

SUCCESS STRATEGIES IN AGRICULTURE
AGRI 320 – Spring 2017
School of Agriculture - Western Illinois University

INSTRUCTOR

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Office Hours: M/W 9-11 a.m. & T 11-3 p.m.

and by appointment

CLASS TIMES AND LOCATIONS

Section I will meet Monday & Wednesday 1:00-1:50 p.m. in KH 226

Section II will meet Tuesday & Thursday 3:00-3:50 p.m. in KH 226

COURSE DESCRIPTION AND PREREQUISITES

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.

Pre-Requisite: Ag 220 and junior/senior standing

CONSULTED TEXTS

Resumes That Get You Hired, 1st Edition. New York, NY: Learning Express, 2006. Print.

Shuman, Nancy. *The Resume and Cover Letter Phrase Book.* Avon, MA: Adams Media, 2011. Print.

REQUIRED MATERIAL

You will be building a personal website on Wix. A Wix account (free) will be required.

ADDITIONAL COURSE MATERIAL

Course handouts will be provided as necessary. Notes and additional information can be found on WesternOnline. Activities outside of class time will be required.

COURSE GOALS:

- A. The student will learn to identify his/her long and short term career goals. As well as, identify his/her key skills, attributes and preferences related to their profession.
- B. The student will explore the job search process.
- C. The student will be able to effectively construct a powerful cover letter and resume in response to a job posting.
- D. The student will be able to conduct a confident phone and in-person job interview.
- E. The student will write a thank you note, professional email, and resignation letter.
- F. The student will develop networking strategies and an increased comfort level of comfort with interpersonal communication.
- G. The student will understand etiquette, professional dress, personal branding, and concepts that will make for comfortable business interactions.
- H. The student will understand ethics in the workplace and how to handle a negative work environment.
- I. The student will establish a Leatherneck Link profile through the WIU Career Center.
- J. The student will establish a LinkedIn profile.
- K. The student will establish a personal webpage and online portfolio.

IMPORTANT DATES

February 13-Lincoln's birthday, University is closed

March 14-Early warning grades available on STARS

March 13-17-Spring break, University is closed

Wednesday, May 10-Section I Final 1 p.m.

Thursday, May 11-Section II Final 3 p.m.

ABSENCES

To succeed in this class, you must be present. Each class period is worth 10 participation points. Excused absences (emergencies, funerals, and illness) should be cleared with the instructor prior to the class either via email or the OARS system. Unexcused absences will result in a loss of participation/attendance points for that day. All assignments due for that class period should be completed prior to the next class period.

LATE ASSIGNMENTS

The “real world” has deadlines; therefore, this class has deadlines. Learn to meet deadlines now so when your job is on the line, it isn’t a hard task for you. Unless your work is late due to an excused absence, late assignments do not exist. Your assignment is due at the beginning of class on the day it is due in the form assigned (WO, hard copy, etc). No exceptions.

CLASS GUIDELINES

Failure to comply with the class rules will result in a loss of participation points. Repeated offense will result in the loss of one letter grade.

Cell Phones/laptops/tablets: Cell phones are not to be used during class unless requested to do so for class activity purposes. If, due to medical or public safety concerns, a student needs an exception to this policy he/she should inform the instructor prior to class. This is not study hall. This is not a work period. Be present during class.

*****Phone usage is not allowed during class. This isn’t a joke. Seriously, put your phones away. *****

Tobacco: Use of tobacco **in any form** is prohibited in university buildings/classrooms.

Talking: Unnecessary side conversations will not be tolerated.

Respect: Please respect the opinions of your classmates during all class discussions and activities. **Fifty points** will be deducted if at any time during a conversation you are harassing or demeaning towards another student with an opposing viewpoint.

Do. The. Work.: The more effort you put into this class, the more you will get out of it.

Whining: There is a \$5 fine for whining.

ASSIGNMENTS

Assignments will be graded on attention to instruction and detail, proper writing conventions, overall effectiveness and organization, and clarity among other components. More than one spelling error on drafts will result in a grade no higher than 80%. Any spelling error on final drafts (portfolio & final) will result in a final grade no higher than 80%. All assignments must be typed, 12 pt font, unless otherwise noted. Any assignment that is illegible will receive a zero. Rubrics will be provided when used.

