

**LAND 1**  
**CAREER EXPLORATION**

**COURSE DESCRIPTION**

- Prerequisites: Eligible for English 50 and English 26
- Fall Semester: 1 lecture hour/week
- Development of goals and skills required to secure a job in the LAND area, including job search, filling out applications, résumé development, and how to prepare for a job.

**GOALS & OBJECTIVES**

- To become familiar with the many career opportunities in the respective industries (Landscape Horticulture, Agriculture, Natural Resources).
- To develop a positive work ethic and attitude towards working.
- To understand the importance of analyzing and comparing various career choices and the determination of jobs best suited to the individual's abilities, needs, and interests.
- To be able to accurately complete job/employment application forms.
- To effectively write a résumé/personal data sheet.
- To develop job search skills and procedures, including protocol, verbal communications, and written correspondence necessary for procuring employment.

**COURSE OUTLINE**

- Introduction to LAND area
- Career opportunities
- Letters of application
- Job applications
- Résumé (personal data sheet)
- Scheduling
- Personal folder
- Job research

**PROCEDURES FOR INSTRUCTION**

- Discussion
- Lecture
- Guest speakers

**MATERIALS FOR INSTRUCTION**

- Three-ring binder

## ATTENDANCE

- Attendance is required, and students are responsible for obtaining notes and information missed from the instructor.
- College policy dictates that an instructor should drop a student with two consecutive weeks of unexcused absence.
- At the end of the 9th week of instruction, **no withdrawals (drops) are permitted** and the student must receive a letter grade for the class.
- The last day to drop a course is **Friday, October 16, 1998.**

## METHODS OF EVALUATION

Writing Assignments	Points
Letter of Application	50
Application Form	50
Career Research Assignment	150
Résumé (Personal Data Sheet)	<u>100</u>
<b>Assignment Total</b>	<b>450</b>
<b>Class Participation (10 pts./session)</b>	<b><u>200</u></b>
<b>TOTAL POINTS</b>	<b><u>650</u></b>

## GRADING SCALE

A	=	585 - 650 Points (90%)
B	=	520 - 584 Points (80%)
C	=	455 - 519 Points (70%)
D	=	390 - 454 Points (60%)
F	=	Below 383 Points (59%)

## OFFICE & OFFICE HOURS

Office:	LH 2
Hours:	Wednesday 12:00 - 1:00 p.m.
	Thursday 1:00 - 2:00 p.m.
	Friday 9:00 - 10:00 a.m.
	Wednesday - 12:00 noon
	Friday - 9:00 a.m.

**COURSE SCHEDULE**

<u>Date</u>	<u>Topic</u>	<u>Handout</u>
August 18	Introduction Class Scheduling Program Planning	A.S. Degree Requirements <i>*Student Information Card</i> <i>*Program Planning Sheet</i>
August 25	LAND Facility Tour	
September 1	LAND Barbecue	
September 8	Introduction: Personal File	Title Sheet Course Outline Assignments/Grading <i>*Personal File Assignment</i>
September 15	Career Opportunities	Attitudes Towards Choosing a Career <i>*Career Research Assignment</i>
September 22	Career Opportunities	Careers Handout/Notes - LH
September 29	Career Opportunities	Careers Handout/Notes - AgB
October 6	Career Opportunities	Careers Handout/Notes - AS
October 13	Career Opportunities Spring Semester Scheduling	Careers Handout/Notes - PS
October 20	Career Opportunities	Careers Handout/Notes - AgM
October 27	Letters of Application	Guide to Writing Letters of Application Form for Writing Letters of Application Sample Application Letter <i>*Letter of Application Assignment</i>
November 3	Job Applications	Sample Employment Application <i>*Employment Application Assignment</i>
November 10	Holiday	
November 17	Résumé (Personal Data Sheet)	Date Sheet Outline Sample Résumé
November 24	Résumé	<i>*Résumé Assignment</i>
December 1	Scholarship/Evaluation	Scholarship/Evaluation Forms
December 8	Semester Final Review	<b><u>Personal Folder Handed In</u></b>

**FINAL EXAM — Thursday, December 17, 1998 - 1:00 p.m.**