

**TITLE** LAND 3 - Career Leadership

**CATALOG DESCRIPTION** Introduction to the elements of leadership and supervision, including time management, planning, problem-solving, training, working relationships, and disciplinary action.

**UNITS & HOURS** Units = 1/2/.5/not much! 1 hour lecture/week  
Tuesdays 12:00-12:50

**MATERIALS** Instructor prepared materials  
Small 3-ring notebook/binder

**ASSIGNMENTS & GRADING** Regular attendance is mandatory for class credit. Classroom activities will include speaker evaluation, discussion, assignments, and classmate evaluation. Any irregularity or unexcused absences (3 or more) may effect final grade. Please contact instructor if unable to attend class/session.

<u>Grade Scale</u>	<u>Point Distribution</u>	
A = 90%	Class Participation 18 x 10	180
B = 80%	Written Assignments 5 x 20	100
C = 70%	Final	20
D = 60%	<b>Total</b>	<b>300</b>
F = <60%		

- WRITTEN**
- Academic Schedule - Assignment must have 3 columns - courses completed, courses in progress, and courses to complete.
  - LAND Leadership Activities - Assist in the planning or participation in one of the following Fall LAND leadership activities: Ag Ambassador visitations; FFA contests - Opening/Closing Ceremonies, Public Speaking, BIC, Banking, Mid-Winter Field Day; Fresno Fair; Student Leadership, Club committee activities, others. One page, typed report.
  - Time Management & Résumé - Assignment includes weekly log, priority list, and goal sheet. Résumé must be professionally typed.
  - Leadership Conference - Attend or assist in the planning of the Community College Agriculture Student Leadership Conference on October 29-30, 1999 at Petaluma.
  - Notebook - Turn in class notebook at the end of the semester. Notebook must have a single page per class session with date and summary of weekly activities with all class handouts.

**GRADE POLICY** See separate handout

**OFFICE & OFFICE HOURS** Ag Shop Office - AM 5 Phone: 638-0317 (off campus)  
M, W, F at 1:00-2:00 p.m. Ext. 3317 (on campus)

**FINAL EXAM** Thursday, December 16, 1999 - 1:00 p.m.