

Active Learning Program IDS 4949- Fall 2024

ALP Coordinator & Instructor:

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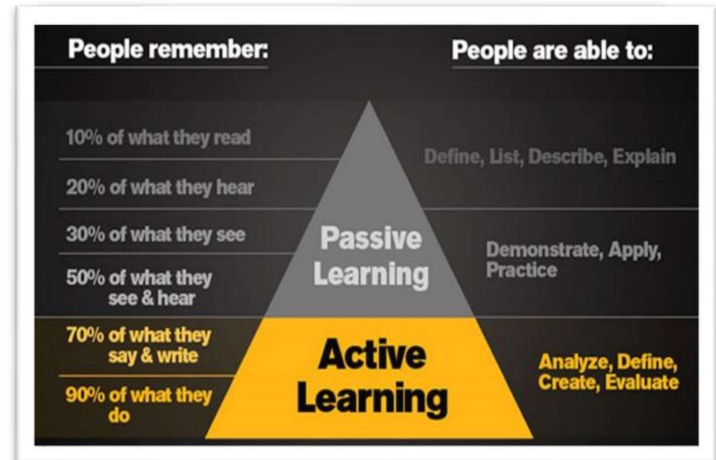
Office Hours: Thursdays 9-5, by appointment.

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ALP Director:

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WELCOME & OVERVIEW:

The Active Learning Program (ALP) facilitates research and internship projects between undergraduate students, university faculty, and community partners to foster sustainable, resilient, and healthy communities. Through the IDS 4940 course, you will develop the personal-professional skillsets required by successful early career professionals who can address the complex and pressing social, environmental, economic, political, and health challenges facing our world today.

Our program's namesake is active learning; an educational approach where learners apply course concepts and strategies to real life experiences. Learners then reflect on these experiences and adjust their perspectives and future actions. The goal of this learning is to help you transform your perspectives on and your approaches to real-world professional challenges. Active learning is juxtaposed to passive learning, where students simply receive, memorize, and repeat information. The image above depicts how active learning enhances student learning outcomes.

Our program may be different from your previous lecture-based courses, as we will prompt you to apply and reflect on course concepts in your internship and our online class modules/assignments. While this may be an adjustment, we believe this will facilitate learning and your personal-professional growth. To achieve this level of growth, you can expect about five hours of internship or research work a week and about one to two hours of course work a week.

Once our semester begins, you'll attend class every Tuesday. We will not meet for class on Thursdays; if you would like, you can use this time to work with your internship team on class assignments or internship tasks. You will then meet your internship team and mentor for the first time during the second week of the semester. After this meeting, internships will officially begin and will run through Week 17. Our ALP Poster Session and Celebration will take place on Tuesday December 3. You can find the full schedule at the end of this syllabus. I look forward to accompanying you on your ALP journey and we are excited to have you joining us for this semester!

COURSE OUTCOMES:

By the end of this course, you will have...

1. Developed collaboration, communication, stakeholder management, and leadership skills;
2. Established a clear understanding of your professional values and strengths, positioning yourself as a competent early career professional.
3. Applied key concepts and strategies in your internships that you can use beyond the program.

CONTACTING YOUR INSTRUCTOR:

I am happy to meet with students during office hours to discuss professional development; the course; your internship/research project; finding other internship, research, and professional opportunities in your field; applying to graduate and professional schools; other non-ALP internship or research projects; and post-graduation plans. You can set up an office hours appointment with me through email (gbillesbach@ufl.edu).

COSTS: SOFTWARE/POSTER:

All readings, videos, and podcasts are free to students via Canvas. I have taken the time to find a PDF/link or scan for each resource.

Instead of a text, we ask students to purchase access to the Clifton Strengths Report assessment (\$19.99). Instructions for this purchase will be provided when this assignment opens on Canvas. Students who have previously purchased the assessment and have their results will not need to purchase the assessment.

Students will need to pay to print a poster for the Poster Session. On campus, this costs around \$15. You can share this cost with your teammates if you present the same poster.

TRANSPORTATION:

If working in-person, students will need to provide their own transportation to their internships or work with teammates to establish carpooling arrangements. We also encourage students to utilize the public transportation system, RTS Bus. <http://go-rts.com/>. Unfortunately, we cannot provide reimbursements for transportation costs.

USING CANVAS GROUPS:

Canvas group pages serve as a real-time, open-source webpage accessible only to each intern team and the course instructor. Students can access their team's group page via the People Page on Canvas. Through this page, each group will be able to:

- View group-specific materials & directly message each other
- Create Canvas discussions only accessible to your group
- Share files (Word, PowerPoint, Excel, etc.)

