

Welcome to AGRI 320 – Success Strategies in Agriculture

Class Times	MWF 1:00 – 1:50 PM + arranged outside of class activity
Class End Date	8 week class – October 11 th 2024
Room	Lecture: KH 307
Instructor	Dr. Keela Trennepohl
Office	KH 315
Cell Phone	805-440-8421
Email	km-trennepohl@wiu.edu
Office Hours	MW 11 - 12; F 11-1

Suffering and sacrifice are needed for success.

COURSE DESCRIPTION

Topics in applied life sciences--strategies for success. Topics will include problem solving, communication, interpersonal relations, resume preparation, and interviewing. Student participation will be emphasized. 2 hrs. lect.

COURSE LEARNING OBJECTIVES

- Identify long and short term goals as well as, key skills, attributes and preferences related to their profession
- Exploration of the job search process
- Effectively construct a powerful cover letter and resume in response to a job posting.
- Conduct a confident in-person job interview
- Write a thank you note, professional email, and resignation letter
- Develop networking strategies and an increased level of comfort with interpersonal communication
- Understand etiquette, professional dress, personal branding, and concepts that will make for comfortable business interactions

COURSE TEXT and OTHER MATERIALS

Professional dress will be required for multiple activities. Resume paper and a professional folder will be required. We will use various apps and websites including but not limited to: LinkedIn and Handshake.

COURSE EXPECTATIONS

In this course, I expect you to expand to come with an open mind and participate in an effective manner building upon your previous experiences in order to define and achieve success. In the end, you will be equipped with tools to assist you to achieve the level of success that you desire.

This syllabus is subjective to change and the course progresses.

COURSE POLICIES AND PROCEDURES

Assignment due dates/late work:

I expect you to attend every class on time and be ready to effectively contribute. In order to help prepare you for post-graduation responsibility, I will expect that assignment deadlines are met. Assignments due in class are due at the beginning of class. Assignments due on western online are due at 11:59 PM. You will be allowed one late assignment without penalty. You must notify me ahead of time and it must be turned in in the form assigned within three days of the due date.

Distribution of course materials:

In order to provide course accessibility, lecture material will be distributed on Western Online. Please make it your responsibility to check Western Online before each lecture for any updates that may occur. There may be times when assignments or quizzes are presented online or in class without prior notice. This is to insure your attendance in lecture and ensure that you are taking responsibility for your learning in the course. If you choose to miss class or forget to check the course Western Online which results in missed graded points, you will not be given an alternative assignment. If an extended absence or an excused absence is necessary, course material you have missed is your responsibility.

Attendance:

Attendance will be taken on occasion in lecture. Each unexcused absence will result in a ten point reduction in overall final score in the course.

Other policies:

Students with disabilities: In accordance with University values and disability law, students with disabilities may request academic accommodations where there are aspects of a course that result in barriers to inclusion or accurate assessment of achievement. To file an official request for disability-related accommodations, please contact the Disability Resource Center in the student Development and Success Center at 309-298-2512, disability@wiu.edu or in 125 Memorial Hall. Please notify the instructor as soon as possible to ensure that this course is accessible to you in a timely manner.

Maintaining high ethical standards is of utmost importance, not only for this class, but as a student, in a professional career, and in your personal life. I expect everyone in this class to uphold Code of Student Conduct in Student Handbook and be familiar with all applicable policies including but not limited to academic dishonesty and disruptive behavior. Any breach of this code will result in, at minimum, a failing grade for the course. To access the Policy, please visit <http://www.wiu.edu/policies/acintegrity.php>. In addition, students have certain rights and responsibilities to be aware of as seen online at: <http://www.wiu.edu/provost/students.php>. Tobacco use of any form is not allowed during class and texting is prohibited. **No animals except for service animals are allowed in lecture class or lab.**

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University values, Title IX, and other federal and state laws prohibit sex discrimination, including sexual assault/misconduct, dating/domestic violence, and stalking. If you, or someone you know, has been the victim of any of these offenses, we encourage you to report this to the Title IX Coordinator at 309-298-1977 or anonymously online at: http://www.wiu.edu/equal_opportunity_and_access/request_form/index.php. If you disclose an incident to a faculty member, the faculty member must notify the Title IX Coordinator. The complete Title IX policy is available at: <http://www.wiu.edu/vpas/policies/titleIX.php>.

