

GEO 4930: SENIOR SEMINAR

1 Credit Hour (In the Federal Student Aid Handbook, the United States government defines a credit hour as **one hour of classroom** or direct instruction **plus a minimum of two hours outside class** work per week)

Instructor: Dr. Liang Mao, Associate Professor

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OFFICE HOURS: Mondays, Wednesdays, and Fridays 2-3 pm or by appointment
(3121 TUR).

Response by e-mail typically within 24 hours

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

INSTRUCTIONAL METHODS: This class is taught face-to-face, and students' attendance is required.

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 15% of the course grade and no quizzes. A capstone portfolio worth 30% of the course grade will also be helpful in transitioning to employment.

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. Instructional materials for this course consist of only those materials specifically reviewed, selected, and assigned by the instructor(s). The instructor(s) is only responsible for these instructional materials.*

MATERIALS AND SUPPLIES FEES (REQUIRED): *None*

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

PREREQUISITE KNOWLEDGE AND SKILLS: 1) Senior status as a Geography major;
2) having completed one GIS technique course, like **GIS3043 Foundations of GIS** or the

equivalent, to have sufficient content for the capstone portfolio; 3) having completed an additional GIS technique course is preferred.

COURSE GOALS AND/OR OBJECTIVES (REQUIRED):

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.*

COURSE SCHEDULE:

CRITICAL DATES: *Capstone Exam will be **Week 13 November 17 – 21**). Draft capstone Portfolio to be submitted **Week 14** and Final Capstone Portfolio to be submitted **Week 15 (by December 12)**.*

A WEEKLY SCHEDULE OF TOPICS AND ASSIGNMENTS (REQUIRED):

NOTE: If you are using the Canvas syllabus tool a listing of assignment deadlines will be automatically generated.

- To view a list of all assignments and assessments, along with their due dates, visit the *Syllabus page for GEO4930 in e-Learning*

Weeks	Topics	Assignment
Module 1: Self Presentation to other Professionals		
1	Resumes and Your Career	• Resume Assignment • Week 1 discussion • Start Capstone Portfolio Outline
2	Personal Infomercial	• Infomercials assignment • Week 2 discussion • Submit Capstone Portfolio Outline
Module 2: Prospective Graduate Study—Reflection, Evaluation, and Preparation		
3	Evaluate subfield interests	• Subfield Interest Worksheet • Week 3 discussion • Subfield interest discussion board
4	Graduate school applications	• Week 4 assignment 1 • Week 4 assignment 2 • Week 4 discussion
5	Evaluating graduate programs	• Week 5 assignment 1 • Week 5 assignment 2 • Week 5 assignment 3
6	Graduate school success	• Week 6 discussion • Week 6-7 The 1st portfolio entry
7	Grad Panel	• Week 7 discussion
Module 3: Prospective work – Reflection, Evaluation, and Preparation		
8	Reflecting on what matters most	• Week 8 assignment • Week 8 discussion
9	Geography careers Part 1	• Week 9: Interviewing people in a specific job • Week 9 discussion
10	Geography careers Part 2	• Week 10 assignment 1 • Week 10 assignment 2 • Week 10 discussion
11	Job search and interviewing	• Week 11 assignment 1 • Week 11 discussion • Week 11-12 The 2nd portfolio entry
12	Career Success	• Week 12 Record mock interview • Week 12 Discussion
Module 4: Capturing student learning outcomes for geography major		
13	Capstone exam	• Capstone exam
14	Draft capstone portfolio	• Capstone portfolio draft submission
15	Capstone portfolio review and final submission	• Final capstone portfolio

GRADING POLICIES:

Grade Breakdown

Assignment Type	Weight	Additional Requirement
<i>Capstone exam</i>	15%	Must pass 70/100
<i>Capstone portfolio</i>	30%	Must pass 70/100
<i>E-Portfolio</i>	10%	
<i>Discussion postings</i>	15%	
<i>Assignments</i>	25%	
<i>Participation and Attendance</i>	5%	

- This course will follow the latest grading policies on: [Grades and Grading Policies < University of Florida \(ufl.edu\)](#)
- 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.eduU/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 Attendance Policies](#)

QUIZ/EXAM DATES/POLICIES (REQUIRED): *There is one exam worth 20% 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 2% deduction per day will be applied as a penalty 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 Attendance Policies](#)

CAPSTONE PORTFOLIO: Turnitin will be used to check students' capstone portfolio and detect potential plagiarism. The students need to score a similarity index under 30 (i.e., less than 30% match) to pass this assignment.

COURSE TECHNOLOGY: Access to and on-going use of a computer is required for all students. Competency in the basic use of a computer is required. Course work will require use of a computer and a broadband connection to the Internet. In addition, students are required to have speakers and a webcam for some videoed assignments. For additional information on UF College of Liberal Arts and Sciences policy regarding computer requirements you can visit: <http://it.clas.ufl.edu/policies/student-computer-requirement/>

For technology related issues the UF computing help desk can be reached at:

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

COURSE EVALUATION (REQUIRED): Students are expected to provide feedback on the quality of instruction in this course by completing online evaluations through [GatorRater](#). Evaluations are typically open during the last two or three weeks of the semesters, but students will be given specific times when they are open. Summary results of these assessments are available to students at [GatorRater Public Results](#).

DISCUSSION/PEER REVIEW POLICY: Most of the modules have discussion forums and/or peer review assignments associated with it. 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. 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 [NetiquetteGuideforOnlineCourses.docx \(live.com\)](#) 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.

STUDENT PRIVACY:

[Privacy | Zoom](#)

[Product Privacy | Policy | Instructure](#)

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

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.