AGBS-6 - Career Preparation

# Teacher: Kari Wilterding

# Department: Agriculture

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# School Phone: (559) 595-7247

# Office Hours: By appointment only

Class Room: AG 601

Location: **DINUBA HIGH SCHOOL**

Section Number: 59074

Class meeting/Times: Wednesday 10:15AM - 11:05AM

Course Description: This course will cover the development of goals and skills required to secure a job in the agriculture and natural resources area including job search, resume development, interviewing, motivation, communications, leadership, and employee/employer relationships.

Weekly Student Hours Course Student Hours

In Class Out of Class

Lecture Hours 1 2

Course Duration (Weeks) 18

Hours per unit divisor 54

Course In-Class (Contact) Hours

Lecture 18

Total 18

Course Out-of-Class Hours

Lecture 36

Total 36

**Specifications:**

Methods of Instruction Methods of Instruction Rationale

Lecture

Assignments - assigned readings from various career development articles. Students will

be expected to develop resumes, letters of introduction, construct a short biography for placement les. Develop a resume Complete a job application Create a cover letter Apply for a scholarship

Methods of Evaluation Methods of Evaluation Rationale

Department Course Grade Determination Guidelines: 90% Project(s)

10% Class Participation

Textbooks

Author, Title, Publisher Date, ISBN

Reardon, R., Lenz, J., Sampson, J., and Peterson, G. Career Development and Planning: A Comprehensive Approach Cengage 2009

Learning Outcomes and Objectives

Course Objectives

Compose a letter of application to accompany the submittal of a resume.

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

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

Exhibit professional conduct during a job interview in the field of agriculture or natural resources. Search for and locate specific and practical employment opportunities that exist within their educational career path in agriculture or natural resources.

CSLOs

AGBS-6 SLO1: 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.

AGBS-6 SLO2: 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.

Expected SLO Performance:

AGBS-6 SLO3: 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

Course 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