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POL5200.E1

## Professional Identity Formation



### ☰ Course Description

This course sets the stage for students to embark on their professional journeys and enhance their professional skills. Professional identity formation involves internalizing a profound responsibility to the people one plans to serve and the issues one plans to focus on. This course begins, or furthers, the development of each student's sense of self as a professional and addresses concrete skill development, including basic workplace etiquette and communication, organizational teamwork, and reputation building.

**Do you want a PDF version of your Syllabus? Follow the [Student User Guide \(https://vermontlaw.instructure.com/courses/2222/files/301904?wrap=1\)](https://vermontlaw.instructure.com/courses/2222/files/301904?wrap=1) to obtain a copy for your records.**

**Teaching Professor: Melissa Racki**

**Course Credits: 0**

#### **Required Textbook and Materials:**

- No textbook is not required. Students can expect to find access to course material in each module of the course.

### ☰ Course Objectives

Upon successful completion of this course, you will be able to:

1. Articulate professional competencies valued by your current or anticipated employer;
2. Identify the values you would want or expect from a professional;
3. Differentiate between "professionalism" and "professional identity;"

4. Express your "personal brand;"
  5. Understand that how you communicate and perform academic tasks reflects how they are perceived as competent and responsible professionals;
  6. Recognize the Academic Regulations and Honor Code expectations of VLGS;
  7. Formulate personal ethos;
  8. Demonstrate professional competencies through formulated professional ethos; and
  9. Pitch yourself to an employer.
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## Instruction and Evaluation Activities

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A variety of learning activities are designed to support the course objectives, facilitate different learning styles, and build a community of learners. Learning activities for each module include the following:

### **Methods of Instruction | Readings and Multimedia**

This course will use various instructional materials, including journal articles, reports, content from websites, and videos on various topics.

### **Methods of Instruction | Interaction and Discussions**

This course is interactive. You will read, listen, review, and interact with the materials, each other, and me. Creating an interactive online community will stimulate class participation, which is an essential part of this course. You will interact with other students and me via regular discussion boards, cross-postings and comments on material, and one-on-one feedback with me. You are expected to stay engaged in the discussion board activities.

A good discussion post is:

- Substantial (relates to the course material)
- Concise (within prescribed limits)
- Provocative (encourages others to respond)
- Creative (expands concepts or connects ideas in new ways)
- Timely (within prescribed time requirements)
- Logical (supports point of view with reasons and evidence)
- Grammatical (is well written)

Only those comments that meet these criteria receive full credit.

### **Methods of Evaluation | Writing Assignments, Projects, and Assessments**

This course will include five discussion assignments, one written assignment, and one final project. All written work should be excellent, high-quality academic work. At this stage in your career, you

must set high standards for your written work product. All word counts include footnotes. Rubrics are provided for each assignment.

## Due Dates

The Course Schedule provides due dates for all instructional and evaluation activities.

## Grading Policy and Scale

Final Grades in this course are determined by the following criteria:

### Grading Policy

Assignment Category	Weight of Category
Discussions	50%
Written Assignments	25%
Final Project	25%
<b>Total</b>	<b>100%</b>

**Professional Identity Formation (POL 5200.E1) is a Pass/Fail course. Students must receive a score of  $\geq 75\%$  to Pass this course.**

### Course Schedule

### Course Schedule

### Assignments and Reading Overview

#### Module 1: Values and Competencies

##### Reading:

- *4 Rules to Creating a 60 Second Introduction or About Me Video*
- How to Build the Social Ties You Need at Work.
- *The 4 Levels of Competence: Definition and Examples*
- *10 Core Competencies and Skills Valued by Employers*
- 15 Professional Values for a Successful Career

##### Deliverable(s): *Discussion*

##### 1. Introduce Yourself

- Let's get familiar with Canvas Studio! Canvas Studio is a communication tool that allows instructors and students to actively collaborate through video and audio media. You will be

using Canvas Studio for your Final Project. Use this no-stakes assignment to get familiar with Canvas Studio. You can review the Student User Guide at Vermont Law & Graduate School Links to an external site. for instructions on using Canvas Studio. Once you are in the Student User Guide, click Start Course, then, on the left navigation panel, click Submitting a Video Assignment.

