

GEO 4930: SENIOR SEMINAR

1 Credit Hour

Fall 2017

Instructor:

Dr. Liang Mao, Associate Professor

liangmao@ufl.edu (352) 294-7516

OFFICE HOURS:

MW 2-4 pm or by appointment (3121 TUR).

Response by e-mail typically within 24 hours

COURSE WEBSITE: <http://elearning.ufl.edu>

COURSE COMMUNICATIONS: I can find individual questions through e-mail or Canvas messaging. If you have a general question of likely interest to other students, feel free to post on the class Course Questions discussion board.

REQUIRED OR RECOMMENDED TEXTBOOKS: *No textbooks required. Readings embedded in Canvas, e-learning.*

COURSE DESCRIPTION: Integrates geographic concepts for graduating seniors; provides introduction to professional geography for students entering the job market.

PREREQUISITE KNOWLEDGE AND SKILLS: Senior status as a Geography major. We strongly advise that you have had or concurrently enroll in at least one techniques course (course with a GIS prefix) to have sufficient content for the capstone portfolio.

COURSE GOALS AND/OR OBJECTIVES:

GEO4930 Senior Seminar is a bridge to your future after graduation and will prepare you to take steps toward graduate studies or a career in geography or a related field. This course also serves as a capstone class in which your student learning outcomes as a Geography major are assessed. The goals for this course are as follows:

- Further develop your skill at self-presentation to other professionals. You will do this through an infomercial and resume.*
Understand the purpose of prospective graduate study, particularly specializing in a subfield and evaluating prospective institutions. You will reflect whether it is something worth considering in the short-term, long-term or is not of interest.

Assignments will help you explore initial preparations for a possible transition to graduate study.

- *Become informed about prospective career and post-graduation options, focusing on those related to Geography, and reflect on which options are worth pursuing for potential employment. You will complete a variety of initial preparations for the transition to employment.*
- *Demonstrate that you have mastered the student learning outcomes for the Geography major regarding content, critical thinking, and communication through completion of a capstone exam and creation of a capstone portfolio.*

HOW THIS COURSE RELATES TO THE STUDENT LEARNING OUTCOMES IN THE GEOGRAPHY MAJOR: *Senior Seminar is the capstone course where we assess your Student Learning Outcomes. We capture Content learning through a Capstone exam and Critical Thinking and Communication Skills through a Capstone Portfolio. Both capstone products are in Module 4, the last portion of this class.*

INSTRUCTIONAL METHODS: *In this course, much of the learning is done through assignments and discussions that will help you prepare for life after graduation. There is one exam worth 10% of the course grade and no quizzes. A capstone portfolio worth 20% of the course grade will also be helpful in transitioning to employment.*

COURSE SCHEDULE:

CRITICAL DATES: *Capstone Exam will be Week 13. Draft capstone Portfolio to be submitted Week 14 and Final Capstone Portfolio to be submitted Week 15.*

Weeks	Topics	Assignment
Module 1: Self Presentation to other Professionals		
08/25	Resumes and Your Career	<ul style="list-style-type: none"> • Resume Assignment • Week 1 discussion • Start Capstone Portfolio Outline
09/01	Personal Infomercial	<ul style="list-style-type: none"> • Infomercials assignment • Week 2 discussion • Submit Capstone Portfolio Outline
Module 2: Prospective Graduate Study—Reflection, Evaluation, and Preparation		
09/8	Evaluate subfield interests	<ul style="list-style-type: none"> • Subfield Interest Worksheet • Week 3 discussion • Subfield interest discussion board
09/15	Graduate school applications	<ul style="list-style-type: none"> • Week 4 assignment 1 • Week 4 assignment 2

		<ul style="list-style-type: none"> • Week 4 discussion
09/22	Evaluating graduate programs	<ul style="list-style-type: none"> • Week 5 assignment 1 • Week 5 assignment 2 • Week 5 assignment 3
09/29	Graduate school success	<ul style="list-style-type: none"> • Week 6 discussion
10/06	Grad Panel	<ul style="list-style-type: none"> • Week 7 discussion
Module 3: Prospective work – Reflection, Evaluation, and Preparation		
10/13	Reflecting on what matters most	<ul style="list-style-type: none"> • Week 8 assignment • Week 8 discussion
10/20	Geography careers Part 1	<ul style="list-style-type: none"> • Week 9: Interviewing people in a specific job • Week 9 discussion
10/27	Geography careers Part 2	<ul style="list-style-type: none"> • Week 10 assignment 1 • Week 10 assignment 2 • Week 10 discussion
11/03	Job search and interviewing	<ul style="list-style-type: none"> • Week 11 assignment 1 • Week 11 discussion
11/10	Career Success	<ul style="list-style-type: none"> • Week 12 Record mock interview • Week 12 Discussion
Module 4: Capturing student learning outcomes for geography major		
11/17	Capstone exam	<ul style="list-style-type: none"> • Capstone exam
11/24	Draft capstone portfolio	<ul style="list-style-type: none"> • Capstone portfolio draft submission
12/01	Capstone portfolio review and final submission	<ul style="list-style-type: none"> • Final capstone portfolio

GRADING POLICIES:

Grade Breakdown

Assignment Type	Points or percentage
<i>Capstone exam</i>	10%
<i>Capstone portfolio</i>	20%
<i>Discussion postings</i>	20%
<i>Assignments</i>	50%

- This course will follow the policies on the UF Undergraduate Catalog 2016-17 [Grades and Grading Policies page](#).
- To view a list of all assignments and assessments, along with their due dates, visit the Syllabus page for GEO4930 in e-Learning.