COURSE ASSIGNMENTS AND GRADING:

To pass this course and get the most out of your learning, you should:

- Attend every class and actively participate
- Review all instructional materials listed in the weekly modules
- Submit Reflection Assignments associated with the weekly modules
- Submit and maintain Work Reflection Logs
- Submit a Mid Semester Feedback Report
- Complete the Feedback Survey
- Design and present your project poster

LATE SUBMISSION POLICY:

Although completing modules and internship work is a cornerstone of learning in this program, extenuating circumstances can arise that make submitting work on time difficult. If you are experiencing a hardship or challenge preventing you from submitting an assignment, *please let me know*. I can only help you if I know something is going on. Extensions are typically for 24-48 hours unless otherwise discussed. Students who are unable to submit an assignment due to illness or an emergent issue should email me before the due date for an extension. I do not accept late work without an extension after I have graded the assignment. If you or a loved one becomes extremely sick and you are unable to contact me promptly about missing a meeting or assignment, email me whenever you can and we may be able to create a reasonable accommodation.

ASSIGNMENTS DESCRIPTIONS (Course schedule at the bottom of this document):

1. Reflection Assignments –

Reflecting on experiences and applying course concepts in the real world are the pedagogical foundations of active learning. These assignments help you reflect on your internship experiences and the course content so you can become a more empowered and effective early career professional. These assignments also help you build your brand and a portfolio of professional development deliverables you can use in your internship and in your career. **Due Weekly, on Sundays at 11:59pm**

2. Work Reflection Logs –

You will begin logging internship hours in your Work Reflection Logs during the second week of the semester. Every two weeks you will submit your Work Reflection Logs to Canvas and email the log to your ALP mentor. Use the Work Reflection Log template on Canvas to document the dates you worked, tasks performed, and skill or understanding gained from your work. To receive full credit, you must log at least five hours of internship work a week for a total of 10 hours per

log. The logs include any work done on behalf of your internship or mentor. The logs do not include time spent reviewing the course's instructional materials nor completing course assignments.

If you find that you are consistently not receiving enough internship work to meet the five hours a week requirement, you should contact your mentor promptly to request more work. If that fails, promptly contact the ALP instructor for assistance.

3. Mid Semester Feedback Report –

Professionals must not only provide feedback; they must successfully request and respond to feedback. For this assignment, you will arrange an individual meeting with your mentor, asking them to provide feedback about your performance. Then, you will write a full 1-2-page, double spaced report summarizing your mentor's feedback about your performance. The report should outline the meeting date, internship/research tasks and duties (already carried out and yet to be pursued), received feedback, obstacles and challenges, and your strategy for improving your work and performance during the second half of the semester. More information on this assignment, including a rubric, can be found in Canvas.

Sometimes, a supervisor who works more closely with the ALP students than their mentor may be able to provide higher quality feedback. If you feel like this is your situation, you should contact this supervisor and your mentor to determine if the supervisor can provide the feedback for this assignment instead. If your mentor does not provide much feedback, you can use this opportunity to employ greater freedom in designing your own approach to self-improvement in your report.

4. End of Semester Survey –

Student feedback is integral to improving the ALP course and projects. To promote honest feedback, surveys will be graded based on completion, not on your answers. The survey links will be listed as assignments in Canvas.

5. Evaluation by Intern/Research Supervisor –

Your mentor will complete an online evaluation for each intern, sending the evaluation to the course instructor for review. You will be evaluated on:

- Dependability
- Hours worked
- Initiative shown
- Fulfilment of expectations and professional behavior
- Attitude
- Quality of work
- Overall performance

6. Poster Presentation and Celebration –

In academia, research, and professional settings, poster presentations at conferences are an effective way to communicate research, projects, and innovations with professional peers around the world. Posters enhance our field's knowledge and provide an opportunity for presenters to network with other professionals, funders, graduate school scouts, potential mentors, potential partners, and potential employers.

Your internship team will use PowerPoint to design a creative and informational poster on your ALP project's organization, goals, deliverables, findings, and community impact. Your internship team will present your poster to your classmates, current and upcoming mentors, family, and friends during the ALP Poster Session & Celebration on Tuesday, December 3rd.

We will review poster design, presentation, and logistics in class and our online modules, and you can find more detailed information on the assignment in Canvas that opens later this semester.

GRADING SCALE:

This course is graded on a Satisfactory/Unsatisfactory (S/U) basis. To achieve a passing grade (Satisfactory), you need to earn a minimum of 73 points, which corresponds to a 'C' grade or higher. For more information about grading and grading policies, see: [this link](#).