Job Posting: (25 pts) Find a job posting for a position and company that is feasible for your first job after graduation or for a summer internship.

Chronological Resume: (100 pts) Write a chronological resume in response to a job posting.

Cover Letter: (100 pts) Write a cover letter in response to a job posting.

Thank You Note: (25 pts) Write a thank you note as a follow-up to an interview.

Elevator Pitch: (50 pts) Write an elevator pitch and present it in class.

Leatherneck Link: (50 pts) Complete a profile on Leatherneck Link.

Resignation Letter: (50 pts) Write a professional letter to your current company informing it that you have taken a new role in another company and will soon be leaving your position.

Etiquette Dinner: (150 pts) Participate in this instructional etiquette dinner to help you become comfortable with formal dining. Professional dress is required. This dinner is free of charge. Following the event, write a summary about what you learned, what confused you, and what you still have questions about. The dinner will be held April 12 & 13 at 5 p.m. (you will sign up for one date).

Company Paper & Presentation: (200 pts) Choose a company of your liking to examine as a potential employer. Write a 2-3 single spaced paper about the company and aspects of working there. The paper may include, but is not limited to: basic background information (not a biography), location, scope, products, position you would be most interested in now and long term, opportunities for advancement, impact on the industry, financials, opportunities for growth, benefits, areas for negotiation, etc. Cite sources using MLA format. Present on the company with an 8-10-minute visual presentation (PPT or Prezi). Each company may only be chosen once.

Cover Letter/Resume Review: (50 pts) Complete a cover letter and resume review with the CDC staff.

Mock Interview: (50 pts) Complete a mock interview with the CDC staff.

Online Portfolio: (200 pts) Create an online portfolio on a Wix that will serve as an asset in your job search and assist with your personal branding.

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

Quizzes: The instructor reserves the right to administer announced and unannounced quizzes.

Final: (300 pts) The final will be a take home exam related to completing a job application packet for a specific job posting.

CAREER DEVELOPMENT CENTER (CDC)

You will be visiting the Career Development Center (Memorial Hall 125) a minimum of three times during the semester.

- 1) CDC tour-January 23/24
- 2) Review of draft #2 of your chronological resume and cover letter- February 20-March 3. **(50 pts)**
- 3) Mock interview-April 3-14. **(50 pts)**

If you fail to attend your appointment you will lose the associated points.

GRADING POLICY:

The course grade will be based on the following:

GRADING SCALE:

93% and above = A

90 – 92 = A-

87 – 89 = B+

83 – 86 = B

80 – 82 = B-

77 – 79 = C+

73 – 76 = C

70 – 72 = C-

67 – 69 = D+

63 – 66 = D

60 – 62 = D-

59 and below = F

Agriculture Education Majors please note the following:

In accordance with the Illinois State Board of Education certification rules, all candidates seeking teacher certification are required by Western Illinois University to obtain a grade of "C" or better in all directed general education courses, all core courses, and all courses in the option. Note C- is below a C.

UNIVERSITY 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 at 309-298-2512, disability@wiu.edu or in 143 Memorial Hall. Please notify the instructor as soon as possible to ensure that this course is accessible to you in a timely manner.

Title IX: 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>.

Academic Integrity: The rules and regulations outlined in the University's policy on academic integrity are applied to this course. <http://www.wiu.edu/policies/acintegrity.php>

Student Rights and Responsibilities: Detailed information regarding student rights and responsibilities can be found at <http://www.wiu.edu/provost/student.php>. It is your responsibility to be familiar with the posted information.

Disruptive Student Behavior: Disruptive Student Behavior is defined as inappropriate student behavior that a reasonable faculty member would view as interfering with the ability of the instructor to teach and students to learn whether in a classroom or other learning environment (such as an online course, laboratory, site field experience, internships, instructor's office, computer lab, or other setting whether it is an on-campus or off-campus location), which disrupts the educational process. It is also considered disruptive behavior for a student to exhibit threatening, intimidating, or other inappropriate behavior toward the instructor or classmates outside of the learning environment. Further information is available at <http://www.wiu.edu/vpas/policies/disrupst.php>.

NOTICES

Please be advised that this syllabus is **tentative**. All classes are different and we may or may not be able to address all of the content areas. Any deviations from the syllabus will be announced as soon as possible.