GRADING SCALE:

Grade	%	Grade Points	Grade	%	Grade Points
A	≥93	4.0	C	70 - 76.9	2.0
A-	90 - 92.9	3.67	C-	68 - 69.9	1.67
B+	87 - 89.9	3.33	D+	66 - 67.9	1.33
B	83 - 86.9	3.0	D	60 - 65.9	1.0
B-	80 - 82.9	2.67	D-	57 - 59.9	0.67
C+	77- 79.9	2.33	E	< 56	0

Note: A grade of C- is not a qualifying grade for major, minor, Gen Ed, or College Basic distribution credit. For further information on UF's Grading Policy, see:

<https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx#hgrades>

COURSE POLICIES:

ATTENDANCE POLICY: It is expected that you will attend and be active in the course throughout the duration of the term. In addition to assigned readings and lecture videos, students are required to complete assignments and participate in discussion forums of various forms in each module. All assignments are listed in the course schedule, and specific due dates can be found in the calendar. Requirements for class attendance and make-up exams, assignments, and other work in this course are consistent with university policies that can be found at: [UF Undergraduate Catalog 2017-18 Attendance Policies](#)

QUIZ/EXAM DATES/POLICIES: *There is one exam worth 10% of the course grade that assesses your overall learning in the major. This exam will be in Week 13 of the semester. Each exam day availability window will be set from 9am-9pm (last scheduled start time 7pm).*

LATE WORK AND MAKE-UP POLICY: Late work is typically accepted with valid excuse. A 20% penalty would typically be assigned for late work without an excuse. Please communicate with the instructor regarding any problems with not submitting *assignments or discussions or taking tests. Please document your problems as best possible (doctor's slip, screen shot, etc.)*

Requirements for class attendance and make-up exams, assignments, and other work in this course are consistent with university policies that can be found at: [UF Undergraduate Catalog 2017-18 Attendance Policies](#)

DISCUSSION/PEER REVIEW POLICY: Most of the modules have discussion forums and/or peer review assignments associated with it (combined for 20% of overall grade). These are opportunities to explore important issues related to professional development, self-awareness and graduate study. Students are expected to adhere to professional etiquette/netiquette standards (see UF Policies below) in all posts and to engage in CONSTRUCTIVE dialogue. Posts are expected to be thoughtful, detailed responses (i.e., "yes," "no," "I agree," or "I disagree" answer is not sufficient). In most cases discussions require some research prior to their initial post. Follow-up posts are typically required. For both discussion forums and peer-review assignments **timeliness is critical** and due dates should be strongly adhered to. Please check the course Calendar for the specific due dates.

ASSIGNMENT POLICY: Each module has assignments associated with it (combined 50% of overall grade). Due dates are specified on the course calendar, and timely submission is expected. Assignments must be submitted to Canvas via the assignment page and any instructions detailed therein. Assignments will be graded before the end of the subsequent course module.

UF POLICIES:

UNIVERSITY POLICY ON ACCOMMODATING STUDENTS WITH DISABILITIES:

"Students with disabilities requesting accommodations should first register with the [Disability Resource Center](#) (352-392-8565) by providing appropriate documentation. Once registered, students will receive an accommodation letter that must be presented to the instructor when requesting accommodation. Students with disabilities should follow this procedure 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](#) 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 of 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. UF netiquette guidelines can be found at <http://teach.ufl.edu/wp-content/uploads/2012/08/NetiquetteGuideforOnlineCourses.pdf>. Consequences might include a zero on the assignment, or for very severe cases, a report to the university administration.

U MATTER WE CARE: Your well-being is important to the University of Florida. The U Matter, We Care initiative is committed to creating a culture of care on our campus by encouraging members of our community to look out for one another and to reach out for help if a member of our community is in need. If you or a friend is in distress, please contact umatter@ufl.edu so that the U Matter, We Care Team can reach out to the student in distress. A nighttime and weekend crisis counselor is available by phone at 352-392-1575. The U Matter, We Care Team can help connect students to the many other helping resources available including, but not limited to, Victim Advocates, Housing staff, and the Counseling and Wellness Center. Please remember that asking for help is a sign of strength. In case of emergency, call 9-1-1.

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 [UF Distance Learning's Getting Help page](#) for:

- Counseling and Wellness resources
- Disability resources

- Resources for handling student concerns and complaints
- Library Help Desk support

(Required) Should you have any complaints with your experience in this course please visit [UF Distance Learning's Student Complaint Process page](#) to submit a complaint.

