

SWS 6950

PROFESSIONAL DEVELOPMENT IN SOIL, WATER, AND ECOSYSTEM SCIENCES

Credit Hours: 2

Semester: SUMMER 2024

Online Synchronous Meetings: **MW 11:00 am - 12:15 pm**

INSTRUCTOR: Dr. Julie Meyer, juliemeyer@ufl.edu, (352) 273-8189

OFFICE HOURS: MW 12:15 - 1:15 or by appointment.

COURSE WEBSITE: <https://ufl.instructure.com/courses/>

COURSE COMMUNICATIONS: Students may ask questions by contacting the instructor by email or through CANVAS.

MATERIALS AND SUPPLIES FEES: None.

REQUIRED TEXTS: None. Course reading materials will be provided through Canvas.

COURSE DESCRIPTION: This course serves as a professional development component to graduate coursework in soil, water, and ecosystem sciences and related fields. Topics include common skills and challenges in academia and professional employment. This course is available to both MS and PhD students.

PREREQUISITES: None.

COURSE GOALS AND/OR OBJECTIVES: By the end of the course, the student will be able to:

- Identify university resources available to graduate students in the Soil, Water, and Ecosystem Sciences department or related disciplines.
- Discuss diverse academia issues that students commonly encounter during a graduate career.
- Develop useful products for graduate or professional tasks (e.g., CV, poster).
- Make accurate and efficient oral presentations.

- Build mentoring and teaching skills.
- Develop collegiality among faculty, students, and colleagues.

INSTRUCTIONAL METHODS: All class meetings will be conducted synchronously through zoom. Live attendance is required.

COURSE POLICIES:

ATTENDANCE/MAKE-UP POLICY: It is the instructor's expectation that each student will keep up with posted lectures, readings, and other assignments. All modules and assignments are open on the first day of the semester, and all due dates are posted at the start of the semester in the syllabus. Therefore, late assignments will not be accepted in the absence of extenuating circumstances. If you have a valid excuse, such as a family or medical emergency, please contact the dean of students' office with documentation of your absence. They will notify your instructors, who will then make appropriate extensions for the missed work. Requirements for 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>

EXAM DATES/POLICIES: There will be no exams for this course.

COURSE TECHNOLOGY: All course materials, including recorded class meetings, readings, assignments, and quizzes will be administered through CANVAS/UF e-learning. For help with CANVAS, please contact the UF Help Desk:

- <http://helpdesk.ufl.edu>
- (352) 392-HELP - select option 2

ONLINE COURSE EVALUATION: Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing online evaluations via GatorEvals. Guidance on how to give feedback in a professional and respectful manner is available at <https://gatorevals.ua.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 <https://gatorevals.aa.ufl.edu/public-results/>.

USE OF GENERATIVE AI TOOLS: Students are expected to turn in their own original creative work. The use of generative AI tools like ChatGPT to create content for assignments is strictly prohibited.

UF POLICIES:

UNIVERSITY POLICY ON ACCOMMODATING STUDENTS WITH DISABILITIES: Students with disabilities who experience learning barriers and would like to request academic accommodations should connect with the Disability Resource Center by visiting disability.ufl.edu/students/get-started. It is important for students to share their accommodation letter with their instructor and discuss their access needs, as early as possible in the semester.

UNIVERSITY POLICY ON ACADEMIC CONDUCT: 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 or TAs in this class.

CLASS DEMEANOR OR NETIQUETTE: All members of the class are expected to follow rules of common courtesy in all email messages, threaded discussions, and chats.

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.

GETTING HELP:

For issues with technical difficulties for Canvas, please contact the UF Help Desk at:

- <http://helpdesk.ufl.edu>
- (352) 392-HELP (4357)
- Walk-in: HUB 132

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.

Other resources are available at <http://www.distance.ufl.edu/getting-help> for:

- Counseling and Wellness resources
- Disability resources
- Resources for handling student concerns and complaints
- Library Help Desk support

Should you have any complaints with your experience in this course please visit <http://www.distance.ufl.edu/student-complaints> to submit a complaint.

GRADING POLICIES:

METHODS BY WHICH STUDENTS WILL BE EVALUATED AND THEIR GRADE DETERMINED

The final grade reflects the individual student's mastery and comprehension of the subject material presented during the semester. The grading will not be based on a bell curve. Weighting of assignments/exams is listed in the table below.

Assignment Weights	
Presentation Critiques, 20 points total	20%
Assignments (5 assignments, 10 points each)	50%
Course Participation (3 assessments, 10 points each)	30%
Total	100%

PRESENTATION CRITIQUES:

Each student will provide a 1/2 page (single-spaced) critique of an assigned seminar presentation. We will openly discuss these critiques in-person during the course. Rubrics focused on critique quality and insight will be provided for determining grades.

ASSIGNMENTS:

Assignments are listed on the course schedule and will be discussed in class. All assignment details and grading rubrics will be posted to the course website.

PARTICIPATION:

Students are expected to participate in lecture through insightful discussion. Rubrics highlighting expectations will be discussed at the beginning of the semester, and assessments will be conducted three times throughout the semester.

GRADING SCALE:

91-100%	A
89-90.9%	A-
85-88.9%	B+
83-84.9%	B
79-82.9%	B-
75-78.9%	C+
73-74.9%	C
69-72.9%	C-
65-68.9%	D+
63-64.9%	D
59-62.9%	D-
below 58.9%	E

INFORMATION ON CURRENT UF GRADING POLICIES FOR ASSIGNING GRADE POINTS:

Current UF Grading policies are found here:

<https://catalog.ufl.edu/ugrad/current/regulations/info/grades.asp>

EXAMPLE COURSE SCHEDULE:

Class	Topic
1	UF Resources
2	Developing a CV
3	Oral Presentations
4	Poster Presentations
5	Teaching
6	Navigating a Conference
7	Science Writing
8	Open Q&A
9	Types of Employment #1
10	Types of Employment #2
11	Academia Employment
12	Postdoc Employment
13	Industry Employment
14	Extension Employment
15	NGO Employment
16	Media Employment
17	Government Employment
18	Open Q&A
19	Time Management
20	Work-life Balance
21	Preparing for Interviews
22	Networking