**Deliverable(s):** *Discussion*

1. Building Social Ties

- You will be using Canvas Studio for your Final Project. Use this no-stakes assignment to get familiar with Canvas Studio. You can review the Student User Guide at Vermont Law & Graduate School for instructions on using Canvas Studio. Once you are in the Student User Guide, click Start Course, then, on the left navigation panel, click Submitting a Video Assignment.

**Deliverable(s):** *Discussion*

1. Professional Competencies **100 POINTS**

- Read The 4 Levels of Competence: Definition and Examples and 10 Core Competencies and Skills Valued by Employers. In a Word document, articulate seven professional competencies valued by your current or anticipated employer. Be sure to identify the current or anticipated employer, provide a single word or phrase for each competency, and offer a brief description of each competency. Post your Word document. Once you post your Word document, read at least two of your colleagues' submissions and provide feedback.

**Deliverable(s):** *Discussion*

1. Professional Competencies **100 POINTS**

- Read 15 Professional Values for a Successful Career. In a Word document, begin with a paragraph explaining the difference between competencies and values. Then, identify five of the values you would want or expect from a professional. Provide a single word or phrase for each value, and offer a brief description of each competency. Post your Word document. Once you post your Word document, read at least two of your colleagues' submissions and provide feedback.

**Module 2: Professional, Professionalism, and Professional Identity**

**Reading:**

- The quotes in *Module 2: Introduction and Learning Objectives* and *Module 2: Reading and Content*.
- *Ethical Principles of Psychologists and Code of Conduct* (ONLY the *General Principles* tab).

- *World Health Organization Code of Ethics and Professional Conduct* (ONLY 3.2 WHO's ethical principles and 3.3 Ethical Principles in Practice).
- **Take** the VLGS Code of Conduct Quiz. you must get 100% to move on to Module 3.
- **Review** and begin filling out the Professional Identity Formation Worksheet. Completing this worksheet will assist you with your Final Project.

**Deliverable(s):** *Discussion*

1. Separating Professional, Professionalism, and Professional Identity **100 POINTS**
  - Review the quotes in *Module 2: Introduction and Learning Objectives* and *Module 2: Reading and Content*.
  - In a *Word* document, answer the prompts and questions. Once you post your *Word* document, read at least one of your colleagues' submissions and provide feedback.

**Deliverable(s):** *Discussion*

1. Ethics and Integrity **100 POINTS**
  - Read Ethical Principles of Psychologists and Code of Conduct and the World Health Organization Code of Ethics and Professional Conduct.
  - In a *Word* document, answer the prompts and questions. Once you post your *Word* document, read at least one of your colleagues' submissions and provide feedback

### Module 3: Building Your Reputation and Your Personal Brand

**Reading:**

- Build Your Reputation as a Trustworthy Leader
- 17 Ways To Build a Reputation
- What's the Point of a Personal Brand?
- **Review** and begin filling out the Professional Identity Formation Worksheet. Completing this worksheet will assist you with your Final Project.

**Watch**

- Simon Sinek: Why Leaders Eat Last.

**Deliverable(s):** *Discussion*

1. Reputation Strengths and Weaknesses **100 POINTS**
  - **Read** Build Your Reputation as a Trustworthy Leader and 17 Ways To Build a Reputation.

- **Watch** Simon Sinek: Why Leaders Eat Last
- In a *Word* document, identify two areas from each article where you excel and identify one area from each article where you know you want to improve. Identify a plan for improvement. Identify one concept that you learned from *Simon Sinek: Why Leaders Eat Last* that you can implement in your life to improve your reputation as a trustworthy leader.

