

Kenneth Nolte, Instructor
Office Hours: MWF - 9:00-10:00AM

Office: FEM10
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CATALOG DESCRIPTION

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

ASSIGNMENTS and GRADING

Class Participation	...	100	(10 pts./class session)
Interview	...	100	
Final Exam	...	100	
Notebook	...	100	
Leadership Activity	...	100	

Grades are determined through a numerical system, approximately: A = 90-100%, B = 80-89%, C = 70-79%, D = 60-69%, F = under 59%. The final grade for the course will be based on lecture, assignments, and final exam grade.

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

Note taking, Motivation, Communications, Interviewing, and Leadership
Employee/Employer Relationships

COURSE OBJECTIVES

- To develop techniques and skills in interviewing
- To develop communications skills, both oral and written
- To develop leadership traits
- To learn how to use motivational techniques on the job

NOTEBOOK

All handouts and class notes will be put in a notebook organized with a table of contents and pages numbered. 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:

FFA Field Day

Livestock Show Team

Aggie Club

Forestry or 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 and information missed due to an absence.
- You must 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.
- ~~Last day to drop a course is Friday, November 12, 1999.~~

POLICY ON CHEATING & PLAGARISM

In keeping with the philosophy that students are entitled to the best education available, and in compliance with Board Policy, each student is expected to exert an entirely honest effort toward attaining an education. Violations of this policy will result in disqualification for the course.

TOPICS/ACTIVITIES/HANDOUTS

Introduction a Scheduling

How to Win: The Job Game

A.S. Degree Requirements

Interviewing

Job Interview & Personal Rights

Do's & Don'ts in Interviewing

Negative Factors in Interviews

Mock Interviews

Communications

Communication Chart

Communication Process

Barriers to Communication

Giving Orders & Instructions

How to Encourage Feedback

Giving Feedback

Becoming a Good Listener

Communications Game

Leadership

What Good Leaders Do

Four Types of Leaders

How to be a Big Shot Supervisor

Leadership Role Playing

Important Words in Human Relations

Maslow's Theory of Motivation

Obstacles

How Workers Learn

10 Causes of Worker Discontent

Goal Setting

Motivation Speaker

Peer review

Counseling