## AGBS 19V – Cooperative Work Experience, Agriculture

## Section Number: 52306

Course Syllabus – SP 2024

Instructor Contact Information:

Kevin Woodard Office: AGR 12

Phone/Voice Mail: 559-494-0300 Office Hours: M, W 9:00 – 10:00 AM

E-mail: kevin.woodard@reedleycollege.edu

Class Meets: By Arrangement. Student works according to employment schedule. Instructor meets with student and employer by arrangement.

# Course Description:

Students, while enrolled in school, may gain realistic employment experience through the work experience program. The program is a partnership between the student, the employer, and the college. It provides an opportunity to review career growth and development and discuss problems common to the work environment. Employers will facilitate workplace learning, share background information on their respective businesses, and monitor the progress of students as employees.

Supervised employment directly related to the student’s major in Agriculture and Natural Resources. Maximum of 8 units per semester, 16 total units.

* Holidays: As per employment schedule.
* Drop Deadline: The last day for a student to drop this course is February 2, 2024.
* After this date, the student must receive a grade. Incomplete (INC) grades cannot be given for a work experience class.
* Final Exam Date: Not applicable to this course. There is no final exam for AGBS-19V.
* Prerequisites:
* Basic Skills Advisory - None
* Units: Variable units, 1 - 8 per semester.
* For Paid Employment, a student may earn 1 unit for every 60 hours worked.
* For Volunteer Work, a student may earn 1 unit for every 60 hours worked.

# Text & Other Required Materials:

Textbooks: None required.

Materials: Folder (to keep contract form, timesheet, and other documents organized).

Students in the course will be asked to sign up through Job Speaker – campus employment tracking system. More information to come.

# Course Objectives

In the process of completing this course, students will:

* Prepare a detailed time log and work experience record.
* Assess the work environment and the skills needed to perform in the workplace.
* Evaluate the work experience as it relates to career decisions.
* Evaluate work ethics.
* Prepare a work performance self-analysis.
* Prepare a self-improvement plan.
* Identify the skills needed for jobs in the selected career.

# Student Learning Outcomes

Upon successful completion of the course, students will be able to:

* Compare and analyze work environments related to career goal decisions.
* Evaluate work experience, regarding human relations and skill attainment needed for gainful employment.
* Explain positive work ethics for the workplace experience.
* Describe how work experience has influenced career decisions and goals.
* Identify how classroom knowledge integrates into the workplace.

# Method for Measuring Student Advancement and Determining Grades

Once the student completes the number of hours which satisfies the units of registration, the instructor will complete the contract with the employer and assign the final grade. Students should not wait until the very end of the semester as this will be a very busy time with final examinations which may interfere with the work site visitation. Grades are determined by the points awarded by the employer for each of the learning objectives and general work habits (rating scale 1 - 4 respectively).

# Attendance Requirements

Initial Orientation: Each student must correspond with the AG 19V instructor at the beginning of the semester.

At this time, each student will receive a contract which must be signed by his/her employer.

The student will arrange appropriate dates and times for the instructor to visit with the employer.

A minimum number of on-site visits are required during the semester.

Units cannot be granted if the visitations are not completed.

# Student Responsibility:

The student is responsible for maintaining a detailed record of work hours on a weekly basis. The employer will verify the hours worked by signing the timesheet at the end of the semester. Units cannot be awarded unless the timesheet is signed. It is recommended that students save payroll stubs and post the data directly to the timesheet. Students must arrange final work evaluation before the last week of the semester.

# Topics Covered:

A. Evaluation of work experience and direction of college major.

B. Development of measurable learning objectives as they related to the area of employment and college major.

C. Development of employer-employee communication through contract preparation.

D. Evaluation of measurable learning objectives.

# Accommodation Statement:

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.