**Deliverable(s):** *Assignment*

1. Defining Our Ethos **250 POINTS**

- Read [Live And Lead With Ethos—Not Ego](https://www.forbes.com/sites/forbesbusinesscouncil/2022/06/17/live-and-lead-with-ethos-not-ego/?sh=5f47a2e66d29) (<https://www.forbes.com/sites/forbesbusinesscouncil/2022/06/17/live-and-lead-with-ethos-not-ego/?sh=5f47a2e66d29>). Develop five personal ethos you want to embody. Explain each ethos.

**Module 4: Mindset – Resilience, Grit, and Imposter Syndrome**

**Reading:**

- Dealing With Impostor Syndrome When You're Treated as an Impostor (You have a free New York Times account through VLGS)
- 5+ Ways to Develop a Growth Mindset Using Grit & Resilience.

**Watch:**

- Grit: the power of passion and perseverance | Angela Lee Duckworth

**Deliverable(s):** *Assignment*

1. Final Project (The Elevator Pitch) **250 POINTS**

- **PROMPT:** You are vacationing in Mykonos, Greece. You are sitting in Branco Mykonos's garden restaurant enjoying sushi when Elon Musk walks in and sits down next to you. He is on his cell phone and engaged in an intense conversation about a new position at Tesla. You are not trying to eavesdrop, but you can't help but overhear that Elon is looking for an Executive Climate and Environmental Policy Officer to help advance sustainable transportation infrastructure across Europe. Since leaving Vermont Law and Graduate School, you have been trying to enter this career field. As Elon sets his phone down, he turns to you and half-jokingly says, "You wouldn't happen to be qualified to be an Executive Climate and Environmental Policy Officer, would you?" You quickly say that you actually have a Masters of Climate and Environmental Policy. Elon looks interested and says, you have two minutes to give me your elevator pitch. I'll fly you to Austin, Texas, for a full interview next week if you nail it. Using Canvas Studio, record and upload your two-minute elevator pitch.

I will assign grades for assignments per the following grading system and in accordance with the

Academic Standards in the [Student Handbook](https://www.vermontlaw.edu/sites/default/files/2023-08/2023-24_student-handbook_rev20230808_1414.pdf): [↗ \(https://www.vermontlaw.edu/sites/default/files/2023-08/2023-24\\_student-handbook\\_rev20230808\\_1414.pdf\)](https://www.vermontlaw.edu/sites/default/files/2023-08/2023-24_student-handbook_rev20230808_1414.pdf)

### Grading Scale

Letter Grade	Grade Point Average (GPA)	Percentage
A	4.00	94-100%
A-	3.66	90-93%
B+	3.33	87-89%
B	3.00	84-86%
B-	2.66	80-83%
C+	2.33	77-79%
C	2.00	74-76%
C-	1.66	70-73%
D+	1.33	67-69%
D	1.00	64-66%
F	0.00	<64%



## Course Expectations

### Student Expectations


I expect you to log on to the course each week, review assigned material, consider the material on your own, and participate in activities and assignments presented in each module. I expect you to post all assignments by the stated deadlines and exhibit significant effort and professionalism in all work. Finally, I expect you to participate in a timely and responsive manner, which may include

multiple posts and exchanges prior to an assignment deadline.

## Faculty Expectations

I will be online and available to answer e-mails, posts to the **Ask Your Professor** page, and other asynchronous inquiries at least five days each week and will endeavor to answer questions within **48 hours**. The fastest way to reach me is by email at [mracki@vermontlaw.edu](mailto:mracki@vermontlaw.edu) (<mailto:mracki@seattleu.edu>). If you want to speak with me over the phone or through chat, send me an e-mail, and I will arrange a time to talk. I will provide feedback on assignments within **7 days**. I am available for office hours via Microsoft Teams or phone (your choice) Monday through Friday from 8 am to 4 pm ET.

