

JOU 3920

PROFESSIONAL PRACTICE

Tuesday period 6
Weimer 3020
1 credit

PROFESSOR

Ted Spiker @ProfSpiker
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OFFICE HOURS

Tuesday 2-3:30 p.m.: in-person

Also available by appointment or Zoom

OBJECTIVE

In this 1-credit S/U class, we will cover practices and skill sets for getting a job or internships, including resumes, cover letters, interviews, social media, negotiation, and more. Emphasis will be on improving your personal portfolio to improve your job marketability.

GOALS

- >>To present the most effective content in terms of resume, cover letter, and other job-related material
- >>To prepare for a variety of interview scenarios
- >>To actively engage in networking

REQUIRED READING

Reading material will be determined by your main interests/questions and will be posted after the semester begins. Links available on Canvas.

GRADING

This is an S/U class. You must complete all assignments to get an S.

ASSIGNMENTS

Resume first draft
Resume revision
Cover letter first draft
Cover letter revision
In-class mock interview
LinkedIn assignment
Reading quiz (must pass with a 70% or higher)
Attendance (1 unexcused allowed)

WEEKLY SCHEDULE

Weekly topics are subject to change if necessary. The class will meet 10 times during the semester with an emphasis on more meetings early in the semester.

8/30 Week 1: Intro/Resumes

9/6 Week 2: Cover Letters (resumes due)

9/13 Week 3: Resume Critiques (cover letters due)

9/20 Week 4: Interviews

9/27 Week 5: Cover Letter Critiques

10/4 Week 6: Practice interviews 1

10/11 Week 7: Practice interviews 2

10/18 Week 8: NO CLASS: CJC Career fair

10/25 Week 9: Social media (LinkedIn assignment given; reading quiz due by 11:59 p.m.)

11/1 Week 10: NO CLASS

11/8 Week 11: NO CLASS

11/15 Week 12: Negotiation and other topics (resumes and cover letters revisions due)

11/22 Week 13: NO CLASS

11/29 Week 14: LinkedIn discussions/wrap-up

12/6 Week 15: NO CLASS

ASSIGNMENT SUBMISSIONS

All submissions are via email to tspiker@ufl.edu. Do not submit in Canvas. Cover letters must be in Word. Resumes can be in a PDF.

PROFESSIONAL CONDUCT

This is a workshop-style class in which we will all contribute ideas and critiques of others' work and ideas. Please use professional courtesy. Turn cell phones off. No texting (or checking your phone) in class. If you need to use your phone, please leave the room to do so.

ATTENDANCE AND LATE WORK

Requirements for class attendance and make-up exams, assignments, and other work in this course are consistent with university policies. Click [here](#) to read the university attendance policies.

CLASSROOM NEEDS

Students with disabilities who experience learning barriers and would like to request academic accommodations should connect with the Disability Resource Center. Click [here](#) to get started with the Disability Resource Center. 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.

EVALUATIONS

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 <https://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 <https://gatorevals.aa.ufl.edu/public-results/>

INCLUSION, DIVERSITY, AND EQUITY STATEMENT

The University of Florida's College of Journalism and Communications Department of Journalism embraces a commitment toward an intellectual community enriched and enhanced by diversity along a number of dimensions, including race, ethnicity and national origins, gender and gender identity, sexuality, class and religion. We expect each of our journalism courses to help foster an understanding of the diversity of peoples and cultures and of the significance and impact of mass communications in a global society.

HONOR CODE

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 honor 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 specifies a number of behaviors that are in violation of this code and the possible sanctions. [Click here to read the Honor Code.](#) If you have any questions or concerns, please consult with the instructor or TAs in this class.

THE INSTRUCTOR

Professor Ted Spiker is the chair of the UF department of journalism and has been a professor at UF since 2001. He was recognized as the University of Florida Teacher of the Year for 2016-17. A graduate of the Columbia University Graduate School of Journalism and a former articles editor at *Men's Health*, Spiker has had work published in *The Washington Post*, *TIME.com*, *Esquire.com*, *Outside*, *O the Oprah Magazine*, *Fortune*, *Men's Health*, *Women's Health*, *Runner's World*, *Reader's Digest*, *Best Life*, and many others. He is also the author of *DOWN SIZE* and the co-author of more than 25 books, including the national bestselling *YOU: The Owner's Manual* series. Twitter/Instagram: @ProfSpiker. TikTok: @Prof_Spiker