

Gary Wenter, Instructor  
Office Hours: M,T,W,Th 10:00-11:00

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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	... 100	
Final Exam	... 100	
Portfolio	... 200	
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

The portfolio will consist of a table of contents, résumé, cover letter, application for employment, two reference letters, and two work samples. Portfolios are due at the class session on April 25th.

## 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

## 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

Topics continued on next page.

**Communications**

**Person Communicates in Many Ways**  
**Communication Chart**  
**Communication Process**  
**Barriers to Communication**  
**Giving Orders & Instructions**  
**How to Encourage Feedback**  
**Giving Feedback**

**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**