Course Syllabus

AG 261 - Agriculture Achievement II

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**Description:** This course is designed to meet the needs of international exchange students participating in special programs (SEED). The course presents international students with job search techniques, professional writing skills, resume preparation, and interviewing skills common in the United States of America. A special focus will be how to “translate” those techniques to the culture of their home country.

**Meeting Times/Days:** Friday, 1:00pm to 1:50pm

**Course Outcome:** Prepare students to re-enter their home countries and enter the job market.

**In the process of completing this course, students will:**

1. Review resume styles and variants of resume content.
2. Create a resume based on their current education and experience.
3. Review basic business letter formats.
4. Respond to a real job announcement with a cover letter / letter of interest.
5. Conduct and participate in mock job interviews.
6. Search the internet, job search engines, newspapers and other locations for job listings.
7. Create a letter and resume in the style of their home country.
8. Discuss the styles of resumes, letters and interviewing in the United States and compare that to the styles used in the respective home countries of international students.

**Final Project:**

Each student will “apply and interview” for a job.

**Grading Policy:**

Weekly assignments and quizzes will be assigned point values. The course work/quiz portion of the final grade will be calculated based on >90% of total points possible is an A, 80-89 is a B, 70-79 is a C, 60-69 is a D, <60 is an F.

Course Work / Quizzes 50% of final grade

Final Project 50% of final grade