

Ralph ~~Boya~~  
Reedley College  
Fall, 1999

Office: AGR 5  
Phone: 638-3641, Ext. 3268  
M, W 10:00 a.m. & T, Th 9:00 a.m.

**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 15, 1999.**

## METHODS OF EVALUATION

| <b>Writing Assignments</b>                   | <b>Points</b>     |
|--|-------------------|
| Letter of Application                        | 100               |
| Application Form                             | 75                |
| Career Research Assignment                   | 200               |
| Résumé (Personal Data Sheet)                 | 200               |
| Speakers Report (5 @ 25 pts./each)           | <u>125</u>        |
| <b>Assignment Total</b>                      | <b>700</b>        |
| <b>Class Participation (10 pts./session)</b> | <b><u>200</u></b> |
| <b>TOTAL POINTS</b>                          | <b><u>900</u></b> |

## GRADING SCALE

|   |   |                        |
|---|---|------------------------|
| A | = | 810 - 900 Points (90%) |
| B | = | 720 - 809 Points (80%) |
| C | = | 630 - 719 Points (70%) |
| D | = | 540 - 629 Points (60%) |
| F | = | Below 539 Points (59%) |

## OFFICE & OFFICE HOURS

Office: AGR 5  
Hours: Monday & Wednesday – 10:00 a.m.  
Tuesday & Thursday – 9:00 a.m.

## CAREER EXPLORATION COURSE SCHEDULE

| <u>Date</u>  | <u>Topic</u>   | <u>Handout</u>  |
|--------------|--|---|
| August 17    | Introduction<br>Class Scheduling<br>Program Planning | A.S. Degree Requirements<br><b>*Student Information Card</b><br><b>*Program Planning Sheet</b>  |
| August 24    | LAND Facility Tour                                   |   |
| August 31    | LAND Barbecue  |   |
| September 8  | Introduction: Portfolio                              | Title Sheet<br>Course Outline<br>Assignments/Grading<br><b>*Personal Portfolio Assignment</b>   |
| September 15 | Career Opportunities                                 | Attitudes Towards Choosing a Career<br><b>*Career Research Assignment</b>   |
| September 22 | Career Opportunities                                 | Careers Handout/Notes - Landscape Hort.<br>& Plant Science  |
| September 29 | Career Opportunities                                 | Careers Handout/Notes - Ag Business   |
| October 5    | Career Opportunities                                 | Careers Handout/Notes - Animal Science  |
| October 12   | Spring Semester Scheduling                           | Schedule & Planning Sheets  |
| October 19   | Career Opportunities                                 | Career Handout/Notes - Ag Mechanics   |
| October 26   | Letters of Application                               | Guide to Writing Letters of Application<br>Form for Writing Letters of Application<br>Sample Application Letter<br><b>*Letter of Application Assignment</b> |
| November 2   | Job Applications                                     | Sample Employment Application<br><b>*Employment Application Assignment</b>  |
| November 9   | Résumé<br>(Personal Data Sheet)                      | Work Experience Evaluation<br>Sample Résumé   |
| November 16  | Résumé   | <b>*Résumé Assignment</b>   |
| November 23  | Scholarship/Evaluation                               | Scholarship/Evaluation Forms  |
| November 30  | University Speaker Program                           | Cal Poly SLO, CSU Fresno, CSU Chico   |
| December 7   | Semester Final Review                                | <b><u>Personal Portfolio Handed In</u></b>  |

**FINAL EXAM - Thursday, December 17, 1999 - 3:00 p.m.**