

# College of Science & Engineering Technology

## Department of Agricultural Sciences

### Professional Career Skills

AGRI 4120 01 – CRN# 20270

SPRING 2018 Syllabus

### Part 1: Course Information

#### Instructor Information

**Instructor:** Dr. Doug Ullrich

**Face-to-face Office Hours:** By appointment only

**Office Location:** Pirkle Bldg. #440K

**Email:** dullrich@shsu.edu

**Office Telephone:** 936-294-1188

#### Course Information

**Time:** Tuesday 5:00 – 5:50 PM

**Location:** Pirkle Building, Room 210 A, B & C

#### Course Description

This course provides a review of current careers in agriculture with emphasis on professional and managerial opportunities. Includes preparation of resume, interview skills, and other means of professional communication. Course is intended for graduating seniors. [1 credit hour].

#### Textbook & Course Materials

No required text. Supplemental materials will be posted in Blackboard

#### Course Structure

This course will be delivered in a face-to-face format and supported with the course management system Blackboard™. You will use your SHSU account to login to the course from the Blackboard login page (<http://shsu.blackboard.edu>) Class announcements, grades, and various resources will be shared through Bb.

#### Technical Requirements

To gain full working performance to Blackboard, you must have access to a personal computer or a computer in which you have administrative rights so that you may install necessary plugins. See the [Technical Requirements](#) website for recommended system and browser requirements.

#### Technical Assistance

The team at SHSU Online provides technical support for Blackboard through a variety of methods.

**Website:** [Technical Support](http://distance.shsu.edu/tech-support) <http://distance.shsu.edu/tech-support>

**Phone:** 936-294-2780 – or – toll free 1-877-759-2232

**Email:** [blackboard@shsu.edu](mailto:blackboard@shsu.edu) or you can chat with a technician while inside your Blackboard course.

## Part 2: Course Objectives

This course will provide an exploration of career options, personal skills, and current trends within the agricultural industry.

1. Identify various employment opportunities in agriculture according to student interest.
2. Develop individualized career goals and planning strategies for employment.
3. Create a professional portfolio including a resume, cover letter, and supplemental materials.
4. Develop and apply the use of proper dress, etiquette, and interviewing skills necessary in the job search and hiring process.

## Part 3: Topic Schedule

**Important Note:** Refer to Blackboard for specific dates and times. Assignments will be explained in detail within each week's corresponding learning module.

**Tentative Schedule:** Topics and dates may need to be amended due to unforeseen events

	DATE	TOPIC	DUE
1	1/23	Course Introduction & Syllabus Review Assign - LinkedIn Profile Assign - Career Fair Assign – Mock Interview Assign Assist with LDEs PPT Diversity & Skills	
2	1/30	Assign Resume & References PPT Resumes	Draft LinkedIn Profile - DUE
3	2/6	Resume & References [Cont.]	Resume & References Draft #1 - DUE
4	2/13	Resume & References [Cont.] Assign Cover Letters Assign Job Search #1 & #2 Assign Job Search Presentations Discuss Job Search Assignment	Resume & References Draft #2 – DUE
5	2/20	DISCUSS - Portfolio PPT Interviewing Skills	Cover Letters - DUE
6	2/27	PPT Interviewing Skills cont. PPT Why Interviews Fail [as time permits]	Resume & References Draft #3 - DUE
	2/28	Ag&ET Career Fair – LSC Ballroom 10:00 AM – 2:00 PM – BE THERE!	
7	3/6	PPT Professional Attire OR Guest Speaker	FINAL RESUME & REFERENCES DUE
	3/12-16	Spring Break	LinkedIn Profile FINAL VERSION - DUE
8	3/20	PPT Etiquette OR Guest Speaker	Job Search & PPT #1 - DUE
9	3/27	PPT Workplace Relationships	Job Search & PPT #2 - DUE
10	4/3	PPT Money Management – Life After College	
11	4/10	AREA IX CDEs	
12	3/17	PPT Job Benefits - Discussion	Portfolio - DUE
13	3/24	PPT Negotiating Salary & Benefits	Mock Interview - DUE
14	5/1	Discuss Career Options & Benefits	
	5/7-10	FINALS WEEK	

## Part 4: Grading Policy

### Graded Course Activities

The course will consist of a variety of assignments and student engagement activities. Attendance to class is vital as it composes approximately  $\frac{1}{3}$  of the total course grade. Some activities may be assigned throughout the semester as an opportunity to gain bonus points. Grades will be determined upon the total of all items outlines below.

