

**NFS 286**  
**DNFS Senior Seminar**  
**Fall 2019 - 1-credit**

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Office Hours: Please use the following link to schedule an appointment during my office hours: <https://calendly.com/efpope/15min>. If you think your issue will take more than 15 minutes, please schedule multiple time slots. If none of the times work for you, you can email me THREE possible times you can meet, and I will get back to you.

### **COURSE OVERVIEW**

Transitioning from college to the next step in a nutrition career is very exciting, but can also be confusing and stressful. This course is designed to help you through the process of identifying what you'd like to do with your dietetics degree after graduating from UVM and completing the required materials for that opportunity. The course will involve self-reflection, goal setting, applied writing, interview simulation, and mentorship from myself as well as UVM MSD students and previous graduates. At the end of the course you should be prepared to apply for a job, dietetic internship, or graduate school. The course will also touch on stress-management techniques that can be used throughout your career and life.

### **REQUIRED READINGS**

I may use the class Blackboard site to post various assigned readings throughout the course.

### **COURSE FORMAT AND EVALUATION**

#### **Learning Objectives:**

- Identify a short-term career goal to pursue in the next year, and brainstorm what a long-term career goal might look like.
- Develop and refine materials needed for job or continuing education opportunities including a resume, a LinkedIn Profile, and a personal statement.
- Confidently approach interview scenarios.
- Identify and practice several stress-reduction techniques that are personally beneficial.

#### **Grading**

This course will use specifications grading as the grading mechanism. With specifications grading work either meets the satisfactory standard, or does not. There is no partial credit, and the only letter grade you receive will be your grade at the end of the semester, all assignments will be assessed as "Satisfactory" or "Unsatisfactory." In this system,

assignments are “bundled” into four tiers representing the requirements to master a set of learning goals and earn the corresponding letter grade. To earn a particular grade, you need to meet ALL the requirements in that grade bundle.

### **Why Specs Grading?**

My primary goal for NFS 286 is to prepare you to apply to a job, graduate school or an internship after UVM. The assignments are designed to determine whether you’re meeting the course objectives or you’re not. I’m instituting this grading system because I’m hoping it will increase engagement with the material, while decreasing stress over grades. I’ll be happy if everyone gets an A, but I’ll also be happy if everyone gets the grade they set out to get. Maybe you want to allocate your resources to other classes and get a “C” in this one. That’s fine, this structure lets you choose to do that by handing in less work, but the work you do hand in still needs to meet the specific assignment standards. If you want to earn an “A” you will need to produce quality work. To be successful in this system you will need to VERY carefully review assignment requirements before handing things in. Let’s state that again. Whenever you are completing an assignment in this course you should expect that on Blackboard the criteria needed to reach “satisfactory” are clearly denoted. Meet those.

### **Learning Objectives:**

Those who earn a “D” in the course will have demonstrated the ability to:

- Identify short-term career goal to pursue in the next year, and brainstorm what a long-term career goal might look like.

Those who earn a “C” in the course by illustrating a higher level of understanding will have also demonstrated their ability to:

- Identify and practice several stress-reduction techniques that are personally beneficial.

Those who earn a “B” in the course by illustrating a higher level of mastery will have also demonstrated their ability to:

- Develop materials needed for job or continuing education opportunities including a resume, a LinkedIn Profile, and a personal statement.

Those who earn an “A” in the course by illustrating the highest level of mastery will have also demonstrated the ability to:

- Develop **and refine** materials needed for job or continuing education opportunities including a resume, a LinkedIn Profile, and a personal statement.
- Confidently approach interview scenarios.

### **Grade Bundles:**

Minimum Requirements for an A:

1. Attend 13 classes (you get one “free” absence) where you are on-time and prepared.
2. Complete 5 Self-Reflections earning satisfactory
3. Complete the Resume assignment, earning satisfactory.

4. Complete the Personal Statement assignment at satisfactory level
5. Complete a viable LinkedIn Page earning satisfactory
6. Complete the Interview Prep Activity

Minimum Requirements for a B:

1. Attend 11 classes where you are on-time and prepared.
2. Complete 4 Self-Reflections earning satisfactory
3. Complete one draft of the Resume assignment, but not a revision.
4. Complete one draft of the Personal Statement assignment, but not a revision.
5. Complete a viable LinkedIn Page earning satisfactory

Minimum Requirements for a C:

1. Attend 9 classes where you are on-time and prepared.
2. Complete 3 Self-Reflections earning satisfactory

Minimum Requirements for a D:

1. Attend 8 classes where you are on-time and prepared.
2. Complete 2 Self-Reflections earning satisfactory

**“Candies” and Flexibility**

Sometimes life happens, and you’re not on your A game. Every student will be given 2 “candies” this semester. Just like real-world candy, this virtual candy is a special treat and will help make a subpar situation a bit better if used wisely and occasionally. You can use candies for the following:

- To revise an assignment that you did not earn “satisfactory” on. Revision must be completed within one week of receiving the original grade.
- To turn in an assignment up to 72 hours late
- Cashed in at the end of class to build your case for receiving a “+” grade, so an A+, B+, C+, D+.

