***AGBS-6 – Career Preparation***

Reedley College – Spring 2019

Lecture: T 8:00 – 8:50 PORT

Lab:

**Contact Information**

Instructor: John Morrison Office: TBA

Phone: 638-0300 ext. 3719 Office Hours: by appointment

E-mail: john.morrison@reedleycollege.com

**Course Description**

Course Specifics: 1 Units 1 lecture hour per week

Basic Skills Advisories: Eligibility for Eng 125 and Eng 126

Students will develop personal life and career development skills through a variety of experiences, including research, class discussion, projects, and hands-on activities. Topics of study will include, but are not limited to: personal analysis, personal and professional goals, decision making, problem solving, career pathways, relationship skills job and college applications, résumé building, preparing for the job interview, and essential life skills.

**Text/Materials**

Required Text: None

**Course Outcomes**

1. Apply for a job opportunity by completing required documents thoroughly and accurately so as to comply with specific agriculture and natural resource employers? requirements for that process.
2. Analyze an employment announcement related to agriculture and natural resources; compare the stated requirements of that position to their own qualifications, and determine if it is appropriate to pursue that particular employment opportunity.
3. Prepare for and execute a job interview as a prospective employee in a professional manner including consideration of familiarity with employer needs, proper dress, documents and oral presentation specific to the agriculture and natural resources fields.

**Course Objectives**

1. Develop accurately completed job applications on standard forms for agricultural or natural resource agencies.

2. Compose a letter of application to accompany the submittal of a résumé.

3. Exhibit professional conduct during a job interview in the field of agriculture or natural resources.

4. Create a résumé that is specifically appropriate for their career path in an agricultural or natural resources field.

**Course Outline**

***Lecture Outline:***

A. Career Opportunities in agriculture and natural resources

 What is an agricultural or natural resources career?
B. Establishing Personal Goals
 Matching employees with employment in the agriculture and natural resources field

C. Building a Personal File
 Developing and maintaining reference documents
D. Searching for appropriate employment opportunities in agriculture and natural resources
 Finding available employment positions in agriculture and natural resources
E. Building a Resume
 Producing an individualized and useful resume
F. Completing Application Forms
 Working with standardized employment application forms specific to agriculture and natural resource agencies
G. Creating a Cover Letter
 Written format for job application cover letter
H. Communicating with Employers
 Contact considerations during employment search
I. Personal References
 Who will recommend the applicant most favorably
J. Community Involvement
 Volunteerism, community activity, and personal references
K. Membership in Professional Organizations
 Professional development opportunities
L. Preparing for Job Interviews
 Purpose and preparation for interviews
M. Job Interview Protocol
 What to expect and do in an interview
N. Continuing Education
 How does education affect the success of a career in agriculture and natural resources?
O. Applying for Scholarships, both general and specifically for agriculture and natural resource majors
 Finding and securing money for education

**Attendance**

1. Attendance is mandatory since the majority of learning occurs in the lecture/laboratory environment.
	1. Students will earn 20 points for each class session that they attend on time.
	2. Students who are late will lose 10 of their 20 attendance points for that day.
	3. Students who are absent will not earn any participation points for that day.
2. Students are personally responsible for obtaining notes/information missed due to an absence. Notes/information can be obtained from a fellow classmate or by meeting with the instructor during regularly scheduled office hours.
3. Please notify the instructor if you know in advance that you will be absent from class.
4. College policy dictates that an instructor should drop a student with two consecutive weeks of unexcused absences (i.e., class meets two times per week, 4 unexcused absences equals a drop: class meets 1 time per week, 2 unexcused absences equals a drop).
5. At the end of the 9th week of instruction, no withdrawals are permitted and the student must receive a grade.
6. Make-up tests and assignments will only be allowed for emergency situations and pre-excused absences.

**Methods for Measuring Student Achievement and Determining Grades**

The methods for measuring student achievement & determining grades are:

###### Writing

###### Term or other papers, reports, and written homework

###### Problem-Solving

* Exams, quizzes, and reports
1. Skill Demonstrations
* Class performances
1. Examinations
	* Multiple choice, true/false, matching and essay

All assignments are due at the beginning of the class session on the date due. Late assignments can be submitted for grading; however, all late assignments will receive a deduction in the amount of 50% of the overall point value for that specific assignment.

**Course Grade Determination**

Tests will be true/false, multiple choice, short answer, and essay questions. Written laboratory reports and written homework will be required. Course emphasis will be placed on developing written, oral, and computer presentations.

Tests 40%

Labs 30%

Homework 10%

Quizzes 10%

Participation 10%

Letter grades will be calculated by using the following standard percentage point evaluation:

A = 90-100%

B = 80-89%

C = 70-79%

D = 60-69%

F = under 60%

**Policy on Cheating & Plagiarism**

In keeping with the philosophy that students are entitled to the best education available, and in compliance with Board Policy, each student is expected to exert an entirely honest and individual effort toward attaining an education. Violations of this policy will result in disqualification for the course.

**Accommodations for Students with Disabilities**

If you have a verified need for an academic accommodation or materials in alternate media (i.e., Braille, large print, electronic text, etc.) per the Americans with Disabilities Act (ADA) or Section 504 of the Rehabilitation Act, please contact me as soon as possible.

**Behavioral Standards**

1. It is a common courtesy to turn off all electronic devices (i.e., cell phones, mp3 players, etc…) when in a group setting. Please exercise this courtesy!
2. Students are expected to conduct themselves in a mature and responsible manner that respects the rights of all other individuals.

**Important Dates**

January 14 (M) Start of Spring 2019 semester

January 21 (M) Martin Luther King, Jr. Day observed (no classes held, campus closed)

January 25 (F) Last day to drop a Spring 2019 full-term class for full refund

February 1 (F) Last day to register for a Spring 2019 full-term class in person

February 1 (F) Last day to drop a Spring 2019 full-term class to avoid a “W” in person

February 3 (SU) Last day to drop a Spring 2019 full-term class to avoid a “W” on WebAdvisor

February 8 (F) Last day to change a Spring 2019 class to/from Pass/No-Pass grading basis

February 15 (F) Lincoln Day observance (no classes held, campus closed

February 18 (M) Washington Day observance (no classes held, campus closed)

March 8 (F) Last Day to drop a full-term class (letter grades assigned after this date)

April 15-18 (M-Th) Spring recess (no classes held, campus open)

April 19 (F) Good Friday observance (no classes held, campus closed) (classes reconvene April 22)

May 20-24 (M-F) Spring 2019 final exams week

May 24 (F) End of Spring 2019 semester/commencement

**Final Exam**

 TBA