Points	Item Description
350	Attendance (14 x 25 pts)
50	Resume & Reference Sheet 1 <sup>st</sup> Review - DRAFT
50	Resume & Reference Sheet 2 <sup>nd</sup> - FINAL
50	Cover Letter
100	Mock Interview
100	Career Fair or Guest Speaker
100	Linkedin.com Profile
50	Job Search #1
50	Job Search #2
200	Portfolio
100	FINAL
1200	<b>Total Grade</b>
25	BONUS Assist with Area LDEs
25	BONUS Assist with State LDEs

### Late Work Policy

Be sure to pay close attention to deadlines-there will be no make-up assignments, or other course materials accepted beyond the due date without instructor approval and advanced notification. If late assignments are accepted a 10% grade deduction should be expected for each **DAY** the assignment is late.

### Viewing Grades in Blackboard

Points you receive for graded activities will be posted to the Blackboard Grade Center. Your instructor will update the online grades each time a grading session has been complete—typically 7 days following the completion of an activity. Click on the My Grades link in the left navigation pane to view your points.

### Letter Grade Assignment

Final grades assigned for this course will be based on the percentage of total points earned and are assigned as follows:

Letter Grade	Percentage	Performance Level
A	92-100%	Excellent Work
B	82-91%	Good Work
C	72-81%	Average Work
D	60-71%	Poor Work
F	0-59%	Failing Work

## Part 5: Course Policies

### Attendance

Regular and punctual class attendance is expected of each student at Sam Houston State University. Class attendance is essential to both learning and student performance. SHSU expects students to attend every scheduled class meeting. As a leadership skill, attendance and punctuality is an essential trait of a professional worker involved in any aspect of agriculture. Your attendance is important because much of the material will be absorbed through discussion and group interaction. If you miss class it is your responsibility to get notes and assignments.

### Participate

Students are expected to participate in all activities as listed on the course schedule. Active participation is a vital component to the course and is necessary to meet learning objectives. As such, a portion of the overall course grade will be derived from your engagement in the course discussions.

### Build Rapport

You will find that your overall success in courses can come from building a strong rapport with your classmates and instructor (networking). This starts with demonstrating a personal code of conduct by respecting others' opinions, perspectives, and values through all the course communication.

### Code of Conduct

As a member of a community dedicated to learning, inquiry, and creation, the students, faculty, and administration of our university live by principles that require all members to be conscientious, respectful, and honest. Students should also understand that honest conduct reaches far beyond just academic honesty.

### Completing Assignments

Assignments must be submitted in class or by email to [Dullrich@shsu.edu](mailto:Dullrich@shsu.edu) by the given deadline or special permission must be requested in advanced from the instructor before the due date.

## Understand When You May Drop This Course

It is the student's responsibility to understand when he/she may need to consider unrolling from a course. Refer to the SHSU Course Schedule for dates and deadlines concerning registration.

## Required Policies at SHSU

The following are mandatory policies and procedures practiced by Sam Houston State University and can also be found at <http://www.shsu.edu/syllabus/>.

### Academic Dishonesty

The University expects students 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 experience both in and out of the classroom.

Accusations of academic dishonesty, proceedings, and subsequent disciplinary actions are addressed in The Texas State University System, Board of Regents policy on [Academic Honesty, Chapter VI, Subsection 5.3, "Academic Honesty"](#) and in the University's [Academic Policy Statement 810213](#).

### Student Absences on Religious Holy Days Policy

Section 51.911(b) of the Texas Education Code requires that an institution of higher education excuse a student from attending classes or other required activities, including examination, for the observance of a religious holy day, including travel for the purpose. Section 51.911(a)(2) defines a religious holy day as: "a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20..." A student whose absence is excused under this subsection may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence.

University Policy 861001 provide the procedures to be followed by the student and instructor. A student desiring to absent himself/herself from a scheduled class in order to observe a religious holy day shall present to each instructor involved a written statement concerning the religious holy day. The instructor will complete a form notifying the student of a reasonable timeframe in which the missed assignments and/or examinations are to be completed. This policy is fully addressed in [Academic Policy Statement 861001](#).