## Academic Support

The Academic Success Program (ASP) is empowering, individualized, and available to every Vermont Law and Graduate School student. ASP offers skill-building through workshops, one-on-one consultation, and mentoring by upper-level students. If you are looking for ways to shrink the learning curve, ASP can connect you with study aids and supplemental materials that fit your specific needs. You can visit ASP virtually through the [ASP Portal](https://www.vermontlaw.edu/community/students/academic-success)  (<https://www.vermontlaw.edu/community/students/academic-success>).

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## Academic Policies

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### Participation

Each module/week, you may engage in whole class and small group discussion boards. Your participation and engagement in these boards will be assessed each week based on the quality and accuracy of your answers to the assigned questions and tasks and your interaction and engagement with your peers. Failure to participate in the assigned discussion forums in accordance with the prescribed directions will significantly affect your grade as it reflects your level of effort in the course's learning community. Your posts, including the accuracy, as well as your replies and comments to your peers, should contribute to the overall learning community. **Your participation will be assessed using the applicable Rubric.**

Please keep all discussions in the assigned module discussion forums. Discussions posted in the **Hallway Discussions** and **Ask Your Professor** discussion forums will not count toward weekly participation.

### Attendance

You are expected to participate in all course activities except where religious observance, serious illness, personal emergency, or a reason that is adequate in my judgment that prevents such participation. **Attendance** means posting answers to discussion questions, participating in the online



community, and submitting all assignments in a timely fashion.

## Late Work

You must complete all activities in this course by the identified deadlines in the Course Schedule. Failure to submit an assignment, complete a discussion, or participate as outlined in the Learning Modules and Course Schedule, will lead to a grade reduction. I recognize that you all have busy personal and professional lives that sometimes make meeting deadlines impossible. Early communication with me is vital if you are going to submit an assignment outside of the prescribed time. If an assignment is late, you will lose 10% of the total potential points scored on the assignment. You will lose an additional 10% for each additional day the assignment is late. I will not accept an assignment more than **two** days after the due date.

This late policy does not apply if I have approved an extension for the requested activities because of an emergency or other extenuating circumstances. You must promptly request the extension and inform me of any extenuating personal circumstances that warrant an extension.

If you have an emergency or some other extenuating personal circumstance, you must inform me as soon as possible. Only upon this notification will I be able to discuss a possible accommodation.

**If there is a medical or family emergency or other extraordinary or extenuating circumstance, you should contact the Vice Dean for Students and me to make alternative arrangements. Again, prompt communication is key, and that is your responsibility**

## Professor Comments

I will provide substantive comments on each of your deliverables. I may provide additional comments during general discussions. If you have questions or doubts about the course or assignment instructions, use the **Ask Your Professor** forum or individual e-mail to seek an answer. Note that email is the fastest way to reach me.

## Add/Drop and Incomplete Policy

Please refer to the [Student Handbook](https://www.vermontlaw.edu/sites/default/files/2023-08/2023-24_student-handbook_rev20230808_1414.pdf) [↗ \(https://www.vermontlaw.edu/sites/default/files/2023-08/2023-24\\_student-handbook\\_rev20230808\\_1414.pdf\)](https://www.vermontlaw.edu/sites/default/files/2023-08/2023-24_student-handbook_rev20230808_1414.pdf) to review these policies. You can find the **Student Handbook** on the [Online Resources page](https://vermontlaw.sharepoint.com/sites/OnlineLearning/SitePages/OLP-Resources.aspx). [↗ \(https://vermontlaw.sharepoint.com/sites/OnlineLearning/SitePages/OLP-Resources.aspx\)](https://vermontlaw.sharepoint.com/sites/OnlineLearning/SitePages/OLP-Resources.aspx)

## Academic Honesty

The Vermont Law and Graduate School Honor Code and the Code of Ethics apply to all activities, assignment submissions, and conduct in this course. You are required to be familiar with the Honor Code. Student conduct in this course may not violate the Prohibited Conduct classes of violations recognized in the Honor Code (located in the [Student Handbook](https://www.vermontlaw.edu/sites/default/files/2023-08/2023-24_student-handbook_rev20230808_1414.pdf) [↗ \(https://www.vermontlaw.edu/sites/default/files/2023-08/2023-24\\_student-handbook\\_rev20230808\\_1414.pdf\)](https://www.vermontlaw.edu/sites/default/files/2023-08/2023-24_student-handbook_rev20230808_1414.pdf)).

