**AGNR 2-Career Leadership Seminar**

Reedley College-Spring 2012

FEM 7

Lecture Tuesday 1:00 to 1:50 pm.

**Instructor:** Ian Stone

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Office Hours: Thurs. 11:00 am to 12:00 noon and 3:00 to 4:00 pm, Mon. 2:00 to 3:00 pm.

Other time by appointment

**Course Outcomes**

1. Solve problems encountered in a typical workplace setting.
2. Work with others in a team effort to accomplish a goal.
3. Develop an understanding and appreciation of diversity in the workplace.
4. Apply appropriate leadership styles in various workplace settings.
5. Secure employment in a chosen occupational field.

**Course Objectives**

1. Update, and monitor the progress of, a personal student education plan.
2. List the skills most demanded by employers.
3. Develop a personal leadership development plan.
4. Participate in approved leadership development events.
5. Identify possible solutions to problems that commonly occur in the workplace.
6. Participate in a panel discussion focused on a contemporary issue in the agriculture & natural resources field.
7. Update a personal career portfolio (including a resume, cover letter, and employment application).
8. Participate in a formal interview process.

**Attendance and Drop Policy:**

Class attendance is essential for students to be successful in any course. Therefore, it is essential that students attend all lectures and labs and labs; however, students are not graded on attendance. Due to the limited number of seats in the class, and the high demand, students who miss the first class meeting will be promptly dropped. Students must stay in class for the entire period to be counted as present. Students absent from three or more class meetings (lecture or lab) without a recognized excuse will be dropped from the course.

It is a student’s responsibility to drop the course if they no longer wish to be enrolled in the course. Failure to do so could result in a student receiving a failing grade in the course or being dropped by the instructor for failure to attend.

**Absence Policy**

The only excused absences that will be recognized are personal illness, medical emergency, family emergencies, a death in the immediate family (parent, sibling, grandparent), and professional development (i.e. professional meetings, job interviews). For these excuses to be recognized students must provide appropriate documentation. Personal illness and medical emergencies requires verification by a physician (doctor’s excuse) or the college nurse. Medical issues are private, and if a student wishes he or she can provide documentation of the illness to the college nurse and have the nurse send verification to the instructor to assure medical issues remain private. For family emergency students should provide some documentation from their immediate family detailing the emergency and why the student should be excused. For a death in the immediate family students should provide the instructor with a copy of the obituary. For professional development students must provide documentation that they attended the event (for example a letter from an advisor, e-mail confirming the job interview, etc.) Recognition of the excuse is the decision of the instructor and will be based on the documentation provided. Failure to provide appropriate documentation will result in the absence being considered unexcused.

In the event that a student will be absent for an extended period of time (more than one class meeting) due to illness or similar issues must notify the instructor immediately. An extended absence in compressed schedule courses can severely impact a student’s performance in the course. Students who will have an extended absence should seek guidance from the instructor as to whether they should continue in the course or drop.

**Classroom Policies and Essential Information**

Academic Honesty

Cheating and plagiarism are serious offences and will not be tolerated. Because cheating, plagiarism, and collusion in dishonest activities erode the integrity of the college, each student is expected to exert an entirely honest effort in all academic endeavors. Academic dishonesty in any form is a very serious offense and will incur serious consequences.

**Cheating** is the act or attempted act of taking an examination or performing an assigned, evaluated task in a fraudulent or deceptive manner, such as having improper access to answers, in an attempt to gain an unearned academic advantage. Cheating may include, but is not limited to, copying from another’s work, supplying one’s work to another, giving or receiving copies of examinations without an instructor’s permission, using or displaying notes or devices inappropriate to the conditions of the examination, allowing someone other than the officially enrolled student to represent the student, or failing to disclose research results completely.

**Plagiarism** is a specific form of cheating: the use of another’s words or ideas without identifying them as such or giving credit to the source. Plagiarism may include, but is not limited to, failing to provide complete citations and references for all work that draws on the ideas, words, or work of others, failing to identify the contributors to work done in collaboration, submitting duplicate work to be evaluated in different courses without the knowledge and consent of the instructors involved, or failing to observe computer security systems and software copyrights.

Any student found to have violated academic honesty standards on an assignment, quiz, or exam will **receive immediate sanctions.** Sanction can include a failing grade on the assignment or in the course at the discretion of the instructor. Student violating academic honesty standard may also be turned over to the Vice President of Student Services for further sanctions.

