

CATM 4360 FALL 2017 CRN # 80425

COLLEGE OF SCIENCES AND ENGINEERING TECHNOLOGY
Department of Agricultural Sciences
BAAS Degree Program
Course Description

DEPARTMENT: Agricultural Sciences and Engineering Technology

INSTRUCTOR: Doug Ullrich, THOM 313, (936)294-1188 agr_dru@shsu.edu

OFFICE HOURS: Best by appointment.

OBJECTIVES: 1. Develop career goals and planning strategies.
2. Identify various employment opportunities in agriculture according to student interests.
3. Evaluate hiring procedures followed by employers.
4. Develop interviewing skills.
5. Create professional resumes.
6. Develop an understanding of proper dress, etiquette, presentation skills.
7. Develop an understanding of personal financial management.
8. Develop on-the-job training skills.

TEXTBOOKS: **CATM #1** – If this is your first CATM these are your two books.
Young, Fabulous & Broke, by Suse Orman.
And
The Total Money Makeover: A Proven Plan for Financial Fitness, by Dave Ramsey

CATM #2 – If this is your second CATM these are your two books.
What Color is Your Parachute, by Richard N. Bolles
And
EntreLeadership, by Dave Ramsey

CATM #3 – If this is your third CATM these are your two books.
Retire Happy, by Richard Stim and Ralph Warner
And
Complete Guide to Money, by Dave Ramsey

MEETING TIME: Online Only

TOPICS: 1. Personal characteristics necessary for obtaining employment and advancement.
2. Resume preparation, writing letters and the job application process.
3. Factors in career development.
4. Factors to consider in career choices.
5. Personal Financial Management

COURSE REQUIREMENTS: Each student is expected to participate in each online project. Assigned papers are expected to be neat, as well as, mechanically and grammatically correct.
ALL ASSIGNMENTS WILL BE TYPED.

ATTENDANCE POLICY: An essential trait of the professional involved in any aspect of business and industry is commitment to responsibilities. One of the most important of these responsibilities is being punctual and at the duty station. Your attendance is important because much of the material will be absorbed through your mentorship at the job site. If you miss work it is your responsibility to work with your specific mentor to make up the time and work missed.

Students with disabilities: Students with a disability which affects performance are expected to arrange for a conference with the instructor in order that appropriate strategies can be considered to ensure that participation and achievement opportunities are not impaired. The physically impaired may contact the

Director of the Counseling Center who also serves as chair of the Committee for Continuing Assistance for Disabled Students by telephone at (936)294-1720.

Students with disabilities that impact academic performance are urged to arrange for a conference with the instructor in order that appropriate strategies can be considered to assure that participation and achievement opportunities are not impaired. The Committee for Continuing Assistance for Disabled Students may be contacted for further information. The chairperson is the Director of the Counseling Services (294-1720)

All students are expected to engage in all academic pursuits in a manner that is above reproach. Students are expected to maintain complete honesty and integrity in the academic experiences both in and out of the classroom. Any student found guilty of dishonesty in any phase of academic work will be subject to disciplinary action. The University and its official representatives may initiate disciplinary proceedings against a student accused of any form of academic dishonesty including, but not limited to, cheating on an examination or other academic work which is to be submitted, plagiarism, collusion and the abuse of resource materials.

Students will refrain from behavior in the classroom or online that intentionally or unintentionally disrupts the learning process and, thus, impedes the mission of the university. Cellular telephones and pagers must be turned off before class begins. Students are prohibited from eating in class, using tobacco products, making offensive remarks, reading newspapers, sleeping, talking at inappropriate times, wearing inappropriate clothing, or engaging in any other form of distraction. Inappropriate behavior in the classroom shall result in a directive to leave class. Students who are especially disruptive also may be reported to the Dean of Students for disciplinary action in accordance with university policy.

Unannounced visitors to class must present a current, official SHSU identification card to be permitted in the classroom. They must not present a disruption to the class by their attendance. If the visitor is not a registered student, it is at the instructor's discretion whether or not the visitor will be allowed to remain in the classroom.

GRADING SYSTEM

Assignments	Points
Weekly Work Sheets – Submitted EVERY Monday before noon	800
5 - Briefs [review of online video [50 pts each]	250
Professional Resume / Reference Sheet	100
Texas Job Application	50
Linkedin.com Profile	100
MidTerm [open book]	100
Final [open book]	100
Supervisor Evaluation [reduction of one letter grade if not submitted prior to end of grading period] [-500 points if not received]	500
Late Assignments – 25%	-pts
TOTAL	2000

ALL ASSIGNMENTS MUST BE FINISHED TO RECEIVE A GRADE. IF AN ASSIGNMENT IS NOT COMPLETED THE STUDENT WILL RECEIVE AND IN-PROGRESS UNTIL THE ASSIGNMENTS ARE COMPLETED. IF AN ASSIGNMENT IS NOT SUBMITTED ONE LETTER GRADE WILL BE FORFEITTED.