Throughout the course there may be opportunities to earn additional candies. These opportunities will be announced in class and could include going to a specific talk, participating in a research project, or completing a bonus assignment. DO NOT beg for these opportunities. They are a possibility but are not guaranteed. Do not count on them to earn the grade you want.

**How do I earn a “+” or a “-“ grade within one grade-level? I.e. how do I earn an A+, B+, C+, A-, B-, C-**

“+” or “-“ grades will be awarded when a student’s level of achievement falls between bundles. For example, if you have met all the requirements for the “A” bundle, but missed 2 rather than the allowed 1 classes, you would receive an A-. If you met all the requirements for the “B” bundle and did 5 self reflections instead of 4, you would receive a B+. So, if you just exceed, or just fall short of a certain bundle you will be awarded a “+” or “-“ grade. Grades of A+ will only be awarded for performance that is above and beyond all course requirements.

## **Bargaining**

The course is setup so that you need to complete every assignment in a certain grade bundle in order to achieve that grade. If you do not complete every activity in a grade bundle please do not ask for special dispensation to achieve that grade. I will not bargain with you. Again, I WILL NOT BARGAIN WITH YOU. You can use candies to make up work you miss, and falling just short or just past a grade bundle can result in a “+” or “-“ grade, but please do not ask me to relax the grading bundles for you, that is not fair to the work your peers have done.

## **ASSIGNMENT OVERVIEW**

**Self Reflections** - Self-reflections will allow you to reflect on where you’re at in the process of figuring out “what’s next.” Self-reflections should be no longer than 500 words and touch on the following four topics:

1. What have you done since your last reflection to assist you on your journey to success after UVM?
2. Did you run into any snags, difficulties, or areas of uncertainty?
3. Name at least one success you have had small or large
4. What is/are your goal(s) for the next several weeks?
5. Name one stress-reduction technique you employed this week (can repeat from week to week)

Each Self Reflection can be completed in bullet or paragraph form and will be graded as satisfactory/unsatisfactory. See rubric on Blackboard or specifications sheet to see what elements need to be included to earn a satisfactory grade on your self-reflections.

**Resume Assignment** – You will be expected to draft a resume, check-in with Career Services, and your mentor, and then turn in a “final” draft that meets the expectations for “satisfactory.”

**LinkedIn Profile**- You will build a complete LinkedIn Profile. A complete profile will be deemed “satisfactory.”

**Personal Statement/Cover Letter Assignment** – Using DICAS guidelines, the guidelines of your first-choice program, or the guidelines for Cover Letters from Career Services, you will write your personal statement or Cover Letter. This will be an iterative process where you will write a first draft receive feedback from your mentor and your peers, then write a second draft that I will provide feedback on. This second draft will be the draft that needs to meet satisfactory standards.

**Class Evaluation** - A course evaluation will be administered in-class at the end of the semester. The evaluation is anonymous and used to help improve the course as well as for promotion and tenure decisions for the instructor. It is my expectation that you will complete the evaluation.

## **LATE POLICY**

If an assignment cannot be submitted on Blackboard, it is due by the beginning of class on the date specified. If an assignment can be submitted via Blackboard, it is due by midnight on the specified due date. No late assignments will be accepted. You can use a candy to extend a due date by 72 hours.

## **COMMUNICATION**

I want to facilitate your success in the course and will be happy to meet with you during office hours, or schedule an appointment as needed. **If you want to set up an appointment with me please email me three possible times you can meet.** Also, I do not generally answer emails during the evenings or weekends (work-life balance is important for health!), but I do promise to do my absolute best to get back to you within 1 working day.

## **ACADEMIC INTEGRITY**

UVM has an Academic Integrity policy that should be adhered to during this course. You can find a copy of the policy here: <http://www.uvm.edu/policies/student/acadintegrity.pdf>.

## **RELIGIOUS HOLIDAYS**

Students have the right to practice the religion of their choice. Each semester students should submit, in writing to their instructors, but the end of the second full week of class, their documented religious holiday schedule for the semester. Faculty must permit students who miss work for the purpose of religious observance to make up this work.

