

Reedley College Agriculture & Natural Resources Department
Course Syllabus – Fall 2010

Course Number & Name: AGNR 1 – Career Preparation

Section Number: 50008

Instructor Information:

Contact Information:

Karri Hammerstrom
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Office Hours:

Monday-Friday, 8:00 – 12:00 pm
Office: AGR 5

Class Meets:

Lecture: Thursday 12:00 – 12:50 p.m. in FEM 8

Holidays: Holidays will be observed as per the State Center Community College District Schedule.

Drop Deadline:

The last day for a student to drop this course is **Friday, October 15th**. After this date, the student must receive a grade.

Final Exam Date:

Tuesday, December 14, 12:00 – 1:50 pm

Prerequisites: None

Units: 1

Text & Other Required Materials:

No text is required for this course.

You will need:

- One 3-ring binder (at least 1 ½ inch)
- Note paper (to fit binder)
- At least one writing utensil (pen or pencil)
- A portable digital storage device (e.g. memory stick)
- Access to a computer (Some assignments are required to be typed for this course)

Supplemental References

<http://www.calagcc.com/> website
<http://www.agcareers.com/> website
<http://www.ffa.org/> website (click on “on-line resources”, then “career explorer”)

Method for Measuring Student Advancement and Determining Grades

The methods for measuring students' achievement & determining grades are:

Writing Assignments

Career Research Assignment, Resume, Job Application, Cover Letter, Thank You Letter, Speaker Reports.

Skill Demonstrations

Job Interview

Examinations

Final Exam (Job Interview & Career Portfolio)

Grading Scale: A = 90-100%, B = 80-89%, C = 70-79%, D = 60-69%, F = < 60%

Attendance Requirements:

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 9th week of instruction, no withdrawals are permitted and the student must receive a grade.
- Make up tests and assignments will only be allowed for emergency situations and pre-excused absences.

Behavioral Standards:

All students are expected to act in a mature, responsible manner that respects the rights of all other students, the instructor, and any guest presenters that may participate in the class. All cell phones and other electronic gadgets that may cause distraction are to be turned "off" during lecture and lab sessions.

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.

Accommodation Statement:

If you have a verified need for an academic accommodation or materials in alternate media (i.e., Braille, large print, electronic text, etc.) per the Americans with Disabilities Act (ADA) or Section 504 of the Rehabilitation Act, please contact me as soon as possible.

Course Description:

This course will cover the development of goals and skills required to secure a job in the Agriculture/Natural Resources area, including job search, résumé development, interviewing, motivation, communications, leadership, and employee/employer relationships.

Topics:

See attached spreadsheets for lecture topics, student assessment methods and respective point values.

Learning Objectives:

- Apply for a job opportunity by completing required documents thoroughly and accurately as to comply with specific agriculture and natural resource employers' requirements for that process.
- Analyze an employment announcement related to agriculture and natural resources; compare the stated requirements of that position to their own, and determine if it is appropriate to pursue that particular employment opportunity.
- Prepare for and execute a job interview as a prospective employee in a professional manner including consideration of familiarity with employer needs, proper dress, documents and oral presentation specific to the agriculture and natural resources fields.
- Search for and locate specific and practical employment opportunities that exist within their educational career path in agriculture or natural resources.
- Develop accurately completed job applications on standard forms for agricultural or natural resource agencies.
- Compose a letter of application to accompany the submittal of a resume.
- Exhibit professional conduct during a job interview in the field of agriculture or natural resources.
- Create a resume that is specifically appropriate for their career path in an agricultural or natural resources field.

Topic (listed in approximate order to be addressed)*	Estimated Number of Lecture Sessions	Assessment Method (Associated Assignment, Test, Other ...)	Point Value
Course Introduction & Syllabus Review	1.5	Syllabus Review Verification	100
Career Portfolio Assignment	0.5		
AGNR Student "Welcome Back" BBQ	1	Participant Report	100
Your Dream Career - Career Research Assignment	1	Career Research Printout	100
Personal Skills Inventory, Employment History & Job Application	1	Completed Worksheet**	100
	1	Completed Application Form**	100
Guest Speaker: "Reedley College Student Services"	1	Speaker Report Form	100
Resume Development	1	Completed Resume**	100
Cover Letter	1	Completed Letter**	100
Request for Letter of Recommendation	1	Completed Letter**	100
Guest Speakers (University & Industry Representatives)	4	Speaker Report Forms	400
Making Your Best Impression - Interviewing Skills & Correspondence	1	Completed Thank You Letter**	100
Thanksgiving Holiday	1	N/A	-
Practice Interviews (Small Group Activity)	1	Interview Score Sheet	100
Final - Part I: Job Interview		Job Interview	1,500
Final - Part II: Career Portfolio	1	Career Portfolio Submission	500
Semester Totals	18		3,500

* The exact order of topics may vary depending upon scheduling of speakers and availability of necessary resources.

** These assignments must be typed. Some assignments will be required to be submitted electronically, via e-mail.

Reedley College
Agriculture & Natural Resources Department

Syllabus Review Verification & Course Expectations Statement

I, _____, do hereby verify that I have received and reviewed a copy of the
[print your first & last name]

course syllabus for **AGNR 1 – Career Preparation**. Furthermore, I understand that:

- Individuals who consistently exhibit excellent time management skills, proficiency in communication, and a high level of work ethic are highly valued by employers. Therefore, I am expected to exhibit and practice these qualities in the classroom.
- I am responsible for attending each class session and that I will be dropped from this course if I exceed two (2) absences prior to the end of the ninth week of instruction.
- I will exhibit respect toward all other students, guest speakers, faculty, staff and others associated with this class. Foul language, crude humor, and inappropriate comments directed at others (in regard to ethnicity, religion, economic status, disability, or any other factors) will not be tolerated.
- I am responsible for obtaining the appropriate materials needed for this course, which will include the following items:
 - One 3-ring binder (at least 1 ½ inch)
 - Note paper (to fit binder)
 - At least one writing utensil (pen or pencil)
 - A portable digital storage device (memory stick)
- I am responsible for taking notes in class as most of the information pertinent to the assignments for this course will be covered during lecture.
- I am responsible for doing my own work.
- I am responsible for turning off my cell phone during class time.
- Makeup work will only be allowed in the case of extreme illness, family emergency, or a pre-approved absence (such as a class field trip).
- I am responsible for making up missed tests and assignments within one week after returning from my pre-approved absence (see previous bulleted item).
- The approximate grade breakdown for this course will be as follows:

Weekly Assignments	50%
Job Interview (70% of Final)	35%
Career Portfolio (30% of Final)	15%
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	100%

Student Signature

Today's Date