

## **PUR 4932 – Launching Your Career**

Course Number: 27959

Fall 2022

Thursdays, 9:35-10:25 a.m. in Weimer 1078

Instructor: Nicole Bodlak, MBA

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Office hours: Before and after class by appointment

Phone: 352.214.7313

Prerequisite: PUR3000 Principles of Public Relations

### **Required Texts:**

All readings will be provided on Canvas, no textbook purchase required.

Students will be expected to follow industry news such as PRWeek Daily Breakfast Briefing, PRWeek, PProvoke, IPR Research Letter, and PRNEWS. PRWeek is accessible to UF students through the UF George A. Smathers Libraries online database system. The professor will provide or assign additional reading materials (e.g. media articles or book chapters) over the course of the semester. Generally, assigned reading (book chapters or other articles) in the syllabus should be read in advance of the class for which they are listed. Be prepared for the professor to call on you in that class to discuss the assigned readings.

### **Course Description:**

This course will help you confidently take your first steps into career discovery. The course is divided into four key phases: Building your personal brand; Preparing for and landing your first job; Navigating the work force environment and planning your career success. We will emphasize interactivity and collaboration and classes will move in a seminar format much like the collaborations that occur in the professional world.

### **Course Learning Objectives:**

Upon completing this course, students will:

- Understand the importance of personal branding
- Know best practices when searching and applying for a job
- Understand key aspects of the interview process. Understand the workforce environment and the different working styles.
- Understand typical elements of a compensation package and negotiation process
- Typical pitfalls that young professionals encounter

### **College of Journalism and Communications Objectives**

The Accrediting Council on Education in Journalism and Mass Communications requires that by graduation all students should be able to:

- apply the principles and laws of freedom of speech and press, in a global context, and for the country in which the institution that invites ACEJMC is located;

- demonstrate an understanding of the multicultural history and role of professionals and institutions in shaping communications;
- demonstrate culturally proficient communication that empowers those traditionally disenfranchised in society, especially as grounded in race, ethnicity, gender, sexual orientation and ability, domestically and globally, across communication and media contexts;
- present images and information effectively and creatively, using appropriate tools and technologies;
- write correctly and clearly in forms and styles appropriate for the communications professions, audiences and purposes they serve;
- demonstrate an understanding of professional ethical principles and work ethically in pursuit of truth, accuracy, fairness and diversity;
- apply critical thinking skills in conducting research and evaluating information by methods appropriate to the communications professions in which they work;
- effectively and correctly apply basic numerical and statistical concepts;
- critically evaluate their own work and that of others for accuracy and fairness, clarity, appropriate style and grammatical correctness;
- apply tools and technologies appropriate for the communications professions in which they work

### **Key Course Policies**

#### **Instructor Interaction:**

Please feel free to schedule a time to meet before or after class. The best way to reach me is by e-mail. I check my e-mail account regularly, but please do not expect a response by e-mail after normal business hours/over the weekend. If I have not written back within 48 hours, please send your email again. As my email is considered a state public record, I do not discuss grades or any student records issues via e-mail. Please schedule a meeting with me to discuss these issues. The classroom is typically not an appropriate place for these discussions.

#### **Late or Missed Work:**

Deadlines for each assignment will be given and students are expected to meet them. Late assignments will automatically lose a full letter grade for each day it is late (e.g. B to a C). Some consideration, however, might be given (at the discretion of the instructor) if there are extenuating circumstances such as prolonged hospitalization, family death, or extended individual sickness; however, you need to make every effort to notify the instructor before the deadline is missed.

#### **Attendance:**

This course focuses on class participation and group discussion. Your attendance is an important aspect of this course. Please make every effort to notify the professor in advance of your absence. Each student will be offered the opportunity to make-up one missed class - please make sure to notify the professor of your absence and let the professor know you plan on meeting the professor at 9:00 a.m. following the missed class. For further information on

attendance policy, please consult: <https://catalog.ufl.edu/UGRD/academic-regulations/attendance-policies/>.