Classroom Conduct

The objective of this course is for students to learn, and accomplishing this requires a structured environment. Students must remain respectful of their fellow students and the instructor at all times. Disruptive behavior of any sort will not be tolerated. Students engaging in disruptive behavior such as loud outbursts, obscene gestures or language, harassment or belittlement of fellow students or the instructor, or any other offensive and disruptive conduct will be told to stop the behavior immediately. If a student persists with the behavior they will be ejected from the class and reported to the Vice President of Student Services.

Students are not to use tobacco products (smoking or smokeless) during class or in the vans while traveling to and from labs. Students using tobacco products during class or in the vans will be told to put the product away and case using it. If students continue to violate this policy they may be ejected from class. Students are not to bring any food items into class during lecture. When working with laptops or in computer labs students are not to consume food or drink to prevent damage to the computers. During field trips students are expected to clean up after themselves in the van and remove all drink and food containers/wrappers from the van.

Students should take care to arrive to class on time. It is distracting and disruptive to other students to arrive late and interrupt the class. Students arriving more than 15 minutes late should wait until a class break before entering the room. If a student is habitually late for class they will be required to meet with the instructor concerning their tardiness. For field trips students must be on time. The bus will not wait for students who are late. Failure to arrive on time may result in the student missing the field lab, and the student will be considered absent. If a student misses a quiz or other assignment due to a tardy they will not be allowed to make up the assignment without a valid excuse.

Electronic Devices

All electronic devices such as cell phones, I Pods, etc. must be turned off during class. Students may use laptops during class to take notes, but the sound must be muted to prevent disturbing class. Students must not use social media, e-mail, or surf the internet. Violation of these policies will result in the student no longer being allowed to use a laptop during class. The use of any electronic devices other than a non-graphing calculator during quizzes or exams is not permitted. Students violating these policies will receive a reminder to turn off devices or silence their laptops.

Academic Accommodation

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.

**Grading Policy:**

Grades in this course will are based on a 10 point grading scale.

90-100% A

80-89% B

70-79% C

60-69% D

Final grades will be based on class assignments, participation, professional meeting attendance, and a final interview. The weight of each grading component is as follows. Final grades will only be rounded to the higher percentage if they are .5% or higher from the higher grade.

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| --- | --- |
| Item | Percent of Final Grade |
| Professional Meeting Participation | 25% |
| Class Assignments and Participation | 25% |
| Final Interview | 25% |
| Targeted Application | 15% |
| Career Portfolio | 10% |
| Total | 100% |

Professional Meeting Participation:

Students must participate in a professional meeting within the Natural Resources area. To receive credit the student must turn in proof of attendance and write a one page report on the meeting and the professional networking that was available at the meeting.

Class Assignments and Participation:

Students are required to complete all assignments in the course. Assignments will vary from targeting resumes, cover letters, interviewing tactics, skills questionnaires, and other appropriate career development assignments. Students will also have participation assignments during class, and will be graded on their participation in the assignment.

Final Interview :

During the final weeks of the course students will be required to complete a mock interview with the instructor and industry representatives. Grades will be based on answering questions fo the interviewers, professional attire and conduct, and interviwer conclusions.

Targeted Application:

Students must complete a targeted application for a natural resources summer job, internship, or other student position. Students will turn in their application for grading to the instructor. The choice of job is up to the student, but it must be aligned with the student’s career goals and objectives.

Career Portfolio:

Each student must complete a career portfolio. This will include a career goal statement, career objectives, desired geographic area, a career plan, required skills, and a timeline for achieving objectives. Students will be evaluated on the completeness, achievability, and professional career knowledge displayed in the portfolio.

Late and Make Up Assignments

A major component of professionalism and work ethic is attention to deadlines. In professional and work related settings deadlines are strict and must be observed strictly observed. Missing a job application deadline usually means you will not get a job and missing deadlines in work setting means you could be fired. To enforce this aspect of professionalism, late assignments will not be accepted. If a student misses the assignment deadline they will receive a 0. Student with valid excuses can turn in makeup assignments. All makeup assignments are due one week after the student returns to class. Assignments will not be accepted after the one week deadline.

Class Schedule

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| Week | Lecture |
| 1 | Introduction |
| 2 | Career Planning |
| 3 | Search Engines and Job Boards |
| 4 | Tailoring your resume |
| 5 | Knowledge, Skills, and Abilities on applications |
| 6 | Skills Evaluation Tests |
| 7 | No Class Presidents Day |
| 8 | Working Well With Others |
| 9 | Guest Speaker |
| 10 | Professionalism |
| 11 | Leadership |
| 12 | Accountability |
| 13 | Spring Break |
| 14 | Guest Speaker, Portfolio Due |
| 15 | Guest Speaker, Targeted Application Due |
| 16 | Guest Speaker |
| 17 | Interviews |
| 18 | Interviews |