Plagiarism is a class one violation of Vermont Law and Graduate School's Honor Code. The school uses various software programs to detect plagiarism in all forms. I will report any suspected cases of plagiarism to the Vice Dean for Students.

Read the Vermont Law and Graduate School Student Handbook section on plagiarism and the article, [What You Don't Know Can Hurt You: How to Recognize Plagiarism and Avoid Committing It](https://www.vermontlaw.edu/sites/default/files/2022-07/Plagiarism%20Presentation%20AFC%202022.pdf),  [\(https://www.vermontlaw.edu/sites/default/files/2022-07/Plagiarism%20Presentation%20AFC%202022.pdf\)](https://www.vermontlaw.edu/sites/default/files/2022-07/Plagiarism%20Presentation%20AFC%202022.pdf) prior to submitting your first assignment.

## Netiquette

All communications in this course (email, discussion boards, and assignments) should use good netiquette. For an overview and explanation of this, visit the [Netiquette Home Page](http://www.albion.com/netiquette/)  [\(http://www.albion.com/netiquette/\)](http://www.albion.com/netiquette/) and follow the [Core Rules of Netiquette](http://www.albion.com/netiquette/corerules.html)  [\(http://www.albion.com/netiquette/corerules.html\)](http://www.albion.com/netiquette/corerules.html).

## Accessibility

We encourage students with disabilities, visible or hidden, to seek appropriate accommodations. Discussions regarding accommodations are confidential. The VLGS student handbook authorizes me to make some accommodations, but others may require an additional request. Please visit the accommodations page within the [Academic Success Program](https://www.vermontlaw.edu/community/students/academic-success/accommodations)  [\(https://www.vermontlaw.edu/community/students/academic-success/accommodations\)](https://www.vermontlaw.edu/community/students/academic-success/accommodations) to seek more information and contact the Vice Dean for Students. Accommodation resources are not retroactive, so please inform us as early as possible if you need accommodations. We will provide reasonable access in line with the [Disability Policy](https://www.vermontlaw.edu/sites/default/files/2018-10/2018-2019DISABILITYPOLICYANDPROCEDURES.pdf)  [\(https://www.vermontlaw.edu/sites/default/files/2018-10/2018-2019DISABILITYPOLICYANDPROCEDURES.pdf\)](https://www.vermontlaw.edu/sites/default/files/2018-10/2018-2019DISABILITYPOLICYANDPROCEDURES.pdf).

## Title IX

Vermont Law and Graduate School (VLGS) is committed to fostering a safe, productive learning environment. Title IX and VLGS policy prohibit discrimination based on sex. Sexual misconduct – including harassment, domestic and dating violence, sexual assault, and stalking – is also prohibited at VLGS.

VLGS encourages anyone experiencing sexual misconduct to talk to someone about what happened, so they can get the support they need, and VLGS can respond appropriately.

If a student wishes to speak confidentially about an incident of sexual misconduct, wants more information about filing a report, or has questions about school policies and procedures, please contact VLGS's [Title IX Coordinator](https://www.vermontlaw.edu/title-ix)  [\(https://www.vermontlaw.edu/title-ix\)](https://www.vermontlaw.edu/title-ix).

VLGS is legally obligated to investigate reports of sexual misconduct. Therefore, VLGS cannot guarantee the confidentiality of a report, but VLGS will consider a request for confidentiality and


respect it to the extent possible.

Professors are also required to report incidents of sexual misconduct and thus cannot guarantee confidentiality. This policy includes any mention of sexual misconduct that a student might make in their written work. A professor must provide VLGS's Title IX coordinator with relevant details, such as the names of those involved in the incident.

