

**SUCCESS STRATEGIES IN AGRICULTURE**  
**AGRI 320 – Fall 2021**  
**School of Agriculture - Western Illinois University**

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**INSTRUCTOR**

Jana Knupp  
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Office: B21 Knoblauch (woods lab)  
Office Hours: T/TH 9-11 a.m., Friday 9:30-10:30 a.m.  
or by appointment.

**OFFICE HOURS:** We can meet in person, via email, Google Hangouts, phone, however you'd like to visit works for me. A heads up will help to make sure I don't have another appointment and that you aren't waiting around.

**CLASS TIMES AND LOCATIONS**

Section I will meet Monday, Wednesday, & Friday 1:00-1:50 p.m. in KH 308

Section II will meet Monday, Wednesday, & Friday 2:00-2:50 p.m. in KH 308                      Final Class: October 15

This is a face-to-face, **8 week 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 6: No Class

Wednesday, September 8: Meet in the Career Center (basement of Memorial Hall)

Thursday, September 16: Ag Alumni Panel 3:00 p.m. in person or Zoom

Friday, October 8: No Class Fall Break

Friday, October 15: Last Class

## **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** via email, the OARS system, or in person. Notifying the instructor of your absence does not mean you are excused from class that day. Notifying me of your absence after class has begun does not count as an excused absence. 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 or they will result in a zero.

All absences should be reported to the Student Development and Success Center.

Covid related absence from class will be considered excused if the absence is (1) due to a required isolation or quarantine based on a (2) documented directive from a public health official or health provider, and (3) if the instructor of record receives notification through WIU Student Services. The student (4) remains responsible for contacting instructors to arrange to complete missed work as soon as possible and is (5) ultimately responsible for material covered in class.

This is not a Zoom class. I will do my best to Zoom lectures if you are in quarantine or isolation for Covid, however simply not wanting to attend class, not wanting to drive here, etc. are not reasons for joining via Zoom.

## **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. Consider this your warning.**

**\*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.

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. **All assignments uploaded to WO must be .docx or .pdf.**

Effort equals points. If you choose not to complete an assignment that is your choice. If you choose to write a half page when a full page is required, that is your choice. Please note that your grade will reflect your choices. It does not make me a "hard grader."

## 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.

**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.

**Ag Alumni Panel: (50)** Attend the Ag Alumni Panel on September 16, engage with the panelists, write a summary about what you learned.

**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 Career Center.

**Mock Interview: (50 pts)** Complete a mock interview at the Career Center

**LinkedIn Profile: (50 pts)** Create a profile on LinkedIn.

**Ag Career Fair: (50 pts)** Attend the School of Ag CareerFair on October 6 and speak to at least 3 different companies. Write a summary about who you spoke with (be sure to get their name!), what the company does, position available, and why you would/wouldn't like to work there.

**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.

**GRADING SCALE: 1000 points possible**

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 the 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>.

## **MOVE TO ONLINE**

In the event that the university moves to online instruction, 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 to talk 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.

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 if moved to remote instruction. I do expect you to be present.

## **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.