DIVERSITY & INCLUSION STATEMENT:

All people have a unique set of identities, backgrounds, and experiences that impact who they are today, how they experience the world, how they connect with others, and how they learn. This is true in the professional world, academia, and everyday life. In the ALP, we welcome students of all backgrounds and experiences. We also embrace the knowledge and perspectives that come from respectfully collaborating and conversing with people from different backgrounds, perspectives, and experiences. I encourage open dialogue and will facilitate discussions that respect and appreciate diverse perspectives. As part of the ALP, we will all be respectful and compassionate to people of any race, ethnicity, gender, sexual orientation, age, socioeconomic status, religion, and ability. However, we may disagree with other people's perspectives or beliefs. In this case, we are "hard on issues, soft on people." This means that we can constructively discuss differences in beliefs and perspectives, but we will not insult or alienate people for having their beliefs and perspectives.

ACCESIBILITY STATEMENT:

It is important to me that all students can access this course's information and participate in our learning environment. I do my best to ensure course information and activities are accessible to all students. If you have or believe you may have a disability that impacts your learning, you can contact UF's Disability Resource Center (DRC) for assistance. The DRC assists students in getting tested for disabilities and determining reasonable accommodations that can help you in the classroom and in testing environments. To receive disability accommodations, you should contact the DRC and they will assist you in creating an accommodation document. If you require accommodations, please email me your DRC documentation as early as possible. DRC: (<https://drc.dso.ufl.edu>).

CAMPUS RESOURCES:

Health and Wellness:

- U Matter, We Care: If you or someone you know is in distress, you can contact umatter@ufl.edu, 352-392-1575, or visit the website to raise a concern about yourself or others. A trained professional will reach out to the student in distress.
- Counselling and Wellness Center: If you would like to explore UF's free crisis and non-crises mental health services, visit their website or call 352-392-1575.
- Student Health Care Center: If you would benefit from health services, you can visit their website or call 352-392-1161 for 24/7 information to help you find care.
- UF Health Shands Emergency Room/Trauma Center: If you need immediate medical care call 352-733-011 or go to the emergency room at 1515 SW Archer Road.

Academic Resources:

- E-Learning Technical Support: call 352-392-4357 or email helpdesk@ufl.edu
- Career Connections Center: A great place. Free career assistance, including resume/CV review, mock interviews, career planning appointments and more!
- Library Support: To find various ways to receive assistance using the libraries or finding resources, visit <http://cms.uflib.ufl.edu/ask>.
- Teaching Center: The teaching center by Broward Hall supports students in general study skills and tutoring. Go to their website or call 352-392-6420.
- Writing Studio: Located at 302 Tigert Hall. Can help you with every stage of writing!

PLAGIARISM:

As university scholars and early career professionals, producing our own academic work and attributing credit to others is vital to the credibility of our fields. We expect you to follow [UF's Academic Honesty Guidelines](#). Penalties for plagiarism may include failing.

Course Schedule	Lectures & Resources	Assignments Due
<p>Weeks 1 & 2 Aug. 20 – Sept. 1</p>	<p>Introductions & Resumes</p> <p><u>Aug. 22 – THURS</u> - No class</p> <p><u>Aug. 26 – TUES</u> - Syllabus - Doc's Provided by Mentor - Resume & Curricula Vitae Resources - "More Than Just an Intern" - "The Secrets to Great Teamwork"</p>	<p><u>Aug. 25 – SUN</u> - Reflection Assignment Week 1: Initial Resume and Curricula Vitae Quinncia Upload - Respond via 'reply all' to email from Prof. Billesbach</p> <p><u>Sept. 1 – SUN</u> - Introducing the ALP Discussion Board Assignment - Reflection Assignment Week 2: Revised Resume and Curricula Vitae Quinncia Upload - Complete assignment stating whether you are all good to go with your internship</p>
<p>Weeks 3 & 4 Sept. 2 – Sept. 15</p>	<p>SMART Goals, Missions, and Pitches & Clifton Strengths</p> <p><u>Sept. 3 – TUES</u> - "Professional Mission Statements: Everything You Need to Know" - "How to Create the Perfect Elevator Pitch" - SMART Goals</p> <p><u>Sept. 10 – TUES</u> - Clifton Strengths Assessment - Clifton Strengths Lecture - Shadow Sides</p>	<p><u>Sept. 3 – TUES</u> - Be sure to have started internship hours by this date. As a reminder, you are required to log at least 5 hours a week.</p> <p><u>Sept. 8 – SUN</u> - Reflection Assignment Week 3: SMART Goals - Reflection Assignment Week 3: The Mission Statement - Reflection Assignment Week 3: The Elevator Pitch</p> <p><u>Sept. 15 – SUN</u> - Reflection Assignment Week 4: Clifton Strengths Assessment - Work Reflection Log 1</p>
<p>Weeks 5 & 6 Sept. 16 – Sept. 29</p>	<p>All About Interviews</p> <p><u>Sept. 17 – TUES</u> - "7 Sample Behavioral Interview Questions and Answers" - "How to Use the STAR Method to Answer Interview Questions"</p> <p><u>Sept. 24 – TUES</u> - Quinncia Resources - "How to Schedule an Interview" Quinncia Video</p>	<p><u>Sept. 22 – SUN</u> - Reflection Assignment Week 5: Preparing for Interview</p> <p><u>Sept. 29 – SUN</u> - Reflection Assignment Week 13: The Mock Quinncia Interview - Work Reflection Log 2</p>

