

Professional Growth and Critical Career Skills
AFLS 3993

SPRING 2016 TR 8:00-9:15

Instructor: Dr. H. L. Goodwin, Jr. (Sandra Martini) AGRI 220
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Office Hours: TR 9:30 - 11:30 or by appointment

Prerequisites: Must apply and receive Instructor Approval

Required Text: Jenson, Ron. Achieving Authentic Success: 10 Timeless Life Principles That Will Maximize Your Real Potential. *Future Achievement International*, Temecula, CA. 2008.

Context: College graduates are faced with a multitude of challenges to find the right job based upon their educational credentials. Research notes that 95% of young professionals regularly watch for new potential employers because they don't feel they are learning, growing or being valued in their job. Employers are looking beyond education, job skills and work experience to individual character and behavior and how graduates might fit within their existing workforce.

Response: To respond to these conditions and extensive input from the DBCAFLS Dean's External Advisory Board, this Professional Growth and Critical Career Skills Course was designed to touch on important information for upcoming college graduates and to help them understand the importance of soft-skills and find their leadership approach to career exploration.

Content: The MERIT Profile will be utilized to identify students behavioral and character profiles so they may "know themselves" based upon strengths and tendencies. Throughout the term, students will be engage in topics to help them identify their core values and strengths and develop their weaknesses. Course topics will include; adjusting to mistakes, cast off the negatives, verifying your values, scheduling priorities, building character, framing decisions/choices, personal improvement plans, and more. Upon course completion students should be able to utilize personal leadership approaches, strategic thinking and behavior, critical thinking and problem identification techniques and verbal and written communication to effectively convey their suitability specific feasible careers. At the conclusion of the course the student should have an understanding and proficiency of the key concepts required for achieving authentic success, including:

- 1) **M**ake Things Happen
- 2) **A**chieve Personal Significance
- 3) **X** out the Negatives
- 4) **I**nternalize Right Principles
- 5) **M**arch to a Mission
- 6) **I**ntegrate All of Life
- 7) **Z**ero in on the Needs of Others
- 8) **E**nergize Internally
- 9) **R**ealign Rigorously
- 10) **S**tay the Course

Classroom Interaction: Each class period will involve three basic activity sets: 1) Interactive discussions directed toward the lecture or speaker, comprised of immediate feedback in the form of questions or comments on the day’s material; 2) small group (3 persons) “drill assignments” of 20-30 minutes centered on expansion of the week’s focus topic, as reflected in the syllabus and 3) written reflective observations in the form of weekly exercises and journaling.

Course Evaluation:	1) Weekly Chapter Exercises (10 per semester)	100 points
	2) Weekly Learning Experiences (12 per semester)	120 points
	3) Coaching Events (4 per semester)	80 points
	4) Know Thyself Mock Interview	100 points
	5) Personal/Professional Improvement Plan	<u>200 points</u>
	COURSE TOTAL	600 POINTS

You will be held to high standards because *I am convinced you can achieve them.* Attendance is required. You are expected to be punctual and attentive. No late assignments will be accepted.

1) *Weekly chapter exercises* will be completed and submitted in class as indicated on the syllabus. They are due on the day indicated unless otherwise communicated by the instructors.

2) *Weekly Learning Experiences* will be assigned in class and are due in the next class period. The content of each is reflected on the course syllabus.

3) *Coaching Events* will require that the student spend at four separate sessions with their assigned career coach. The first such event is set for February 4 from 6:00-8:30 p.m. Three sessions will follow in the respective weeks as indicated on the course syllabus. The student and their career coach will arrange these coaching sessions at a mutually convenient time and venue to foster meaningful discussion. Coaches will have materials distributed to them in advance to facilitate the sessions.

4) *Know Thyself Mock Interview:* Based upon the student MERIT profile results and knowledge gained throughout the semester, each student will select from a group of potential job openings and, according to their interest, present themselves to an industry professional in a mock interview situation. The student is to sell him or herself utilizing the experiences and knowledge gained from course experiences in a twenty-minute face-to-face interview. Mock interviews will be scheduled during the week indicated on the syllabus.

5) *Personal/Professional Improvement Plans* will require each student to prepare a 6-month written personal improvement plan following the guidelines as specified in course on-line workbook. Students are encouraged to share the draft of their PPIP with their career coach prior to submitting the final draft, which is to be turned in not later than the time of the University scheduled final for the relevant semester.

Grades will be assigned as follows:

≥ 90%	A
80-89%	B
70-79	C
60-69%	D
< 60	F

INCLEMENT WEATHER

The University's inclement weather policy will be adhered to unless otherwise communicated to students by the instructor. *However, to receive full credit on homework, it must be emailed to the instructor by the day it is due.*

ACADEMIC HONESTY

As a core part of its mission, the University of Arkansas provides students with the opportunity to further their educational goals through programs of study and research in an environment that promotes freedom of inquiry and academic responsibility. Accomplishing this mission is only possible when intellectual honesty and individual integrity prevail.

Each University of Arkansas student is required to be familiar with and abide by the University's 'Academic Integrity Policy', which may be found at <http://provost.uark.edu/>. Students with questions about how these policies apply to a particular course or assignment should immediately contact their instructor. I am committed to the principles of academic honesty and I expect each student in my class to maintain a high level of academic integrity. My commitment to you, the student, is to provide a learning environment that promotes academic honesty in and out of the classroom.

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

If you need an accommodation due to a disability, please make arrangements to discuss this with me during the first two weeks of the class or as soon as possible upon diagnosis. Students must be registered with the Center for Educational Access (<http://www.uark.edu/ua/csd/>; 575- 3646; 104 Arkansas Union; ada@uark.edu) and hand-deliver an official Accommodation Letter from the Center for Educational Access for accommodations.

EMERGENCY PROCEDURES

Many types of emergencies can occur on campus; instructions for specific emergencies such as severe weather, active shooter, or fire can be found at [**emergency.uark.edu**](http://emergency.uark.edu).

Severe Weather (Tornado Warning):

- Follow the directions of the instructor or emergency personnel
- Seek shelter in the basement or interior room or hallway on the lowest floor, putting as many walls as possible between you and the outside
- If you are in a multi-story building, and you cannot get to the lowest floor, pick a hallway in the center of the building

- Stay in the center of the room, away from exterior walls, windows, and doors

Violence / Active Shooter (CADD):

- **CALL**- 9-1-1
- **AVOID**- If possible, self-evacuate to a safe area outside the building. Follow directions of police officers./
- **DENY**- Barricade the door with desk, chairs, bookcases or any items. Move to a place inside the room where you are not visible. Turn off the lights and remain quiet. Remain there until told by police it's safe.
- **DEFEND**- Use chairs, desks, cell phones or whatever is immediately available to distract and/or defend yourself and others from attack.