Grading Scale - Final grades will be based upon the following scale IF you meet the minimum 300 hours in Fall or Spring semester OR 160 hours in a summer session:

A = +90%

B = 80 – 89.99%

C = 70 – 79.99%

D = 60 – 69.99%

F = under 60%

If you are taking CATM 4360 for the first time you are in CATM #1 and your reading / exams will come from *Young, Fabulous & Broke*, by Suse Orman AND *The Total Money Makeover: A Proven Plan for Financial Fitness*, by Dave Ramsey

If you are taking CATM 4360 for the second time you are in CATM #2 and your reading / exams will come from *What Color is Your Parachute*, by Richard N. Bolles AND *EntreLeadership*, by Dave Ramsey.

If you are taking CATM 4360 for the third time you are in CATM #3 and your reading / exams will come from *Retire Happy*, by Richard Stim and Ralph Warner AND *Complete Guide to Money*, by Dave Ramsey.

ASSIGNMENTS: All assignments will be submitted via email to dullrich@shsu.edu

Documents **MUST** be save with your last name, first name, assignment in the title.

(ie. UllrichDougResume.doc OR UllrichDougWk1.doc)

Instructions for Weekly Work Experience Documentation

1. A minimum of 300 hours FOR FALL OR SPRING SEMESTERS OR 160 hours FOR SUMMER SEMESTERS of work must be documented for full credit.
2. See the weekly worksheet example on Blackboard.
3. Save each weekly work experience form using your Last name and first name and week. [i.e., UllrichDougWk1.doc or .pdf]– If the form is not saved using the above format it will not be accepted.
4. You will need Word OR Adobe to utilize the form. If you do not have access – you need to get it.
5. Submit your weekly work experience document each week to dullrich@shsu.edu

Weekly Work Experiences are due each Monday morning before noon:

WEEK	Weekly Work Sheet & Point Value		DUE DATES	ASSIGNMENTS DUE
#1	8/21-8/27	50 pts	Monday – 8/28	
#2	8/28-9/3	50 pts	Monday – 9/4	
#3	9/4-9/10	50 pts	Monday – 9/11	Resume & References – 100 pts
#4	9/11-9/17	50 pts	Monday – 9/18	Job Application – 50 pts
#5	9/18-9/24	50 pts	Monday – 9/25	Linkedin Profile – 100 pts
#6	9/25-10/1	50 pts	Monday – 10/2	Brief #1 – 50 pts
#7	10/2-10/8	50 pts	Monday – 10/9	Brief #2 – 50 pts
#8	10/9-10/15	50 pts	Monday – 10/16	
#9	10/16-10/22	50 pts	Monday - 10/23	MidTerm Book Review – 100 pts
#10	10/23-10/29	50 pts	Monday – 10/30	Brief #3 – 50 pts
#11	10/30-11/5	50 pts	Monday – 11/6	Brief #4 – 50 pts
#12	11/6-11/12	50 pts	Monday – 11/13	Brief #5 – 50 pts
#13	11/13-11/19	50 pts	Monday – 11/20	
#14	11/20-11/26	50 pts	Monday – 11/27	Supervisor Evaluation – 500 pts
#15	11/27-12/3	50 pts	Monday – 12/4	Final Book Review - 50 pts
#16	12/4-12/7	0 pts for hrs only	Friday - 12/7 before noon – NOTE: This is not needed if you average 20+ hrs @ in previous weeks	

**ALL ASSIGNMENTS WILL BE POSTED ON BLACKBOARD IN
ANNOUNCEMENTS/NOTIFICATIONS SECTION.**

**ALL ASSIGNMENTS WILL BE SUBMITTED BY EMAIL TO:
dullrich@shsu.edu**

Resume & References – DUE Monday 9/11

Develop a professional resume complete with references. An example will be emailed to you but it is not required that you follow that example as long as your resume / references follow a standard business format AND identifies education and work experience properly.

Texas Job Application – DUE Monday 9/18

Submit a completed Texas Job Application. Make sure the application follows the information in your resume.

Briefs - #1 DUE 10/2; #2 DUE 10/9; #3 DUE 10/30; #4 DUE 11/6; #5 DUE 11/13

Five assignments for you to watch an online video(s) will be required. You will submit a short analysis of your thoughts on the selected videos. If we do not assign all five videos you will receive credit for those not assigned.

If your personal computer system is unable to download or view video it is your responsibility to complete the assignment. The inability to view the video is not an excuse and you will need to get assistance.

Linkedin Profile – DUE Monday 9/25

You will develop a formal Linkedin Profile. It must include your picture, detailed work history and education. When you complete your profile join the network of the class instructor. Once that is completed you will be invited to join the BAAS Group. When you accept that invitation you will receive a message to your Linkedin Profile with required edits to receive full credit for this assignment. NOTE: As you make edits your posted grade will improve to 100%.

MidTerm Book Review – DUE Monday 10/23

This review will be created from the first book of your pair of books. Make sure to begin reading your first book ASAP. Instructions will be sent through Blackboard prior to the due date.

Final Book Review – DUE Monday 12/4

This review will be created from the second book of your pair of books. Make sure to begin reading your second book ASAP. Instructions will be sent through Blackboard prior to the due date.

Supervisor Evaluation – DUE Monday 11/27

You will need to download the Supervisor Evaluation Form from Blackboard prior to the due date and have your direct supervisor submit the evaluation by email to dullrich@shsu.edu

All assignments are required to be completed.

**IF AN ASSIGNMENT IS NOT COMPLETED ONE LETTER
GRADE WILL BE FORFEITTED.**