

Reedley College Animal Science Program
Course Syllabus – Spring 2010

Course Number & Name: AGNR 2 – Career Leadership

Section Number: 50304

Instructor Information:

Contact Information:

David M. Lopes
Phone/Voice Mail: 638-0319
E-mail: david.lopes@reedleycollege.edu

Office Hours:

Tuesdays & Thursdays 9:00 – 10:00 am
Wednesdays 10:00 – 11:00 am
Office: AGR 5

Class Meets:

Lecture: Thursday 12:00 – 12:50 p.m. in AGR 2

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, March 12th**. After this date, the student must receive a grade.

Final Exam Date:

Thursday, May 20th from 12:00 – 1:50 p.m.

Prerequisites: None

Units: 1

Text & Other Required Materials:

No text required. Required items include: Writing Utensil (pen or pencil), Electronic Storage Device (memory stick or flash drive), and a Career Portfolio.

Note: Some assignments are required to be typed for this course.

Supplemental References

Websites, including: <http://www.calagcc.com/>, <http://www.agcareers.com/>, <http://www.khake.com/> and <http://www.ffa.org/>

Method for Measuring Student Advancement and Determining Grades

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

Writing Assignments

Resume, Application, Cover Letter, Thank You Letter, Scholarship Application, Speaker Reports.

Skill Demonstrations

Job Interview, Group Activities

Examinations

Final Exam

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

The final grade will be determined from 25% class assignments & tests, 25% leadership event participation, 25% final interview, and 25% career portfolio.

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.

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 is a seminar on work place issues impacting the respective industries including elements of leadership and supervision, personal management, planning, problem solving, training, interpersonal relationships, time management, technology transfer, sexual harassment, and disciplinary action.

Topics:

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

Learning Objectives:

In the process of completing this course, the student will:

- Identify the duties of a supervisor
- Identify probable solutions to job problems
- Develop/Update a resume/personal folder
- Participate in a panel discussion and provide alternative solutions for contemporary issues in the AG/NR area.
- Research a problem and present it to peers.
- Work with others in a team effort to accomplish a goal.
- Analyze, draw conclusions, and defend a position on a contemporary career issue.

AGNR 2 - Career Leadership
Topic Outline - Spring 2010

Instructor: D. M. Lopes

Topic*	Estimated Number of Lecture Sessions	Assessment Method (Associated Assignment, Test, Other ...)	Point Value
Course Introduction & Syllabus Review	1	Syllabus Review/Expectations Form	100
Student Introductions & Goal Setting	1	Student Survey	100
Your Education-To-Career Plan	1	Major Identification & Student Scheduling Guideline	100
What Employers Want - The Importance of "Soft Skills"	1	Self Evaluation Form & Workplan	100
The Value of Leadership Skills	1	Leadership Commitment Plan & Leadership Event Reports	400
Contemporary Issues in Agriculture & Natural Resources	3	Panel Discussion Participation (FB "Discussion Meet")	100
Accomplishing Goals Through Team Work	1	Group Activity Participation & Report	100
Applying for Scholarships	1	Scholarship Application	100
Solving Problems in the Workplace (Group Scenarios)	1	Group Activity Report	100
Guest Speaker: Personality Profile & Group Dynamics	1	Speaker Report Form	100
Guest Speakers: University & Industry Representatives	3	Speaker Report Forms	300
Interviewing Skills & Correspondence	1	Career Portfolio**	100
Practice Interviews (Small Group Activity)	1	Interview Score Sheet	100
Final - Part I: Job Interview		Job Interview	500
Final - Part II: Career Portfolio	1	Career Portfolio & Electronic Storage**	500
Semester Totals	18		2,800

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

** These assignments must be typed and must be saved in electronic form for submission at the end of the semester.

Reedley College
Agriculture, Natural Resources & Manufacturing Department
Syllabus Review Verification

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

course syllabus for **AGNR 2 – Career Leadership**. 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.
- 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 my own behavior in this class. Excessive disruption of class (including excessive tardies, unexcused departures from class, excessive talking, and/or other disruptive behaviors) may result in being dropped from the course.
- I am responsible for doing my own work.
- I am responsible for turning off (or switching to silent) 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	25%
Leadership Event Participation	25%
Job Interview (1/2 of Final)	25%
Career Portfolio (1/2 of Final)	25%
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	100%

Student Signature

Today's Date

Note: This assignment is worth 100 points and must be submitted immediately upon entering the course.