

LAND 1 **CAREER EXPLORATION**

COURSE DESCRIPTION

- **Prerequisites:** Eligible for English 50 and English 26
- **Fall Semester:** 1 lecture hour per week
- Development of goals and skills required to secure a job in the LAND area, including job search, filling out applications, résumé and portfolio 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.
- To develop job search skills and procedures, including protocol, verbal communications, and written correspondence necessary for procuring employment.
- To develop a personal portfolio.

COURSE OUTLINE

- Introduction to LAND area
- Career opportunities in agriculture
- Letters of application
- Job applications
- Résumé
- Fall & spring semester scheduling
- Personal portfolio
- Career research assignment

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 class is Friday, October 15, 1999.**

METHODS OF EVALUATION

	<u>Points</u>
Writing Assignments	
Work Experience Evaluation Form	50
Letter of Application	100
Application Form	75
Career Research Assignment	200
Résumé	200
Speakers Report (5 @ 25 pts./each)	125
Portfolio	<u>100</u>
Assignment Total =	850
 Class Participation (10 pts./session)	 <u>200</u>
TOTAL POINTS =	<u>1050</u>

GRADING SCALE

A	=	945 - 1050 Points	(90%)
B	=	840 - 944 Points	(80%)
C	=	735 - 839 Points	(70%)
D	=	630 - 734 Points	(60%)
F	=	0 - 629 Points	(50%)

OFFICE & OFFICE HOURS

Office: AGM 5
Hours: Monday, Tuesday, Thursday 10:00 - 11:00 a.m.