

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

INSTRUCTOR

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

Office: B21 Knoblauch (woods lab)
Virtual Office Hours: T/TH 10-12 p.m., Friday 9-10 a.m.
F2F by appointment

VIRTUAL OFFICE HOURS: I will be available during my virtual office hours by Google Hangouts or email. If you contact me during the office hour times I will respond to you promptly. If you would like to set-up a time to meet over Google Meets, please let me know.

CLASS TIMES AND LOCATIONS

Section I will meet Monday, Wednesday, & Friday 1:00-1:50 p.m. in KH 305
Section II will meet Monday, Wednesday, & Friday 2:00-2:50 p.m. in KH 226

Final Class: October 16

This is a face-to-face class and will meet face-to-face the majority of the time. There may be class periods where we will meet remotely or have other work as assigned. There will be required events outside of class time.

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. We will use various apps and websites including but not limited to: LinkedIn, Handshake and FlipGrid.

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, September 7-No Class, Labor Day

Monday, September 14 & Tuesday, September 15-Headshot photos at VPC, second floor of Memorial Hall

Tuesday, September 22-Ag Alumni Panel 3-5 p.m. via Zoom. *Required*

Wednesday, October 7-Virtual Ag Career Fair

Friday, October 16-Final class period

ABSENCES

To succeed in this class, you must be present. Each class period is worth 5 participation points. 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. Students who are missing class, for any reason, must contact the faculty member and copy SDSC@wiu.edu. COVID related absences are excused. Please email me documentation if you have it.

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.

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. Students on their phone during class will lose 10 points per incident.

***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. **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 content, 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 illegible 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 by 11:30 p.m. on the day it is due in the form assigned (WO, hard copy, etc). 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. ***Remember this throughout the class. Please don't ask me if you can make up work with one week left in the class.***

First day assignment: (25 pts) Assigned on day #1. Due on WO.

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.? Due on WO.

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. Due on WO.

Resume Review: (25 pts) Attend a virtual resume review with Jana for feedback for your final resume.

Cover Letter Review: (25 pts) Attend a virtual cover letter review with Jana for feedback for your final resume.

Ag Alumni Panel: (100 pts) Attend the Zoom Ag Alumni Panel on TUESDAY, September 22, 3-5 p.m. Engage with the panelists by asking questions. Take notes. Write a detailed summary about what the panelists shared and what you learned. Due on WO.

Ag Career Fair: (50 pts) Attend the Virtual Agriculture Career Fair and meet with a minimum of 3 recruiters. Write a summary answering the questions posed on WO. Due on WO.

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

Elevator Pitch: (25 pts) Write and present an elevator pitch highlighting your skills. Presentations will be in class or on FlipGrid.

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

Etiquette Dinner: (150 pts) Participate in an instructional etiquette event. Write a summary about what you learned and when you might use this information in the future. Due on WO.

Company Paper & Presentation: (200 pts) Choose a company of your liking to examine as a potential employer. Write a 2-3 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 8-10-minute visual presentation (Google Slides, PPT, or Prezi). Each company may only be chosen once.

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

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

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

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

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: (10 points) Visit the Career Development Center and take a selfie in the office. Upload it to the folder on WO. While at the center, familiarize yourself with their services.

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

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

Attention Education Majors:

The changes within the state teaching license require all education majors to receive a grade of a "C-" or better in this course in order to meet Illinois teaching license requirements. With the university +/- grading system, receiving a "D+" or below will require you to retake this course or find a substitute course to meet School of Agriculture graduation requirements.

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. 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>.

Policy on a Seating Chart: Contact tracing is required to control any potential outbreak of COVID 19 on campus. As such, in each class we strongly recommend a seating chart be created on the first day of a course and students should be expected to adhere to their respective seat in each course for the remainder of the semester.

Policy on Face Coverings in the Classroom: All students and faculty are required to wear a face covering at all times in the classroom.

Western Illinois University will provide two (2) cloth face coverings to all instructors and students, and replace them when necessary. Individuals may use a personally purchased alternative face covering as appropriate. Employees and students are responsible for laundering their reusable cloth face coverings. It is the responsibility of University units to ensure compliance from employees and students under their purview. Units can also refer to the Centers for Disease Control and Prevention (CDC) guidance on face coverings with regard to type and fit, wearing, and washing. Additionally, no food or drink will be allowed in the classroom.

Please find a more detailed explanation of this policy at: http://www.wiu.edu/policies/covid_facecovering.php

Disciplinary Policy on Refusal to Wear a Face Covering: Exceptions to the policy require approval by WIU's Disability Resources Center (DRC) located within the Student Development and Success Center (SDSC) and the Office of Equal Opportunity and Access.

If a student refuses to comply with the policy, and does not have appropriate approval from the DRC, instructors and University officials can request that the student leave the class or activity. If a student is found to be in repeated violation of this policy, instructors and University officials can sanction the student through the student conduct process for violating the WIU Code of Student Conduct code number 17: *"Failing to comply with the directions of or obstructing University officials or law enforcement officers acting in performance of their duties and/ or failure to positively identify oneself to these persons when requested to do so."*

COVID-19 NOTES

- Attendance will be taken for each class period. Seats will be assigned on the first day. You are not allowed to move seats once you have chosen your spot. Choose wisely.
- Do not move tables or chairs.
- Hand sanitizer, disinfectant, and paper towels are available for you to clean your desk before class.
- I will not be on campus on Tuesday or Thursday.
- In order for the campus to remain open, we need YOUR cooperation. Please wear your mask, Practice social distancing. Skip the party. Make good choices.

It is important that everyone remain flexible during this semester. I promise to be upfront with communication and any changes that are thrown our way. I will not add busy work to make up for class time lost due to moving to remote instruction. I do expect you to check in and be present.

MOVE TO ONLINE

In the event that the university moves to online instruction ahead of schedule, or my situation requires the move to online, we will meet as a group one to two days per week. The amount of days we meet synchronously will be determined by the content being taught. If we do not meet over Zoom, you will be required to read and listen to the recorded lectures on Western Online. I will provide you with a run down of the week ahead on Sunday evening via email.

Should we move to online instruction, that does not mean that your schoolwork is a second priority to your job. School is still your job. Unless you have a family emergency that states otherwise, I do expect you to be present at all online class periods and have your work turned in on time.

For online meetings, I ask that you have your webcam on as long as your internet supports it. It is very difficult talking to a computer of black squares for 50 minutes. Please be cognizant of your surroundings and what is going on in the background so as to not be distracting to your classmates. Keep your microphone muted unless you have a question or are called on. Questions can also be asked in the chat. The class will remain interactive and I will call on people frequently, so pay attention.

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 in the manner presented. Any deviations from the syllabus will be announced as soon as possible.