## **DISABILITY ACCOMMODATIONS**

Students requiring special assistance due to a disability are asked to contact the instructor during the first week of classes so that reasonable accommodation for the disability can be determined and arranged. Disability documentation, testing, and accommodations are coordinated through the Student Accessibility Services office on campus: <http://www.uvm.edu/~access/>.

## **ACADEMIC-ATHLETIC CONFLICTS**

Student athletes need to notify me of any classes they may miss due to documented athletic conflicts by the end of the second week of the semester. We will then work on a plan to allow the student-athlete to make-up any work they miss because of an athletic conflict.

## SCHEDULE

Date	Topic	Reading	Assignments Due
Aug. 28	Introductions/ What Are your Goals?	- No Readings for today	
Sept. 4	Stress Reduction Techniques	- Read through UVM's Living Well website: <a href="http://www.uvm.edu/~chwb/livingwell/">http://www.uvm.edu/~chwb/livingwell/</a>	Self-Reflection 1
Sept. 11	Process of Applying to Grad School/Dietetic Internship  Emailing a program director	- ACEND's website on applying to Dietetic Internships: <a href="http://www.eatrightpro.org/resources/acend/students-and-advancing-education/dietetic-internship-match-students">http://www.eatrightpro.org/resources/acend/students-and-advancing-education/dietetic-internship-match-students</a>	
Sept. 18	What Do You Want?	- <a href="https://markmanson.net/life-purpose">https://markmanson.net/life-purpose</a>	Self-Reflection 2 - ***Include at least a short reflection on your impression of the interprofessional education event you attended.***
Sept. 25	Resume Writing	- Explore UVM Career Service's Resume Page - <a href="http://www.uvm.edu/~career/?Page=resume.html&amp;SM=jobsubmenu.html">http://www.uvm.edu/~career/?Page=resume.html&amp;SM=jobsubmenu.html</a>	
Oct. 2	Program/Job Search	- Read through the program websites or job postings for five programs or jobs you're interested in. Organize their application requirements, deadlines, contact person, etc.	Self-Reflection 3
Oct. 9	LinkedIn Profile Building	- A plethora of LinkedIn Tips: <a href="https://blog.hubspot.com/blog/tabid/6307/bid/23454/the-ultimate-cheat-sheet-for-mastering-linkedin.aspx">https://blog.hubspot.com/blog/tabid/6307/bid/23454/the-ultimate-cheat-sheet-for-mastering-linkedin.aspx</a>	Resume Draft 1 Due

<b>Oct. 16</b>	Peer Review of Resume	<ul style="list-style-type: none"> <li>- “Job Hunting in the Digital Age” – Tara Siegel Bernard</li> <li>- Assigned peer-review resume</li> </ul>	LinkedIn Profile Due
<b>Oct. 23</b>	Personal Statement and Cover Letter Writing Part 1	<ul style="list-style-type: none"> <li>- Successful statement example</li> <li>- Resources from Cal Berkeley for personal statement writing: <a href="https://career.berkeley.edu/Grad/GradStatement">https://career.berkeley.edu/Grad/GradStatement</a></li> <li>- Cover Letter how to’s: <a href="https://www.uvm.edu/career/cover-letter">https://www.uvm.edu/career/cover-letter</a></li> </ul>	Resume Final Draft Due
<b>Oct. 30</b>	Personal Statement and Cover Letter Writing Part 2	<ul style="list-style-type: none"> <li>- Make sure you have read the readings from last week</li> </ul>	Self-Reflection 4
<b>Nov. 6</b>	Interviewing Successfully	<ul style="list-style-type: none"> <li>- UVM Career Center Interview Preparation: <a href="http://www.uvm.edu/~career/?Page=interview.html&amp;SM=jobsubmenu.html">http://www.uvm.edu/~career/?Page=interview.html&amp;SM=jobsubmenu.html</a></li> </ul>	Personal Statement Draft 1 Due
<b>Nov. 13</b>	Personal Statement and Cover Letter Peer Review	<ul style="list-style-type: none"> <li>- Read through the peer personal statement or cover letter you were assigned</li> </ul>	
<b>Nov. 20</b>	Advice from Recent Grads	<ul style="list-style-type: none"> <li>- No readings for today</li> </ul>	Personal Statement Draft 2 Due
<b>Nov. 27</b>	<b>THANKSGIVING BREAK!</b>		
<b>Dec. 4</b>	The DICAS Application and Wrap-Up	<ul style="list-style-type: none"> <li>- No readings for today</li> </ul>	Self-Reflection 5