

Success Strategies in Agriculture
Agriculture 320 (Prerequisites AGR 220 & Junior standing)
Fall 2009
Information on syllabus is “SUBJECT TO CHANGE”

Instructor: Dr. Mark Hoge Office: KH 314 Email: MD-Hoge@wiu.edu
Phone #: Office – 298-2537
Cell – (309) 255-2735

Class Time: Monday and Wednesday 8:00 to 8:50am in KH 306

Office Hours:

Monday – 9-11
Wednesday – 9-11
Friday 9-11 or Arranged

Text:

Covey, Stephen R. (1989). The 7 habits of highly effective people. Simon & Schuster.

Additional Referenced Text:

Farr, Micheal J. (1996). The very quick job search. 3rd Ed. Jist Works, Inc.

Course Objectives: At the completion of this course, the student will be able to;

1. identify your long and short term career goals
2. identify your key skills, attributes and preferences related to job and career
3. effectively construct a powerful resume
4. effectively research a specific company prior to an interview
5. effectively utilize resources to obtain a desired position
6. to possess a firm understanding on how the entire interviewing process works
7. understand how to react during the interview process
8. understand labor market trends
9. effectively conduct a successful job search
10. answer key interview questions in an effective manner
11. effectively use the internet to your advantage in the job search
12. know and understand the objectives of WIU’s Placement Office
13. develop communication and teamwork skills

Attendance: ATTENDANCE IS A MUST!!!! Students must be prepared to interact, and discuss topics relating to course assignments. Absenteeism will impede your success on assessments and course assignments.

****If a student is going to miss class, the student is required to provide a typed letter stating the reason for missing class and the date to be missed.****

ADA Compliance: In accordance with University policy and the Americans with Disabilities Act (ADA), accommodations in the area of test and note-taking may be made for any student who notifies the instructor of the need for accommodation. It is imperative that you take the initiative to bring such needs to my attention, as I am legally not permitted to inquire about the particular needs of students. Furthermore, I would like also to request that students who may require special assistance in emergency evacuations contact me as to the most appropriate procedures to follow in such an emergency.

Academic Dishonesty: Any violation of the Academic Dishonesty Policy in Student Handbook will result in an automatic failure in the course. Plagiarism and cheating are areas of concern for the course. This course is designated to enhance your writing and presentation skills within your academic area, not the ability to copy thoughts and ideas.

Grading Scale:
 A = 90 – 100%
 B = 80 – 89%
 C = 70 – 79%
 D = 60 – 69%

Week	Date	Topic/Assignment
Week 1	M 8/24	Introduction - Resume
	W 8/26	Mission Statement - Resume
Week 2	M 8/31	Resume
	W 9/2	Career Prep – RESUME 1 DUE
Week 3	M 9/7	NO CLASS – Labor Day
	W 9/9	Career Prep
Week 4	M 9/14	Career Services Visit – Sherman Hall (NBS)
	W 9/16	Effective Speakers
BEGIN VIDEO INTERVIEWS		
Week 5	M 9/21	Personality Assessment
	W 9/23	Ice Breakers
Week 6	??? CBT CAREER DAYS – ETIQUETTE DINNER ???	
	M 9/28	Surviving The Interview –
Week 7	W 9/30	Cover Letters
	M 10/5	Company Research – (5 COMPANIES)
Week 8	W 10/7	<i>Student Presentations –</i>
	M 10/12	Team Work
Week 9	W 10/14	WIU Ag Career Fair – Set up
	M 10/19	7 Habits
Week 10	W 10/21	<i>Student Presentations –</i>
	M 10/26	7 Habits
Week 11	W 10/28	<i>Student Presentations</i>
	M 11/2	7 Habits
Week 12	W 11/4	<i>Student Presentations</i>
	M 11/9	7 Habits
Week 13	W 11/11	<i>Student Presentations</i>
	M 11/16	CAREER SERVICES FILE DUE
Week 14	W 11/18	<i>Student Presentations</i>
	THANKSGIVING BREAK 11/23-11/27	
Week 15	M 11/30	7 Habits
	W 12/2	<i>Student Presentations</i>
Week 16	M 12/7	<i>Student Presentations</i> Portfolios Due
	W 12/9	<i>Student Presentations</i>
Week 16	12/14 – 12/18 Finals Week	

Assignment	Possible Points	Points Earned	%
Mission Statement	25		
Resume 1	25		
Resume 2	25		
Resume 3	25		
Cover letter 1	25		
Cover letter 2	25		
Cover letter 3	25		
Career Placement Visit / File	50 each		
Career Fair Visit with Setup	100		
Class Presentation	50		
Video Interview	100		
Portfolio	50		
TOTAL	575		
FINAL			
Attendance (29 classes with 2 misses)	135		
EXTRA CREDIT			
Etiquette Dinner	50		
CBT Speakers	25 points each		

***ASSIGMENTS THAT ARE TURNED IN AFTER THE DUE DATE WILL BE WORTH ONE HALF OF THE ORIGINAL SCORE ***

IF YOU MISS MATERIAL THAT IS HANDED OUT DURING CLASS IT IS YOUR RESPONSIBILTY TO GET THAT INFORMATION FROM A CLASSMATE.