Students should have coverage for major medical, surgical and emergency expenses, either through their parents/guardians, or a personal health insurance policy. WIU Health Services provides outpatient medical attention to all students; additional health services are available at a low cost.

Attention Education Majors:

The changes within the state teaching license require all education majors to receive a grade of a "C-" or better in this course in order to meet these new requirements. With the university +/- grading system, receiving a "D+" or below will require you to retake this course or find a substitute course to meet School of Agriculture graduation requirements.

TECH SUPPORT

- Technical Support for Western Online is provided through the Western Online Brightspace Virtual Assistant by clicking on the **Get Help! link/icon at the bottom right corner of every page** in Western Online.
- Instructions for the Virtual Assistant are posted online at https://wiu.edu/citr/home/get_help.php
- All other technical support, including issues with enrollment in online courses, should be requested by contacting:
University Technology (uTech) Support Center
Website: http://www.wiu.edu/university_technology/
Phone: (309) 298-TECH (8-8324)

Military/Veteran Support Statement

As a military-friendly institution, and in accordance with federal regulations and Illinois statutes, Western Illinois University has established policies and procedures to accommodate military service students. In addition to the supports available at WIU's Veterans Resource Center (wiu.edu/student_success/veterans/ / 309-298-3505), veterans, members of the National Guard or Reserves, and active-duty military personnel with military obligations (e.g., deployments, trainings, drill) are encouraged to communicate these, in advance whenever possible, to the instructor. The Military Service Policy can be found at <http://www.wiu.edu/policies/military.php>

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COURSE GRADING

Final grade in class based on a percentage of total possible points accumulated in both lecture and laboratory.

Final grade - minimum percentages.

A	=	94-100%
A-	=	90 – 93.99%
B+	=	87 – 89.99%
B	=	84 – 86.99%
B-	=	80 - 83.99%
C+	=	77 – 79.99%
C	=	70 – 76.99%
D	=	60%

At the end of the quarter, grade percentage breaks may be lowered, but never raised.

TENATIVE ASSIGNMENT/COURSE OUTLINE

First day assignment: (25 pts) Assigned on day #1. Due on WO.

Career Exploration: (25 pts) Find a new career field that you are unfamiliar with at stepping blocks. What is the career field, why does it interest you, how much education is required, what does it pay, etc.? Due on WO.

Job Posting: (25 pts) Find a job posting for a position and company that is feasible for your first job after graduation. You will use this job posting throughout the semester. It must be an actual posting and the more detailed the job description, the better. Due on WO.

Resignation Letter: (25 pts) Write a professional resignation letter to your current company informing it that you will soon be leaving your position. Due on WO.

Elevator Pitch: (25 pts) Write and present an elevator pitch highlighting your skills. Presentations will be in class.

Mock Interview: (25 pts) Complete a mock interview in class and a reflective summary about the exercise.

Ag Alumni Panel: (50 pts) Attend the Ag Alumni Panel on September 21, engage with the panelists, write a summary about what you learned.

Resume/Cover Letter review: (50 pts) Complete a resume and cover letter review with the Career Center.

Mock Interview: (50 pts) Complete a mock interview at the Career Center

LinkedIn Profile: (50 pts) Create a complete profile on LinkedIn.

Ag Career Fair: (50 pts) Attend the School of Ag Career Fair on October 2nd and speak to at least 3 different companies. Write a summary about who you spoke with (be sure to get their name!), what the company does, position available, and why you would/wouldn't like to work there.

Portfolio: (200 pts) Bound together in a professional binder, will include but is not limited to: the job posting, first and final drafts of your cover letter, resume, and thank you note written to your job posting.

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OFFICE HOURS

I am very happy to meet with you during office hours and to confer with you by email (please use your wiu.edu address). Office hours will be in person in my office unless otherwise scheduled. If your schedule prohibits you from attending my office hours, please make an appointment or if my door is open just stop by. Please come prepared and it always is best to come before you have a serious problem. You will find that if you put forth a deserving positive effort, I will do my absolute best to help you succeed.

IMPORTANT DATES:

September 2nd – no school

September 28th – School of Agriculture Ag Alumni Panel 3:00 – 4:30 PM: Stipes 121

October 2nd – School of Agriculture Career Fair in the Grand Ballroom: 9 AM – 1 PM

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