### **Email Policy:**

As a state employee, my email is considered a public record, and can be requested via an open-records request. Because of this, you should not email things that you would be uncomfortable with anyone else reading (personal information, information about grades, ect.). In general, face-to-face meetings tend to take less time, and result in less confusion than emailed conversations. While you are welcome to email me, I may indicate that you need an in-person meeting depending on the complexity of the issue. Also, please be aware that email is considered formal communication, and it is important to practice professionalism. Make sure that you do not treat email as text (i.e., don't use text abbreviations) and never email something that you would not say to your boss' face.

### **University Honesty Policy:**

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. 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 me.

I will document and report all honor code violations, including cheating and plagiarism. The minimum penalty for a violation of the honor code is a zero on the assignment or exam, but may be higher depending on the severity of the violation.

### **Professionalism:**

As PR students I expect you to maintain a high level of professionalism in all of our interactions. This includes being courteous and respectful to all members of the course. Being respectful includes making sure you are not distracting to others via your cell phone or computer usage, talking with others during lecture, or arriving or leaving late – practice your professionalism now!

### **Students Requiring Accommodations:**

Students with disabilities requesting accommodations should first register with the Disability Resource Center (352-392-8565, <https://www.dso.ufl.edu/drc>) by providing appropriate documentation. Once registered, students will receive an accommodation letter which must be presented to the instructor when requesting accommodation. Students with disabilities should follow this procedure as early as possible in the semester.

### **Course Evaluation:**

Students are expected to provide feedback on the quality of instruction in this course by completing online evaluations at <https://evaluations.ufl.edu/evals> (Links to an external site.).

Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open. Summary results of these assessments are available to students at <https://evaluations.ufl.edu/results/> (Links to an external site.).

### **Grading:**

I will be as fair and impartial as is humanly possible in the grading process. Each of you will be graded on the same criteria. Because of this, no extra work or special assignments will be given. Normally, by the time I return your graded assignment, I have looked at each person's work at least several times and feel comfortable with the grade assigned to it. Grades are earned; they are not gifts. Grades are awarded on the basis of quality, not the amount of time expended. I don't round up (e.g., if you get 89.9 points, you earn a B+ not an A-). I will keep grades posted on Canvas - it is your responsibility to check on your progress throughout the semester.

### **Grade components are:**

20% 20% 20% 20% 20%

### **Attendance and Class Participation: 20%**

Attendance and active participation are mandatory. If you need to miss a class, please make every effort to notify the professor in advance of your absence. You will have one chance to make-up ONE missed class. In order to get credit for the missed class, email me before class starts that you will be absent and arrive 30 minutes before class the following week (by 9:00 a.m.). For further information on attendance policy, please consult:

<https://catalog.ufl.edu/UGRD/academic-regulations/attendance-policies/>.

### **Social Media Profiles: 20%**

Students will develop or refine LinkedIn and other social media profiles considering best practices discussed in class.

### **Students will participate in a mock interview/class role play then share what they learned: 20%**

Being nervous during an interview is an appropriate response; however, your nerves should not overtake your ability to effectively communicate with your potential future employer. After discussing all aspects of the interview, students will be asked to participate in small group role plays then write about what they learned. In the interview and throughout your career, you will be asked to introduce yourself at meetings and in other professional settings. This assignment provides practices in delivering the introduction and engaging during an interview.

### **Personality Profile Self Reflection: 20%**

Understanding how you and others typically engage others and think through tasks is essential to successfully navigating your work environment and recognizing what time and space you naturally need to process and respond to information. As you transition into leadership roles, your ability to recognize the work styles of your staff will be a distinguishing contributor to your

success and advancement. Students will take a personality test and bring the results to class. An online link will be provided to students.

### **Resume and Cover Letter: 20%**

The ability to present your skills and background on paper and effectively convey your interest is essential to landing a job. Students will be asked to search for a current job opening and write or tailor resumes and a cover letter that responds to the opportunity. Details and a grading rubric will be provided in Canvas.