<p>Weeks 7 & 8 Sept. 30 – Oct. 13</p>	<p>Developing a Mentor Mindset & Midsemester Feedback</p> <p><u>Oct. 1 – TUES</u> - "The More Mentors the Merrier" - "How to Find a Mentor & Make It Work" - "Read How to Ask Someone to Mentor You"</p> <p><u>Oct. 8 – TUES</u> - "How to Ask for Feedback: 16 Ways to Get the Input You Need" - "The Gourmet Chef's Guide to Giving Feedback" - "The Joy of Getting Feedback"</p>	<p><u>Oct. 6 – SUN</u> - Reflection Assignment Week 7: Developing Your Mentoring Mindset & Creating a Mentorship Relationship</p> <p><u>Oct. 13 – SUN</u> - Midsemester Feedback Report - Reflection Assignment Week 8: Providing Feedback - Work Reflection Log 3</p>
<p>Weeks 9 & 10 Oct. 14 – Oct. 27</p>	<p>Conflict Management & Salary Negotiations</p> <p><u>Oct. 15 – TUES</u> - "Getting to Yes: Negotiate Agreement Before Giving In" - Five Conflict Management Strategies & Conflict Animal Quiz</p> <p><u>Oct. 22 – TUES</u> - Salary & Benefits Resources</p>	<p><u>Oct. 20 – SUN</u> - Reflection Assignment Week 9: Conflict Management Quiz</p> <p><u>Oct. 27 – SUN</u> - Reflection Assignment Week 9: Salary & Benefits Negotiation - Work Reflection Log 4</p>
<p>Weeks 11 & 12 Oct. 28 – Nov. 10</p>	<p>Professional Branding & Networking</p> <p><u>Oct. 29 – TUES</u> - Personal Branding Packet - "10 Tips for Building a Personal Brand that Can Boost Your Career" - "Designing Your Personal Brand from Zero to Infinity" Video</p> <p><u>Nov. 5 – TUES</u> - Review LinkedIn Articles - Sign Up for free LinkedIn Learning Membership & Explore Resources</p>	<p><u>Nov. 3 – SUN</u> - Reflection Assignment Week 11: Social Media Management for Professionals - Reflection Assignment Week 6: Personal Branding Packet</p> <p><u>Nov. 10 – SUN</u> - Reflection Assignment Week 12: Creating Your LinkedIn Learning Account - Work Reflection Log 5</p>

<p>Weeks 13 & 14 Nov. 11 – Nov. 24</p>	<p>Poster Prep & Gratitude</p> <p><u>Nov. 12 – TUES</u> - "Giving Good Presentations" - "Designing Effective Posters" - "Creating a Poster & Navigating the Poster Session"</p> <p><u>Nov. 19 – TUES</u> - Gratitude Videos - "On Expressing Gratitude in Professional Relationships"</p>	<p><u>Nov. 17 – SUN</u> - Poster Prep Assignment</p> <p><u>Nov. 24 – SUN</u> - Reflection Assignment Week 14: Expressing Gratitude - Work Reflection Log 6</p>
<p>Week 15 Nov. 25 – Dec. 1</p>	<p>Thanksgiving Break</p> <p><u>Nov. 26 – TUES</u> - No Class</p>	<p>No internship hours required (you can if you want) No Assignments (make sure you have a poster plan)</p>
<p>Weeks 16 & 17 Dec. 2 – Dec. 13</p>	<p>Posters Presentations & Conclusions</p> <p><u>Dec. 3 – TUES</u> - Poster Presentations!</p> <p><u>Dec. 10 – TUES</u> - No Class</p>	<p><u>Dec. 2 – MON</u> - Upload PDF of Poster Before Your Poster Session</p> <p><u>Dec. 6 – FRI</u> - Poster Presentation Peer Review Feedback - ALP Internship Team Evaluation</p> <p><u>Dec. 13 – FRI</u> - End of Semester Survey - Extra Credit Opportunity: Sharing the ALP - Work Reflection Log 7</p>