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## Other Policies






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All student handbook policies and procedures apply to this course. For more information about student academic and institutional policies, read the [Student Handbook](https://www.vermontlaw.edu/sites/default/files/2023-08/2023-24_student-handbook_rev20230808_1414.pdf)  ([https://www.vermontlaw.edu/sites/default/files/2023-08/2023-24\\_student-handbook\\_rev20230808\\_1414.pdf](https://www.vermontlaw.edu/sites/default/files/2023-08/2023-24_student-handbook_rev20230808_1414.pdf)).

**Last modified:** 06/06/24

## Course Summary:

Date	Details	Due
Mon Aug 26, 2024	 <a href="https://vermontlaw.instructure.com/courses/2222/assignments/28638">Module 1 Student Video Assignment: Introduce Yourself</a> ( <a href="https://vermontlaw.instructure.com/courses/2222/assignments/28638">https://vermontlaw.instructure.com/courses/2222/assignments/28638</a> )	due by 11:59pm
Thu Aug 29, 2024	 <a href="https://vermontlaw.instructure.com/courses/2222/assignments/28632">Module 1 Discussion: Building Social Ties</a> ( <a href="https://vermontlaw.instructure.com/courses/2222/assignments/28632">https://vermontlaw.instructure.com/courses/2222/assignments/28632</a> )	due by 11:59pm
Sun Sep 1, 2024	 <a href="https://vermontlaw.instructure.com/courses/2222/assignments/28634">Module 1 Discussion: Professional Competencies</a> ( <a href="https://vermontlaw.instructure.com/courses/2222/assignments/28634">https://vermontlaw.instructure.com/courses/2222/assignments/28634</a> )	due by 11:59pm
Sun Sep 15, 2024	 <a href="https://vermontlaw.instructure.com/courses/2222/assignments/28635">Module 1 Discussion: Professional Competencies Continued</a> ( <a href="https://vermontlaw.instructure.com/courses/2222/assignments/28635">https://vermontlaw.instructure.com/courses/2222/assignments/28635</a> )	due by 11:59pm
Sun Sep 15, 2024	 <a href="https://vermontlaw.instructure.com/courses/2222/assignments/28635">Module 2 Discussion: Ethics and Integrity</a> ( <a href="https://vermontlaw.instructure.com/courses/2222/assignments/28635">https://vermontlaw.instructure.com/courses/2222/assignments/28635</a> )	due by 11:59pm

Date	Details	Due
	<a href="https://vermontlaw.instructure.com/courses/2222/assignments/28636">courses/2222/assignments/28636</a>	
	 <b>Module 2 Discussion: Separating Professional, Professionalism, and Professional Identity</b> ( <a href="https://vermontlaw.instructure.com/courses/2222/assignments/28633">https://vermontlaw.instructure.com/courses/2222/assignments/28633</a> )	due by 11:59pm
	 <b>VLGS Code of Conduct</b> ( <a href="https://vermontlaw.instructure.com/courses/2222/assignments/28641">https://vermontlaw.instructure.com/courses/2222/assignments/28641</a> )	due by 11:59pm
	 <b>Module 3 Assignment: Defining Our Ethos</b> ( <a href="https://vermontlaw.instructure.com/courses/2222/assignments/28639">https://vermontlaw.instructure.com/courses/2222/assignments/28639</a> )	due by 11:59pm
Sun Sep 29, 2024	 <b>Module 3 Discussion: Reputation Strengths and Weaknesses</b> ( <a href="https://vermontlaw.instructure.com/courses/2222/assignments/28637">https://vermontlaw.instructure.com/courses/2222/assignments/28637</a> )	due by 11:59pm
Sun Oct 6, 2024	 <b>Module 4 Assignment: FINAL PROJECT (The Elevator Pitch)</b> ( <a href="https://vermontlaw.instructure.com/courses/2222/assignments/28640">https://vermontlaw.instructure.com/courses/2222/assignments/28640</a> )	due by 11:59pm