

Ralph Loya, Instructor  
Office Hours: M- 11:00 & T,Th - 10:00

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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 & GRADING

Class Participation	... 170	10 pts./class session
Reports	... 25	Per speaker or field trip
Interview	... 200	
Final Exam	... 100	
Portfolio	... 100	
Leadership Activity	... 50	Per activity (minimum 2 activities)

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.

Tutorial assistance is available at the Learning Skills Center located in the HUM building.

### FINAL EXAM

Thursday, May 18, at 1:00 p.m.

### REPORTS

The reports will consist of review and counseling sheets for each guest speaker 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).

### 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  
How to use motivational techniques on the job

## PORTFOLIO

All handouts and class notes will be put in a notebook organized with a table of contents and pages numbered. The portfolio 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 Days - January 29<sup>th</sup> and March 18<sup>th</sup>
- Livestock Show Team
- Aggie Club
- LH Club
- Associated Student Body
- State FFA Convention
- AG & NR Community College Conference - March 3<sup>rd</sup>

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 9<sup>th</sup> week of instruction, no withdrawals are permitted and the student must receive a grade. Last day to drop a course is Friday, March 10, 2000.

## 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 for the course.

## TOPICS/ACTIVITIES

Introduction & Scheduling

Interviewing

Mock Interviews

Communications

## HANDOUTS

How to Win: The Job Game  
A.S. Degree Requirements

Interviewing (2)  
Job Interview & Personal Rights  
Dos & Don'ts in Interviewing  
Negative Factors in Interviews

Person Communicates in Many Ways  
Communication Chart  
Communication Process

Barriers to Communication  
Giving Orders & Instructions  
How to Encourage Feedback  
Giving Feedback

Topics/Activities (continued)

Handouts

Communications

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

Instructions

Motivation

Important Words in Human Relations  
Maslow's Theory of Motivation  
Obstacles

How Workers Learn  
10 Causes of Worker Discontent  
Goal Setting

Motivation Speaker

Review & Counseling