

UP401 Undergraduate Seminar

Instructor: Mary Edwards
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SYLLABUS

Class Meetings: The following dates and times in 223 Temple Buell Hall

Friday, January 19, 12:00pm – 12:50pm

Friday, February 16, 12:00pm – 12:50pm

Friday, March 22, 12:00pm – 12:50pm

Friday, April 12, 12:00pm – 12:50pm

Friday, April 26, 12:00pm – 12:50pm

(** In addition to class meetings, students will be required to attend professional development events or lectures as discussed later in this syllabus)

PURPOSE AND GOALS

This class is focused on discussion and activities related to professional development and networking for career success. The class meets together on various Fridays; in addition, you will have the opportunity to attend professional development activities such as lectures, conferences and networking events. The class meetings will be an opportunity for peer learning through activities, as well as to reflect on professional development activities. The final project is a professional portfolio that is representative of your major work over the course of your academic career.

PARTICIPATION AND ATTENDANCE

The full class will meet at least five times for a 50-minute session. Attendance is mandatory. Please see the meeting dates and times above. Classes will begin promptly at noon. Students are expected to come prepared.

In addition to class meetings, students are required to attend several lectures or events from a list of activities periodically sent via email on the course Canvas page.

Regular attendance and following course expectations is required for successful completion of the course.

CLASS MEETINGS:

Friday, January 19, 12:00pm – 12:50pm

Activity: Planning the Spring semester. Announcements and reminders.

Friday, February 16, 12:00pm – 12:50pm

Activity: Professional Portfolios: Discussion with Francesca Sallinger Lawrence, Senior Planner, Teska Associates Inc. and Eric Van Buskirk, AICP, Associate Planner, City of Champaign

Friday, March 22, 12:00pm – 12:50pm

Assignment Due Wednesday, March 20: Upload to our Canvas site your resume and a cover letter for either a professional position or grad school application.

Activity: Peer review of resumes and cover letters.

Friday, April 12 1, 12:00pm – 12:50pm

Assignment Due Wednesday April 10: Draft Portfolio Due! Upload to our Canvas Site.

Activity: Peer Review of Draft Portfolios.

Friday, April 26, 12:00pm – 12:50pm

Assignment Due Wednesday April 24: Final Portfolio Due! Upload to our Canvas Site.

Activity: Portfolio Presentations.

ADDITIONAL EVENTS:

APA National Conference, April 13-16

Additional speakers and events to be shared via email and our Canvas site.

GRADING POLICIES

Assignments are generally due at the end of the day on the due date. I do accept late assignments, but they will be graded down one letter grade per day. It is your responsibility to contact me if you miss an assignment. I will take into consideration assignments that are late due to unforeseeable circumstances.

Transformation of numerical grade to letter grade will be according to the schedule below:

A	93-100%	C+	77-79.9%
A-	90-92.9%	C	73-76.9%
B+	87-89.9%	C-	70-72.9%
B	83-86.9%	D+	67-69.9%
B-	80-82.9%	D	60-66.9%

The general grading rubric for assignments is as follows:

An "A" assignment demonstrates original thought and synthesis of ideas and sophisticated, cogent analysis. It is clearly written and presented.

A “B” assignment includes above average analysis with appropriate evidence to support ideas. It is clearly written and presented.

A “C” assignment shows a basic level of understanding, with analysis limited to obvious arguments. Writing is competent. It is adequate work.

A “D” assignment misunderstands or misrepresents the material or is so poorly written that it obscures the analysis. It is inadequate work.

ASSIGNMENTS

Resume	100 POINTS
Cover Letter	100 POINTS
Reflections on Practitioner Lectures (4 @ 25)	100 POINTS
Professional Portfolio	100 POINTS
Participation and Engagement	100 POINTS

TOTAL	500 POINTS
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COURSE POLICIES AND RESOURCES:

Statement of Inclusion

The University of Illinois at Urbana-Champaign’s core mission is to serve the interests of the diverse people of the state of Illinois and beyond. We support diversity of worldviews, histories, and cultural knowledge across a range of social groups including race, ethnicity, gender identity, sexual orientation, abilities, economic class, religion, and their intersections. Students share some of the responsibility for fostering an inclusive classroom and are expected to be respectful of others' perspectives and lived experiences.

Land Acknowledgement Statement

I/We recognize and acknowledge that at UIUC we are on the lands of the Peoria, Kaskaskia, Piankashaw, Wea, Miami, Mascoutin, Odawa, Sauk, Mesquaki, Kickapoo, Potawatomi, Ojibwe, and Chickasaw Nations. These lands were the traditional territory of these Native Nations prior to their forced removal; these lands continue to carry the stories of these Nations and their struggles for survival and identity. This acknowledgement and the centering of Native peoples is a start as we move forward.

Campus Support Resources

There are College and Campus resources if you are having troubles in this course, other courses, or in your life more generally. The Student Assistance Center can be reached at 217.333.0050. The Counseling Center is committed to providing a range of services intended to

help students develop improved coping skills in order to address emotional, interpersonal, and academic concerns. The Counseling Center provides individual, couples, and group counseling. All of these services are paid for through the health services fee. The Counseling Center offers primarily short-term counseling, but they do also provide referrals to the community when students could benefit from longer term services. <https://counselingcenter.illinois.edu/>.

Academic Integrity

According to the Student Code, 'It is the responsibility of each student to refrain from infractions of academic integrity, from conduct that may lead to suspicion of such infractions, and from conduct that aids others in such infractions.' Please know that it is my responsibility as an instructor to uphold the academic integrity policy of the University, which can be found here: <https://studentcode.illinois.edu/article1/part4/1-401/>

Accommodations

"To obtain disability-related academic adjustments and/or auxiliary aids, students with disabilities must contact the course instructor and the Disability Resources and Educational Services (DRES) as soon as possible. To contact DRES, you may visit 1207 S. Oak St., Champaign, call 333-4603, e-mail disability@illinois.edu or go to the [DRES website](#)."

Religious Observances

The Religious Observance Accommodation Request form is available here:

<https://odos.illinois.edu/community-of-care/resources/students/religious-observances/>

Submit the form to the instructor and to the Office of the Dean of Students (helpdean@illinois.edu) by the end of the second week of the course; in the case of exams or assignments scheduled after this period, students should submit the form to the instructor and to the Office of the Dean of Students as soon as possible.

Sexual Misconduct Reporting Obligation

The University of Illinois is committed to combating sexual misconduct. Faculty and staff members are required to report any instances of sexual misconduct to the University's Title IX and Disability Office. In turn, an individual with the Title IX and Disability Office will provide information about rights and options, including accommodations, support services, the campus disciplinary process, and law enforcement options. A list of the designated University employees who, as counselors, confidential advisors, and medical professionals, do not have this reporting responsibility and can maintain confidentiality, can be found here: wecare.illinois.edu/resources/students/#confidential. Other information about resources and reporting is available here: wecare.illinois.edu.

Family Educational Rights and Privacy Act (FERPA)

Any student who has suppressed their directory information pursuant to Family Educational Rights and Privacy Act (FERPA) should self-identify to the instructor to ensure protection of the privacy of their attendance in this course. See <http://registrar.illinois.edu/ferpa> for more information on FERPA.