### Students with Disabilities Policy

It is the policy of Sam Houston State University that individuals otherwise qualified shall not be excluded, solely by reason of their disability, from participation in any academic program of the university. Further, they shall not be

denied the benefits of these programs nor shall they be subjected to discrimination. Students with disabilities that might affect their academic performance should register with the [Services for Students with Disabilities](#) office located in the Lee Drain North Annex (telephone 936-294-3412, TDD 936-294-3786, and email at [disability@shsu.edu](mailto:disability@shsu.edu)). They should then make arrangements with their individual instructors so that appropriate strategies can be considered and helpful procedures can be developed to ensure that participation and achievement opportunities are not impaired.

SHSU adheres to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations for students with disabilities. If you have a disability that may affect adversely your work in this class, then I encourage you to register with the SHSU Services for Students with Disabilities and to talk with me about how I can best help you. All disclosures of disabilities will be kept strictly confidential. NOTE: No accommodation can be made until you register with the Services for Students with Disabilities. For a complete listing of the university policy, see: [Academic Policy Statement 811006](#), (<http://www.shsu.edu/dotAsset/7ff819c3-39f3-491d-b688-db5a330ced92.pdf>)

### Visitors in the Classroom

Only registered students may attend class. Exceptions can be made on a case-by-case basis by the professor. In all cases, visitors must not present a disruption to the class by their attendance. Students wishing to audit a class must apply to do so through the Registrar Office.

## **Assignment Summary**

**Attendance (14 x 25 pts)** – You MUST be in attendance of class 100% of the time to earn the attendance credit for that day. You MUST be in attendance on the date and time of the final exam.

**Resume & References Sheet – For Edit only** – You may submit a Resume & Reference sheet for edits only before a grade is taken. Follow the example format.

**Resume & Reference Sheet 1st Review** for a grade – You will submit a DRAFT Resume & Reference sheet **following the example format**. The Resume must include your major and minor, as well as your detailed work history. The References should include FIVE [5] individuals that have an understanding of your work history or academic abilities. This assignment will be edited and graded.

**Resume & Reference Sheet 2nd Review** – You will resubmit your corrected Resume & Reference from the 1<sup>st</sup> Review. Attach the edited 1<sup>st</sup> Review and the 2<sup>nd</sup> Review.

**Cover Letter** – You will submit a cover letter using your educational and work history. Follow the example Cover Letter format.

**Mock Interview** – Contact SHSU Career Services and schedule a Mock Interview. Use the job announcement you are using to develop your Portfolio. Once you complete the Mock Interview, submit the proof of completion to receive credit.

**Career Fair** – Attend the Ag & Et Career Fair. Make sure to sign in AND complete the Career Fair form OR attend an Approved Guest Speaker Presentation.

**Linkedin.com Profile** – Create a LinkedIn Professional Profile. Join the professors network and then when invited to join the AGRI 4120 Group accept the invitation. Following those steps you will receive a grade AND a list of required edits. If you make the required edits your grade will improve.

**Job Search #1** – Submit a job search for the job announcement you are using for your Portfolio. This requires a paper AND a PPT. See the example on Blackboard.

**Job Search #2** - Submit a job search for a job you can apply for using your educational and/or work experience. This requires a paper AND a PPT. See the example on Blackboard.



**Portfolio** – The Portfolio is the culmination of the basic documentation needed to apply for a professional job.

The Portfolio includes:

- Copy of Job Announcement
- Cover Letter [must align with job announcement & resume information]
- Resume [must be real – it should not be fiction]
- References [must align with work experience & education]
- 3 Letter of Recommendation [must be on Reference Page]

The materials for the portfolio must be submitted:

- In a clear plastic folder
- Should NOT be stapled
- Should NOT be hole punched

**BONUS [25 pts] - Assist with Area LDEs** – Assist any faculty member in setting up and/or managing an Area CDE. Make sure to complete the proper form from your course packet AND sign in with your faculty member to document your assistance.

**BONUS [25 pts] - Assist with State LDEs** - Assist any faculty member in setting up and/or managing a State CDE. Make sure to complete the proper form from your course packet AND sign in with your faculty member to document your assistance