AGPR 100: Introduction to Agriculture and Natural Resource Careers

DEPARTMENT:  Agriculture  
INSTRUCTOR:  Melissa Holecek  
CONTACT INFO:  Office #  2015 (Water Center)  
              524-5208  
              Email  melissa.holecek@wwcc.edu  
              Office Hours  1:30-2:20am MW, 2:30-3:20 TThF, or by appointment  

TYPE OF COURSE:  Lecture, class discussions, homework assignments  
LENGTH OF COURSE:  Fall quarter—11 weeks  
CREDIT HOURS:  3  
CLASS SIZE:  Maximum 24  
PREREQUISITE:  None  

COURSE DESCRIPTION:  A survey of the agriculture industry looking at different jobs, working conditions, employment structure, and employee-employer relationships. Each student builds a personal job portfolio to include letters of application, 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  

INTENDED LEARNING OUTCOMES:  

Upon completion of this course, students will be able to:  
A. Identify career opportunities in the agricultural and natural resource 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.  

REFERENCE TEXT:  None.  
ADDITIONAL:  Supplemental literature and materials to be supplied.
AGPR 100: Introduction to Agriculture and Natural Resource Careers

Course Expectations:

1. **Attendance and Participation**: Class participation will be measured through class attendance and participation during class. This will be 5% of the course grade. Please attend each class on time. Each absence will deduct from your participation grade.

2. **Entry tasks**: Most days at the beginning of class you will be given an entry question. These questions are designed to help you identify and critique desirable leadership and employment characteristics and you evaluate yourself and your employability. Responses will be graded on their level of completeness. Most questions will not have a right or wrong answer. You will typically be given 5-10 minutes to complete the entry task. Entry tasks will be 10% of your course grade.

3. **Assignments**: Assignments will include networking contact lists, applications, resumes, cover letters, goal setting worksheets, and other career preparation activities. Assignments will be 55% of the course grade.

4. **Speaker Summaries**: Throughout the quarter you will have the opportunity to hear from a number of industry professionals and possibly some student interns. These invited guest speakers will discuss their professional journey, the challenges they have encountered, advice on college and the job hunt, and details of their employers and the types of employees they wish to hire (maybe you?). For each guest speaker, you will write a 400-500 word summary (see speaker Summary Directions Sheet). To earn credit for a speaker summary, you must have been present in class for the duration of the speaker’s talk. Speakers are from a wide range of industries, as this course serves many degrees. Speaker summaries will be 20% of your course grade.

5. **Oral Interview**: At the end of the quarter you will participate in a mock interview. The interview will last approximately 15 minutes (10 minutes for questions and 5 minutes for feedback). You will be required to submit your portfolio at your interview including the job posting for the position you are interviewing for. Your portfolio should include a resume, cover letter, and application tailored to the position for which you are applying. See the interview grading rubric for grading details. There will be no make-up opportunities for missed interviews.

**Grading Summary**:

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<th>Component</th>
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<tr>
<td>Attendance &amp; Participation</td>
<td>5%</td>
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<tr>
<td>Entry tasks</td>
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<td>Assignments</td>
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<td>Speaker Summaries</td>
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<td>Oral Interview</td>
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**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 Fall Quarter 2014

Week 1
9/22  Introduction
      Syllabus
      Self-evaluation assignment

9/24  The Job Search
      Networking assignment

Week 2
9/29  Meet in library resource room 282
      Self-evaluation assignment due
      Begin applications

    10/1  Networking assignment due
          Career goals assignment

Week 3
10/6   Meet in library resource room 282
       Applications due
       Career goals assignment due
       Begin cover letters/letters of interest
       Action verb list

    10/8   Meet in library resource room 282
       Peer review cover letters/letters of interest (bring two printed copies of your cover
cover letter/letter of interest to class)
       Begin resumes

Week 4
10/13  Meet in library resource room 282
       Cover letters/letters of interest due
       Resumes work time

    10/15  Guest speaker 1

Week 5
10/20  Meet in library resource room 282
       Guest speaker summary 1 due
       Resumes due
       Writing professional emails

    10/22  Email assignment due
           Guest speaker 2
Week 6
10/27 Guest speaker 2 summary due
   Professional phone calls (position inquiry, reference inquiry, application inquiry)
   Self-introduction to a group
   Introducing a peer at a networking opportunity
10/29 Guest speaker 3

Week 7
11/3 Guest speaker 3 summary due
   What to do at a job fair, Intro to interviews
11/5 Thank you letters

Week 8
11/10 **Meet in library resource room 282**
   Thank you letter due
   Researching employers
11/12 Mock Interviews, Portfolio Due at Interview

Week 9
11/17 Mock Interviews, Portfolio Due at Interview
   Interview thank you letter (standard business letter format) due for students who interviewed 11-12-14 (submit in my box, Water Center room 2015 by 4pm)
11/19 *No class advising day*
   Interview thank you letter (standard business letter format) due for students who interviewed 11-17-14 (submit in my box, Water Center room 2015 by 4pm)

Week 10
12/1 Mock Interviews, Portfolio Due at Interview, interview thank you letter (standard business letter format) due for students who interviewed 11-19-14 (submit in my box, Water Center room 2015 by 4pm)
12/3 Mock Interviews, Portfolio Due at Interview, interview thank you letter (standard business letter format) due for students who interviewed 12-1-14 (submit in my box, Water Center room 2015 by 4pm)

Week 11
12/8 Mock Interviews, Portfolio Due at Interview, interview thank you letter (standard business letter format) due for students who interviewed 12-3-14 (submit in my box, Water Center room 2015 by 4pm)
12/10 (Final Exam timeslot) Mock Interviews, Portfolio Due at Interview, interview thank you letter (standard business letter format) due for students who interviewed 12-8-14(submit in my box, Water Center room 2015 by 4pm)
12/11 Interview thank you letter (standard business letter format) due for students who interviewed 12-10-14 (submit in my box, Water Center room 2015 by 4pm)