

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

---

**INSTRUCTOR**

Jana Knupp

Office Phone: 298-1246 Cell: 309-255-5297

Email: [jm-knupp@wiu.edu](mailto:jm-knupp@wiu.edu)

Office: B21 Knoblauch (woods lab)

Office Hours: M/W 8-9 a.m., T 1:00-4:00 p.m.

& TH 9:30 a.m.-12 p.m. and by appointment

**CLASS TIMES AND LOCATIONS**

Section I will meet Monday & Wednesday 2:00-2:50 p.m. in KH 308

Section II will meet Monday & Wednesday 3:00-3:50 p.m. in KH 308

**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, 1<sup>st</sup> 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**

A Wix account (free) will be required.

**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.
- 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, a LinkedIn profile, and a personal online portfolio.

**IMPORTANT DATES**

September 4-Labor Day, University is closed

September 14-Etiquette Dinner 5 p.m.-7 p.m.

October 4-No Class-Go to the Career Fair!

October 29-Last day to drop the course with a "W"  
grade

November 20-24-Thanksgiving break, University is closed

December 11-Section 1 Final 3 p.m.

December 13-Section 2 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 missed due to an excused absence must 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/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.

**\*\*\*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.

**Career Exploration: (10 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. 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.

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

**Leatherneck Link: (25 pts)** Complete a profile on Leatherneck Link.

**LinkedIn Profile:** Complete a profile on LinkedIn as part of your Online Portfolio.

**Networking Reflection: (50 pts)** Write a reflection to a networking activity.

**Mock Interview: (30 pts)** Complete a mock interview in class and a reflective summary about the exercise.

**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 Thursday, September 14, 2017, 5 p.m.-7 p.m. in the Lamoine Room.

**Ag Alumni Panel: (30 points)** Attend the Ag Alumni Panel during the CBT Professional Development Series. Thursday, September 21 at 3 p.m. in Stipes 121

**Career Fair Visits: (30 pts)** Attend the School of Agriculture Career Fair on October 4 in professional attire with multiple copies of your final resume. Visit and collect business cards from at least **3** recruiters. Write a summary about who you met with, what company, what positions they have available, would you be a good fit for this position, why or why not, and will you apply for this position?

**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.

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

**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-August 28
- 2) Review of draft #2 of your chronological resume and cover letter- September 18-30. **(50 pts)**
- 3) Mock interview-November 6-17 **(50 pts)**

\*\*Failure to attend any of your scheduled meetings will result in a loss of 1.5 times the point total for that assignment.

### **EXTRA CREDIT**

**CBT Professional Development Series: (up to 10 points each-30 points max)** Attend and write a summary about what you learned from a session from the CBT Professional Development Series, September 11-22. For a full list of sessions, visit <http://www.wiu.edu/cbt/career/> **Bring your WIU ID! (Etiquette dinner & Ag Panel does not count!)**

**Fallen Soldiers 5K: (25 pts)** Register for and participate in the Fallen Soldiers 5K on Oct. 14. Take a photo of yourself at the finish and post on social media tagging @WIUAg and using #WIUAgLife.

### **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**

ADA Compliance: In accordance with University policy and the Americans with Disabilities Act (ADA), academic accommodations may be made for any student who notifies the instructor of the need for an accommodation. For the instructor to provide the proper accommodation(s) you must obtain documentation of the need for an accommodation through Disability Resource Center (DRC) and provide it to the instructor. It is imperative that you take the initiative to bring such needs to the instructor's attention, as he/she is not legally permitted to inquire about such particular needs of students. Students who may require special assistance in emergency evacuations (i.e. fire, tornado, etc.) should contact the instructor as to the most appropriate procedures to follow in such an emergency. Contact Disability Resource Center (DRC) at 298-2512 for additional services.

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](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.