

# USF Sarasota-Manatee - New Undergraduate Course Proposal Form – Course originally submitted as SLS 2140

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## 1. College/School Contact Information

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<u>Discipline</u> n/a	<u>College/School</u>	<u>Budget Account Number</u> 380800004
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## 2. Course Information

<u>Prefix</u> SLS	<u>Number</u> 2122	<u>Full Title</u> Foundations of Professional Success	
Is the course title variable?			N
Is a permit required for registration?			N
Are the credit hours variable?			N
<u>Credit Hours</u> 2	<u>Section Type</u> Class Lecture (Primarily)	<u>Grading Option</u> Regular	
<u>Abbreviated Title</u> (30 characters maximum) Professional Success			

## 5. Prerequisites

SLS 1107

## 6. Corequisites

## 7. Co-Prerequisites

## 8. Course Description

This lower-level required course is designed to develop the skills required for success in university courses and the workplace. The course seeks to guide students toward self-discovery and enable the mapping of appropriate career and academic paths.

## 9. Justification

(This section is critical since the APC members will make their decision based on the information provided here. The information should be in the following outline form.)

A. Indicate how this course will strengthen the Undergraduate Program. Is this course necessary for accreditation or certification?

At USF Sarasota-Manatee, SLS 2140 Foundations for Professional Success will develop skills necessary for students to develop successful academic and career plans during their sophomore year. This course discusses the

importance of internships and undergraduate research. It also teaches students how to develop effective cover letters, resumes, and interview skills. This course also further develops and reinforces the Pillars of Intellectual Engagement which are introduced in SLS 1107, and the lower level general education courses at USFSM.

B. What specific area of knowledge is covered by this course which is not covered by courses currently listed?

Foundations of Professional Success is designed to develop skills necessary for students to understand their personal assets and succeed in the professional workplace. The competencies acquired include time management, critical thinking and communication, effective use of campus technology, study skills, and career planning skills. This course also reinforces the University Core, which includes the Pillars of Intellectual Engagement. The Pillars of Intellectual Engagement express qualities every student graduating from USFSM should possess. These qualities include knowledge of and the ability to demonstrate critical thinking, communication, ethics, leadership, community engagement, and diversity.

C. What is the need or demand for this course? (Indicate if this course is part of a required sequence in the major.) What other programs would this course service?

This course is the two credit compliment to SLS 1107. It serves all the undergraduate degree programs at USFSM.

D. Has this course been offered as Selected Topics/Experimental Topics course? If yes, what was the enrollment?

no

E. How frequently will the course be offered? What is the anticipated enrollment?

Multiple sections every spring semester. Enrollment is anticipated to be about 100 during Spring 2015. The enrollment in this course is dependent on the number of freshmen that join USFSM each previous year.

F. Do you plan to drop a course if this course is added? If so, what will be the effect on the program and on the students? (If dropping/deleting a course please complete the nonsubstantive course change form.)

no

G. What qualifications for training and/or experience are necessary to teach this course? (List minimum qualifications for the instructor.)

A Master's degree is required with 18 graduate credit hours in the discipline. Qualified and effective teachers of this course can come from a wide variety of disciplines and from student services. The General Education Coordinator will oversee the credentialing of its instructors and assurance of quality in the syllabus and course delivery.

## 10. Other Course Information

### A. Objectives

Foundations of Professional Success is designed to develop skills necessary for students to understand their personal assets and succeed in the professional workplace. The competencies acquired include time management, critical thinking and communication, effective use of campus technology, study skills, and career planning skills. This course also reinforces the University Core, which includes the Pillars of Intellectual Engagement. The Pillars of Intellectual Engagement express qualities every student graduating from USFSM should possess. These qualities include knowledge of and the ability to demonstrate critical thinking, communication, ethics, leadership, community engagement, and diversity.

### B. Learning Outcomes

Upon completion of this course, successful students will demonstrate the ability to:

1. Identify their values, skills, interests, and personality using MyPlan.
2. Think critically about complex issues and clearly communicate about those issues in a written format.
3. Discuss ways to develop professional relationships in the academic and work environments.
4. Practice financial planning for both short and long term goals.
5. Complete a comprehensive academic plan that identifies steps needed to complete both a major and a minor in the students fields of interest.
6. Discuss the important of internships and undergraduate research as they relate to the students academic plan.
7. Identify and describe the characteristics of successful leaders in their field of interest.
8. Discuss ethical practices within the students field of interest.
9. Discuss the value of diversity as it relates to the academic and work environments.
10. Research three careers and compare/contrast the rewards and challenges of each career. Based on this evaluation, develop an academic plan for one career that the student thinks will best fit their personal traits.
11. Write and revise cover letters for positions related to the students field of study.
12. Develop a comprehensive resume that is updated frequently.
13. Practice the skills necessary to interview for a variety of positions in an effective manner.
14. Engage with the community through participation in on or off campus service clubs or organizations and completion of a community engagement project.
15. Discuss strategies for success in both the academic and work environments.

**USFSM PILLARS OF INTELLECTUAL ENGAGEMENT LEARNING OUTCOMES:**

1. Communication: Students will communicate effectively by means of written and/or oral modalities.
2. Critical Thinking: Students will demonstrate the skills necessary to be proficient critical thinkers.
3. Community Engagement: Students will provide evidence of community engagement and discuss their civic identity.
4. Diversity: Students will demonstrate and integrate an understanding of the complexity of elements important to various cultures, groups, beliefs, and/or practices.
5. Ethics: Students will apply ethical perspectives and concepts to situations and justify the implications of their applications.
6. Leadership: Students will exemplify effective and authentic leadership through planning, achieving goals, collaboration, and influential communication.

### C. Major Topics

This course will cover the following content areas: 1. Discovering who you are 2. Critical thinking and communication 3. Managing relationships 4. Financial intelligence and planning 5. Exploring majors and minors 6. Exploring internships and undergraduate research 7. Leadership and Ethics 8. Identifying appropriate career choices 9. Developing effective cover letters and resumes 10. Interviewing skills 11. Community engagement and Diversity 12. Surviving and thriving in the workplace

### D. Examples of Course Textbooks and Course Readings

The required textbook for this course is: Robert M. Sherfield and Patricia G. Moody. 2013. Cornerstones for Professionalism, Prentice Hall. ISBN-13:9780321944061