AGPR 100: Introduction to Agriculture and Natural Resource Careers

DEPARTMENT: Agriculture
INSTRUCTOR: Melissa Holecek

CONTACT INFO: Office # 2015 (Water Center)
Phone # 524-5208
Email melissa.holecek@wwcc.edu
Office Hours 9:30-10:20am MTThF, 2:30-3:20 F, 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 and natural resource 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.
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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. If you are not in your seat when attendance is taken, you will not earn attendance points for that day. 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 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, business letter writing, professional email writing, and other career preparation activities. Assignments will be 55% of the course grade. Late assignments will be penalized 10% per class day late. Late assignments (except mock interview portfolios and interview thank you letters) may be turned in up to two class periods late. No late mock interview portfolios or interview thank you letters will be accepted.

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 industry professionals will discuss their professional journey, the challenges they have encountered, advice on college and the job hunt, and details on their employers and the types of employees they wish to hire (maybe you?). For each speaker, you will write a 400-500 word summary (see speaker Summary Directions Sheet). If the speaker presented in class, to earn credit for a speaker summary, you must be present in class for the duration of the speaker’s talk. During the week of February 9th, an industry connection guest speaker summary (#3) will be assigned. This speaker summary will be due Wednesday of the following week. Scheduled 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 and a full list of portfolio components. There will be no make-up opportunities for missed interviews. Your mock interview will be 10% of your course grade.

**Grading Summary**:

- Attendance & Participation: 5%
- Entry tasks: 10%
- Assignments: 55%
- Speaker Summaries: 20%
- Oral Interview: 10%
- Total: 100%
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**Student code of conduct:** Students will abide by the policies and procedures set forth in the WWCC Student Handbook.

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.

**Class cancellation and college closure procedure:**
In case of cancelled class, you are expected to check the syllabus/course calendar and complete the work that we would have covered in class. This work (assignment or reading) needs to be completed for the next class. If a new assignment would have been handed out in class or the due date of an assignment has changed, I will post an announcement in the Canvas course shell to notify everyone of the change. Feel free to e-mail me with any questions.
AGPR 100
Tentative Schedule Winter Quarter 2015

Week 1
1/5 Introduction
Syllabus
Networking assignment

1/7 The job search
Career goals assignment

Week 2
1/12 Meet in library resource room 282
Begin applications
Skill inventory assignment
Networking assignment due

1/14 Meet in library resource room 282
Applications due
Cover letters
Action verb list

Week 3
1/19 WWCC Closed

1/21 Meet in library resource room 282
Peer review cover letters/letters of interest (bring two printed copies of your cover letter/letter of interest to class)
Resumes

Week 4
1/26 Meet in library resource room 282
Cover letters/letters of interest due
Resume work time

1/28 Guest speaker 1

Week 5
2/2 Meet in library resource room 282
Guest speaker summary 1 due
Resume due
Writing professional emails

2/4 Email assignment due
Guest speaker 2
Week 6
2/9 Guest speaker 2 summary due
Self-introduction to a group
Introducing a peer at a networking opportunity
Professional phone calls (position inquiry, reference inquiry, application inquiry)
Mock interview job posting due Wed.

2/11 What to do at a job fair
Interview skills
Mock interview job posting due
Industry connection guest speaker summary 3 assigned

Week 7
2/16 WWCC Closed

2/18 No regular class meeting
Assignment: speaker summary #3 due (submit the assignment via email as an attached word document, send to melissa.holecek@wwcc.edu, due by 4pm)

2/19 Natural Resource, Energy and Ag Job Fair, Water Center Lobby 1-4pm

Week 8
2/23 Meet in library resource room 282
Thank you letters
Researching employers

2/25 Thank you letters due by 4pm to my box, Water Center room 2015
Advising Day
No regular class meeting

Week 9
3/2 Mock interviews, portfolio due at interview

3/4 Mock interviews, portfolio due at interview, interview-thank you letter (standard business letter format) due for students who interviewed 3/2/15 (submit in my box, Water Center room 2015 by 4pm)

Week 10
3/9 Mock interviews, portfolio due at interview, interview thank you letter (standard business letter format) due for students who interviewed 3/4/15 (submit in my box, Water Center room 2015 by 4pm)

3/11 Mock interviews, portfolio due at interview, interview thank you letter (standard business letter format) due for students who interviewed 3/9/15 (submit in my box, Water Center room 2015 by 4pm)

Week 11
3/16 Mock interviews, portfolio due at interview, interview thank you letter (standard business letter format) due for students who interviewed 3/11/15 (submit in my box, Water Center room 2015 by 4pm)

3/20 (Final Exam timeslot) Mock interviews, portfolio due at interview, interview thank you letter (standard business letter format) due for students who interviewed 3/16/15 and 3/20/15 (submit in my box, Water Center room 2015 by 5pm)