

drop deadline

CAREER COMMUNICATIONS

LAND 2

REEDLEY COLLEGE

Joe Cosentino, Instructor

Home Phone: 787-2468

CATALOG DESCRIPTION

Introduction to the work world in the LAND area, including interviewing, motivation, communications, leadership, and employee/employer relations.

ASSIGNMENTS & GRADING

Class Participation	... 180 (20 pts./class session)
Reports	... 25
Interview	... 100
Final Exam	... 100
Notebook	... 100
Leadership activity	... 100

Grades are determined through a numerical system as follows:

- A = 90-100%
- B = 80 - 89%
- C = 70 - 79%
- D = 60 - 69%
- F = under 59%

Tutorial assistance is available at the Learning Skills Center located in the Forestry Building.

REPORTS

The reports will consist of reviewing and counseling sheets for each guest speaker or field trip presentation. The work will encompass the completion of these sheets and submitting to the instructor at the end of the respective class session.

INTERVIEW ASSIGNMENTS

Each member of the class will complete a job application form for a position in a governmental agency or private industry job. He/she will participate in an actual job interview as an interviewee (applicant) and interviewer (panel member).

FINAL EXAM

A final exam will be given as announced by the instructor.

TOPICS

- Notetaking
- Motivation
- Communications
- Interviewing
- Leadership
- Employee/Employer Relationships

COURSE OUTCOMES/OBJECTIVES

- To develop techniques and skills in interviewing.
- To develop communications skills, both oral and written.
- To develop leadership traits.
- To develop motivational techniques used on the job.

NOTEBOOK

All handouts and class notes will be put in a notebook organized with a table of contents.
The notebook will be turned-in during the final exam.

LEADERSHIP ACTIVITY

All students will participate in a campus activity involving some type of leadership role.

Examples are:

- FFA Field Day
- Livestock Show Team
- Aggie Club
- LH Club
- Associated Student Body

A written report on your responsibilities and evaluation of the activity is required.

ATTENDANCE

Attendance is required since most of the learning occurs in a lecture/laboratory situation. Students are responsible for obtaining notes/information missed due to an absence from the instructor.

Please notify the instructor if you know in advance that you will be absent from class.

College policy dictates that an instructor should drop a student with two consecutive weeks of unexcused absences.

At the end of the 4th week of instruction in this course, no withdrawals are permitted.

The student must receive a grade. The last day to drop this course is _____.

POLICY ON CHEATING & PLAGIARISM

In keeping with the philosophy that students are entitled to the best education available, and in compliance with Board Policy 5410, each student is expected to exert an entirely honest effort toward attaining an education.

Violations of this policy will result in disqualification from the course.

TOPICS/ACTIVITIES

- Introductions/Scheduling
- Resume
- Interviewing
- Mock Interview
- Communications
- Leadership
- Motivation
- Review

CLASS SCHEDULE

<u>Month</u>	<u>Day</u>	<u>Activity</u>
October	20	First Session
	27	Resume and Interviewing
November	3	Interviewing
	10	Field Trip
	17	Mock Interviews
	24	Mock Interviews
December	1	Communications
	8	Motivation/Leadership
	15	Final Exam/Notebook due