail functions. Official university communications are sent to students at this e-mail address. The instructor will also be communicating with you through this e-mail address and will not answer emails from non-UF accounts.

Attendance Policy

Requirements for class attendance and make-up exams, assignments and other work are consistent with university policies that can be found at: catalog.ufl.edu/UGRD/academic-regulations/attendance-policies/.

Acceptable reasons for absence from or failure to participate in class include illness, serious family emergencies, special curricular requirements (e.g., judging trips, field trips, professional conferences), military obligation, severe weather conditions, religious holidays, and participation in official university activities such as music performances, athletic competition or debate. Other reasons also may be approved by the instructor on a case-by-case basis. Both require documentation and/or Dean of Students Office support/verification. Students shall be permitted a reasonable amount of time to make up the material or activities in their absence (typically a week).

Overview of Assignments

REFLECTIONS

Throughout the semester, you will have 5 reflection assignments. Topics covered will include: resiliency, professionalism & building professional relationships, grad school prep, retirement & insurance benefits, and CLD in the workforce. The reflection assignment will include responding to a few questions in reflection of the videos or informational material in the module.

ELEVATOR SPEECH INTRODUCTION VIDEO

Crafting a concise and compelling introduction (sometimes called an “elevator pitch”) is a common way to answer the “tell me about yourself” interview questions, introduce your professional goals, or how you can be of assistance to individuals or organizations at networking events. Create a 30-60 second video of how you would introduce yourself.

AEC-CLD COURSEWORK HIGHLIGHT REEL

Employers may ask about skills or things you learned from your coursework and how that might benefit their organization. Reflect on your AEC-CLD coursework and list 2-3 takeaways learned from each course.

RESUME/CV

Submit an up-to-date version of your resume or CV. Your resume will be graded on professional appearance and quality of information included.

LINKEDIN PROFILE

LinkedIn is a social networking website that helps you create a professional online presence. Create a professional profile on LinkedIn. You will need to connect to the instructor on LinkedIn to receive credit. Be sure to include your professional headshot, professional summary, experience, education, skills, and connections.

PEER REVIEWS

Peer reviews will be conducted on the resume and draft portfolio assignments and are aimed at

providing additional constructive external feedback on your submissions.

COVER LETTER

Choose a position you may be interested in and write a cover letter for the position as if you were applying to the job posting. You may use the provided position descriptions if you choose.

PERSONAL LEADERSHIP STATEMENT

Summarize your personal leadership and followership styles. This piece will be included in your portfolio so it should be in the context that a potential employer would be reading it. Include how your leadership style makes you a good candidate for employment. Feel free to utilize previous assignments from your leadership coursework.

ATTEND A CAREER FAIR OR PROFESSIONAL DEVELOPMENT EVENT

Attend a Career Fair or Professional Development Event at some point during the semester. Submit proof of attendance (agenda, registration, etc.) and briefly explain your experience and its benefit to your professional development.

PORTFOLIO

This assignment is your opportunity to take stock of your personal online presence as you approach graduation. Refine the online portfolio of your work that you’ve developed in other classes to share with potential employers. Include an “about me” section, your resume, two written work samples, two video/photography/design work samples, a link to your LinkedIn page, your personal leadership style statement, and one additional artifact. Portfolios will be evaluated on professional/creative design, navigability, writing and the quality of the work included.

EXTRA CREDIT

Register & complete the Gator Professional Series. This self-paced course takes approximately 2 hours to complete. Submit your certificate of completion for 2 extra credit points.

Information on current UF grading policies for assigning grade points:
catalog.ufl.edu/UGRD/academic-regulations/grades-grading-policies/

GRADE EVALUATION

This is a college level course. The assignments that you turn in should be college level work. You are responsible for knowing and understanding the content of the syllabus. Rubrics are available for many assignments in Canvas so you know exactly how you will be graded on each assignment. This course is graded on a points system. A list of assignments and their point value is below. Your earned points will be added together for your final grade. Please note, a grade of “C” or better is required to earn credit for this course.

LATE WORK

Late work will not be accepted for grading with the exception of incidences outlined in the attendance policy on page 3 of the syllabus.

Grading Scale

RESUBMISSIONS

The goal of resubmissions is for you to make suggested edits that will benefit you in the future. One resubmission with edits will be accepted on each of the following assignments: resume/CV, cover letter, and personal leadership statement. You may turn in a resubmission at any point in the semester before the last day of classes. Resubmissions will not be accepted if you did not complete the assignment to begin with. Your resubmission will be graded again according to the same rubric and any change in grade will be updated.

Grades will be based on the scale below with a **total of 100 points**:

A	93-100% 93-100 points	A-	90-92% 90-92 points
B+	87-89% 87-89 points	B	83-86% 83-86 points
C+	77-79% 77-79 points	C	73-76% 73-76 points
D+	67-69% 67-69 points	D	63-66% 63-66 points
E	0-59% 0-59 points	B-	80-82% 80-82 points
		C-	70-72% 70-72 points
		D-	60-62% 60-62 points

ASSIGNMENT POINTS			
ASSIGNMENT	POINTS	ASSIGNMENT	POINTS
Elevator Speech Introduction Video	5	Peer Reviews: four at 2.5 points each	10
AEC-CLD Coursework Highlight Reel	5	Attend a Career Fair or Professional Development Event	5
Resume/CV	15	Final Portfolio	15
LinkedIn Profile	5	Professionalism & Participation	5
Personal Leadership Statement	5	Reflections: four at 5 points each	20
Cover Letter	5	Extra Credit	(2)
Draft Portfolio	5		
		TOTAL	100

Tentative Course Schedule—AEC 4930

Week	Course Materials	Assignments & Reflections (Due on Canvas by 11:59 PM Sunday)
Week 1: Aug 24-28	Introduction Message Syllabus	Elevator Speech Introduction Video
Week 2: Aug 29-Sept 4		AEC-CLD Coursework Highlight Reel
Week 3: Sept 5-11	Video Interview- Dr. Ricky Telg, Professionalism & Building Professional Relationships	Reflection
Week 4: Sept 12-18	Lecture-Resume Building C3 Resume/CV Guides	Resume/CV
Week 5: Sept 19-25		Peer Reviews Resume/CV
Week 6: Sept 26-Oct 2	C3 LinkedIn Guide	LinkedIn Profile Personal Leadership Statement
Week 7: Oct 3-9	Video Interview-Dr. J.C. Bunch, Graduate School Prep	Reflection
Week 8: Oct 10-16	Video-Writing a Cover Letter C3 Cover Letter Guide	Cover Letter
Week 9: Oct 17-23		Draft Portfolio
Week 10: Oct 24-30	Retirement & Insurance Benefits Resources	Peer Reviews Draft Portfolio
Week 11: Oct 31-Nov 6	Video Interview-Dr. Ed Osborne, Resiliency	Reflection
Week 12: Nov 7-13	Video Interviews-CLD in the Workforce Dr. Tre Easterly, Agricultural Education Dr. Matt Sowcik, Leadership Dr. Matt Benge, Extension Education	Reflection
Week 13: Nov 14-20		Attend a Career Fair or Professional Development Event Extra Credit
Week 14: Nov 21-27	Work on Portfolio and Resubmissions (if needed)	None, Thanksgiving Break
Week 15: Nov 28-Dec 7		Final Portfolio