Grading for the course follows current UF grading policies for assigning grade points (see here): <https://catalog.ufl.edu/UGRD/academic-regulations/grades-grading-policies/>

The grading scale for the course is as follows:

A = 94.0-100%  
A- = 90.0-93.99%  
B+ = 87.0-89.99%  
B = 84.0-86.99%  
B- = 80.0-83.99%  
C+ = 77.0-79.99%  
C = 74.0-76.99%  
C- = 70.0-73.99%  
D+ = 67.0-69.99%  
D = 64.0-66.99%  
D- = 60.0-63.99%  
E = below 60%

### **Tentative Course Schedule\***

#### **August 25**

Syllabus Review  
Introduction to the Course

#### **September 1**

Personal Branding (your image and reputation)  
Social Media Presence  
Homework: Create or Refine LinkedIn Profile

#### **September 8**

Review LinkedIn Profiles  
Introductions  
\*LinkedIn Profile due by 9:30 a.m. before class begins

**September 15**

Resume and Cover Letter Preparation

**September 22**

Resume and Cover Letter Preparation Continued

Homework: Create or Refine Resume and Cover Letter

**September 29**

Different Working Styles and Environments

Searching for a Professional Job

\*Resume and Cover Letter Assignment Due by 9:30 a.m. before class begins

Homework: Take the Personality Profile Test and Give Self-Reflection (link provided in Canva)

**October 6**

Preparing and conducting an interview

\*Personality Profile Self-Reflection due by 9:30 a.m. before class begins

**October 13**

Mock Interview small group role plays (Dress for Success)

Homework: 5 Takeaways from Mock Interview Experience

**October 20**

Class Discussion/Feedback Small Group Interview Role Play Experience

\*5 Takeaways from Mock Interview Experience Due by 9:30 a.m. before class begins

**October 27**

Your Compensation Package: Negotiating Your Employment Package

**November 3**

The Power of Networking

**November 10**

Mock Networking Event Class Participation (Dress for Success)

**November 17**

Networking Event Feedback

Find and be a Mentor

**November 24**

Thanksgiving Holiday - No Class

**December 1**

Wrap-Up and Key Takeaways – Why Emerging PR Professionals Must Prepare for Their Career

## **Standard UF Policy Information and Links**

### **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. We, the members of the University of Florida community, pledge to uphold ourselves and our peers to the highest standards of honesty and integrity.

### **Student Privacy:**

There are federal laws protecting your privacy with regards to grades earned in courses and on individual assignments. For more information, please see:

<http://registrar.ufl.edu/catalog0910/policies/regulationferpa.html> (Links to an external site.)

### **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 Policy on Course Syllabi 3 UF, Academic Affairs, July 28th, 2021 Honor Code and Student Conduct Code.

## **Campus Resources**

**U Matter, We Care:** If you or a friend is in distress, please contact [umatter@ufl.edu](mailto:umatter@ufl.edu) or 352 392-1575, or visit [U Matter, We Care website](#) to refer or report a concern and a team member will reach out to the student in distress.

**Counseling and Wellness Center:** <http://www.counseling.ufl.edu/cwc> (Links to an external site.), and 392-1575; and the University Police Department: 392-1111 or 9-1-1 for emergencies.

**Student Health Care Center:** Call 352-392-1161 for 24/7 information to help you find the care you need, or visit the [Student Health Care Center website](#).

**University Police Department:** Visit [UF Police Department website](#) or call 352-392-1111 (or 9-1-1 for emergencies).

**UF Health Shands Emergency Room / Trauma Center:** For immediate medical care call 352-733-0111 or go to the emergency room at 1515 SW Archer Road, Gainesville, FL 32608; Visit the [UF Health Emergency Room and Trauma Center website](#).

## **Academic Resources**

**E-learning technical support:** Contact the [UF Computing Help Desk](#) at 352-392-4357 or via e-mail at [helpdesk@ufl.edu](mailto:helpdesk@ufl.edu).

**Career Connections Center:** Reitz Union Suite 1300, 352-392-1601. Career assistance and counseling services.

**Library Support:** Various ways to receive assistance with respect to using the libraries or finding resources.

**Teaching Center:** Broward Hall, 352-392-2010 or to make an appointment 352- 392-6420. General study skills and tutoring.

**Writing Studio:** 2215 Turlington Hall, 352-846-1138. Help brainstorming, formatting, and writing papers.

**Student Complaints On-Campus:** Visit the [Student Honor Code and Student Conduct Code webpage](#) for more information.

**On-Line Students Complaints:** View the [Distance Learning Student Complaint Process](#).