

SUCCESS STRATEGIES IN AGRICULTURE
AGRI 320 – Spring 2020
School of Agriculture - Western Illinois University

INSTRUCTOR

Jana Knupp
Cell: 309-255-5297
Email: jm-knupp@wiu.edu

Office: B21 Knoblauch (woods lab)
Office Hours: M/W 3-4 p.m., TH 9-11 a.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 Monday & Wednesday 2:00-2:50 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.

Prerequisite: Ag 220 and junior/senior standing

REQUIRED MATERIAL

Professional dress will be required for multiple activities. Resume paper and a professional folder will be required. You will create/update a LinkedIn account if you do not have one.

ADDITIONAL COURSE MATERIAL & CLASS ANNOUNCEMENTS

Course handouts will be provided as necessary. All students enrolled are required to use their WIU email and Western Online. Important class announcements (cancellations, etc.) will be made via WIU email, Western Online, and the WIU text notification system. Notes and additional information can be found on Western Online.

****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 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 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.

IMPORTANT DATES

Monday, January 20-No Class, Martin Luther King Day
Monday, January 27-Meet in the Student Development and Success Center Memorial Hall 125
Wednesday, February 12-No Class, Lincoln's Birthday
April TBD-Etiquette Dinner

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 missed due to an excused absence must be completed prior to the next class period.

CLASS GUIDELINES

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

Technology: Cell phones/laptops/tablets 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. Students on their phone, laptop, or tablet during class will lose 10 points per incident. Reminders will be few, and most likely embarrassing. If I see your electronics, I assume you are waiving your 10 points for that day. This is not study hall.

*****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 class discussions and activities.

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. 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 handwritten will receive a zero. Rubrics will be provided when used.

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. Your assignment is due at the beginning of class on the day it is due in the form assigned (WO, hard copy, etc). All dropboxes will close at the beginning of class. You will be allowed one late assignment during this class with no 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. All other late work will receive a zero in the grade book.

First day assignment: (25 pts) Assigned on day #1. Due on WO prior to the following class period.

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

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-keep a copy. It must be an actual posting and the more detailed the job description, the better.

Reverse Chronological Resume: (100 pts) Write a reverse 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 or a professional meeting.

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

Networking Event: (150 pts) Attend and participate in a networking event. Complete a reflection after the event.

Elevator Pitch: (25 pts) Present an elevator pitch highlighting your skills.

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

Personal Budget: (50 pts) Complete a personal budget for your first full time position.

Etiquette Dinner: (150 pts) Participate in an 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 in April in the Knoblauch Hall dining room.

Company Paper & Presentation: (200 pts) Choose a company of your liking to examine as a potential employer. Write a 2-3 page double spaced paper about the company and aspects of working there. The paper should 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-minute visual presentation (PPT or Prezi). Each company may only be chosen once.

Resume/Cover Letter review: (50 pts) Complete a resume and cover letter review. Details forthcoming.

Mock Interview: (50 pts) Complete a mock interview with the SDSC staff March 16-30.

LinkedIn Profile: (50 pts) Complete a profile on LinkedIn.

Completed 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.

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.

EXTRA CREDIT

Ag Mech Show Set-Up/Tear Down: Assist with the set-up or tear down the of the Ag Mech Show, February 6-10. 5 points/hour worked.

Additional extra credit opportunities may be announced throughout the semester.

GRADING SCALE: Grades will not be given in this course, they will be earned.

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:

The changes within the Illinois State Teaching License requirements, students are required to receive a grade of a "C-" or better in this course in order to meet state requirements. With the university's +/- grading system, receiving a grade below a "C-" will require you to retake this course or find a substitute course to meet School of Agriculture graduation requirements.

UNIVERSITY POLICIES

Student Right-to-Know and Campus Security Act, and Drug-Free School and Communities Act Information: WIU remains a drug free campus, this includes marijuana. If a student is impaired, distracted, distracting, or the like, I reserve the right to ask you to leave class. Find the university policy at <http://www.wiu.edu/policies/drugalcohol.php>

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 Student Resource & Success 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>. Please familiarize yourself with the policies. Plagiarism will not be tolerated. Your first offense will be reported to CAGAS. Your second offense will be visible on your record. The level of the offense will determine your future at WIU.

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.