

Rob Cannell Reedley College – SP 2010
Office: LSH Bldg. Office Hours: T 11:00 am-12:00, Th 10:00 am-12:00

AGNR 2
Career Leadership Seminar

Course Information

- Basic Skills Advisories: Eligibility for ENGL 25 and ENGL 26
- Spring Semester: 1 lecture hour/week
- Formerly LAND/AGNR- 3 & 4

Catalog Description

- This course is a seminar on workplace issues impacting the respective industries including elements of leadership and supervision, personnel management, planning, problem solving, training, interpersonal relationships, time management, technology transfer, sexual harassment, and disciplinary action.

Course Objectives

- To become familiar with the many career opportunities in the respective industries - Environmental Horticulture, Agriculture, Natural Resources.
- To develop a positive attitude towards working.
- To understand the importance of analyzing and comparing various career choices and the determination of jobs best suited to the individual's abilities, needs, and interests.
- To be able to accurately complete job / employment application forms.
- To effectively write a resume / personal data sheet.
- To develop job search skills and procedures including protocol, verbal communications, and written correspondence necessary for procuring employment.
- To develop techniques and skills in interviewing.
- To develop oral and written communication skills.

Course Outline

- Introduction to the AGNR area
- Orientation to college
- Career opportunities
- Job applications
- Resume
- Job applications
- Resume

- Job research
- Motivation
- Communications
- Interviewing
- Employer relationships
- Scheduling

Procedures For Instruction

- Discussion
- Panel Participation
- Lecture
- Guest Speakers

Attendance

- Attendance is required, and students are responsible for obtaining notes and information missed from the instructor.

Methods of Evaluation

	<u>Points</u>
- Application OF- 61 2	100
- Resume	100
- Attendance	100
- Interview	100
- Reports	<u>100</u>
500 Points Total	

Grading Scale

A	=	450 – 500 points (90%)
B	=	400 – 449 points (80%)
C	=	350 – 399 points (70%)
D	=	300 – 349 points (60%)
F	=	Below 300 points (59%)

Accommodations for students with disabilities

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.

*** The last date to drop a class is March 12th, 2010.**

