

AGNR 1 - Career Preparation

Course Syllabus for Spring 2010

Lecture 12:00-12:50 TH FEM 8

Instructor: Kent Kinney
 Office: FEM 10, Phone: (559) 638-3641, Ext. 2735
 Office Hours: W,TH,F 11:00 AM, other times by appt.
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Textbook

Loving Trees Is Not Enough, Communication Skills for Natural Resource Professionals. 2006. Brooks C. Mendell, Aventine Press. Required

Course Objectives

By completing this course, you will:

- Become familiar with the many career opportunities in forestry and natural resources.
- Develop a positive work ethic and attitudes towards working.
- Understand the importance of analyzing and comparing various career choices and the determination of jobs best suited to your abilities, needs, and interests.
- Accurately complete employment application forms
- Effectively write a resume/personal data sheet
- Develop job search skills and procedures including protocol, verbal communication, and written correspondence necessary for procuring employment
- Develop techniques and skills in interviewing
- Develop oral and written communication skills

Reedley College Policies

To receive a grade for this course, students must complete all assigned work. Cheating or plagiarism will result in removal from class and you will receive an "F". Be courteous to everyone in class.

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.

Attendance and Grading Policy:

If you miss a lecture, you are responsible for obtaining notes from a classmate. The success of any class depends on the presence and active participation of each student; therefore, you are expected to attend every class. Your participation record will be considered when assigning your final grade. **If you miss class >6 times during the semester (without a valid reason) you will be dropped from the course.** Individual exam grades may be curved and final grades will be assigned based on a straight percentage system according to the following scale:

<u>Course Grade</u>	<u>Cumulative Percent</u>	<u>Breakdown of Grades Percent</u>	
A	90-100	Resume	20
B	80-89	Application OF612	20
C	70-79	AVUE Application	20
D	60-69	Cover Letter	10
F	< 59	Scholarship Application	10
		Interview	20

Tentative Lecture Schedule

1	Syllabus and OF612 Application	
2	Building a Resume	
3	Cover Letter	
4	Job Applications	Application Due <u>Feb. 4</u>
5	USAJOBS	Resume Due <u>Feb. 11</u>
6	AVUE	Cover Letter Due <u>Feb. 18</u>
7	State applications	
8	Applying for Scholarships	Scholarship Assignment
9	Professional Organizations	Scholarship Applications Due <u>March 11</u>
10	NO Class Meeting <u>March 18</u>	Kaleidoscope Assignment
11	Parliamentary Procedure	Membership in SAF (Recommended) Due <u>Mar. 25</u>
Spring Break - April 1		
12	Job Interview Preparation	Planning for the interview
13	Job Interview Preparation	Planning for the interview
14	Job Interviews	Check your Presentation Date
15	Job Interviews	Check your Presentation Date
16	Job Interviews	Check your Presentation Date
17	Job Interviews	Check your Presentation Date
18	Final Exam Review/Critique <i>May 20 at 12:00 to 1:50 PM</i>	

LAST DAY TO DROP March 12