## WWCC Course Syllabus

<table>
<thead>
<tr>
<th>Course Identifier:</th>
<th>AGPR 100</th>
<th>Year Quarter:</th>
<th>Winter 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Title:</td>
<td>Orientation to Agriculture</td>
<td>Item Number:</td>
<td>0050</td>
</tr>
<tr>
<td>Instructor Name:</td>
<td>Melissa Holecek</td>
<td>Office Phone:</td>
<td>(509) 524-5208</td>
</tr>
<tr>
<td>Office Location:</td>
<td>2013 (Water Center)</td>
<td>E-mail:</td>
<td><a href="mailto:melissa.holecek@wwcc.edu">melissa.holecek@wwcc.edu</a></td>
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</tbody>
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### Name of Textbook: None required

### Credits: 3

### Teaching Format: 3 hrs. Lecture

### Location: Water Center, Room 2063

### Course Description:
A survey of the agriculture and natural resource industries concerning different jobs, working conditions, employment structure, and employee-employer relationships. Each student builds a personal job portfolio to include letters of application, cover letter, resume, references, and job interview techniques.

### Course Topics:
1. Today’s Agriculture and Natural Resource Industries
2. Employment in the Agriculture and Natural Resource Industries
3. Employment Applications
4. Cover Letters
5. Resumes
6. Career Planning
7. Goal Setting
8. Interviewing
Student Learning Outcomes: By the end of this course, students will be able to:

a. Create an awareness of different careers in the agricultural industry.
b. Identify personal development and technical competencies for employment.
c. Develop short- and long-term goals and an educational training plan to achieve career goals.
d. Show understanding and participation in employment interview techniques and their critique.
e. Compose a personal portfolio.
f. Develop a plan to obtain short and long term goals.
g. Develop short and long term goals to attain leadership and human relations skills

Student Learning Assessment Strategy:

Assessment Devices:
A. Assignments
B. Oral Interview
C. Speaker Summaries
D. Attendance and Participation

Course evaluation:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>Assignments</td>
<td>50%</td>
</tr>
<tr>
<td>Oral Interview</td>
<td>10%</td>
</tr>
<tr>
<td>Speaker Summaries</td>
<td>30%</td>
</tr>
<tr>
<td>Attendance &amp; Part.</td>
<td>10%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
</tr>
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Assignments:
1. Job Search and Networking
2. Portfolio
3. Fact Sheet
4. Application
5. Cover Letter
6. Draft Cover Letter
7. Resume
8. Draft Resume
9. Job announcement for interview
10. Career goal/plan
Grading scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>93.0-100</td>
</tr>
<tr>
<td>A-</td>
<td>90.0-92.9</td>
</tr>
<tr>
<td>B+</td>
<td>87.0-89.9</td>
</tr>
<tr>
<td>B</td>
<td>83.0-86.9</td>
</tr>
<tr>
<td>B-</td>
<td>80.0-82.9</td>
</tr>
<tr>
<td>C+</td>
<td>77.0-79.9</td>
</tr>
<tr>
<td>C</td>
<td>73.0-76.9</td>
</tr>
<tr>
<td>C-</td>
<td>70.0-72.9</td>
</tr>
<tr>
<td>D+</td>
<td>65.0-69.9</td>
</tr>
<tr>
<td>D</td>
<td>60.0-64.9</td>
</tr>
<tr>
<td>F</td>
<td>&lt;60</td>
</tr>
</tbody>
</table>

**Student code of conduct:** Students will abide by the policies and procedures set forth in the WWCC Student Handbook, which may be viewed at:


Please note:

1. There shall be no use of tobacco products in the classroom. This includes chewing tobacco and e-cigarettes.
2. Students will not cheat or plagiarize on any coursework or exams. Students caught cheating or plagiarizing will, at a minimum, receive a zero on the assignment or exam, and will possibly receive a failing grade in the course, and/or be immediately dropped from the course, and/or be recommended for dismissal or suspension from the college.

If you have a disability for which you are or may be requesting an accommodation, contact both your instructor and Claudia Angus, Coordinator of Disability Support Services on campus (room 133C; (509) 527-4543; claudia.angus@wwcc.edu) as early as possibly in the quarter.
AGPR 100
Tentative Schedule Winter Quarter 2014

Week 1  
1/6  –  Introduction
  1/8  –  The Job Search

Week 2  
1/13  –  Applications
  1/15  –  Guest speaker

Week 3  
1/20  –  WWCC CLOSED
  1/22  –  Applications due, begin cover letters/letters of interest

Week 4  
1/27  –  Cover letters continued; peer review during class
  1/29  –  Guest speaker

Week 5  
2/3  –  Resumes
  2/5  –  Guest speaker

Week 6  
2/10  –  Resumes continued, Intro to interviews
  2/12  –  Resumes due, guest speaker

Week 7  
2/17  –  WWCC CLOSED
  2/19  –  Guest speaker

Week 8  
2/24  –  Interviews
  2/26  –  Guest speaker

Week 9  
3/3  –  Mock Interviews, Portfolio Due at Interview
  3/5  –  Mock Interviews, Portfolio Due at Interview

Week 10  
3/10  –  Mock Interviews, Portfolio Due at Interview
  3/12  –  Mock Interviews, Portfolio Due at Interview

Week 11  
3/17  –  Mock Interviews, Portfolio Due at Interview

Final Exam  
3/20  –  Mock Interviews, Portfolio Due at Interview