

Success Strategies in Agriculture
Agriculture 320 (Prerequisites AGR 220 & Junior standing)
Fall 2009 - Section #2 "Subject to Change"

Instructor: Dr. Andy Baker Office KH B21 Phone #: 298-1246
E-mail: AJ-Baker@wiu.edu Office Hours: M=1pm-2pm & T-Th=1pm-3pm

Class Time: Mondays & Wednesdays 3:00 to 4:00 p.m. KH 305

Encouraged Text:

Farr, Michael J. (2004). 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. effectively construct a powerful resume;
2. effectively research a specific company prior to an interview;
3. effectively utilize resources to obtain a desired position;
4. to possess a firm understanding on how the entire interviewing process works;
5. understand how to react during the interview process;
6. understand labor market trends;
7. effectively conduct a successful job search;
8. answer key interview questions in an effective manner;
9. identify key skills and attributes associated with one's self.
10. to effectively use the internet to your advantage in the job search.
11. know and understand the objectives of WIU's Placement Office.
12. Construct and establish a resume on Monster.com

Attendance: ATTENDANCE IS A MUST!!!!!!! We are professionals! Students must be prepared to interact, analyze, and discuss topics relating to course assignments. Absenteeism will impede your success on assessments and course assignments. The course is centered around classroom assignments, activities, and classroom lecture.

Student Rights & Responsibilities: www.wiu.edu/provost/student/

Late assignments will deducted 5 points a day up to 25 points starting at the end of the class period for which it was due. Assignments will **not** be hand written unless instructed otherwise! Assignments will be written on a word processor with 12 point font and 1” margins. Spelling and grammar are critical.

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 (i.e., fire tornado, etc.) 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 this course. This course is designed to enhance your writing and presentation skills within your academic area, not the ability to copy other’s thoughts and ideas.

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

Assignments:

Portfolio (160 pts): The portfolio will consist of the following items: letter of application, transcript, resume, work experience, volunteer work, references, Jist card, thank you letter. Each section will be assigned 20 pts and will be evaluated on completeness, spelling, & grammar.

Resume (50 pts): Resume will be evaluated on overall effectiveness and organization.

Placement Office File (50 pts): Each student will create a placement file in the placement office. Each file will be checked via through employer access number. Accuracy and completeness a must. Employers do check and use these files.

Jist Card (50 pts): Jist cards will be evaluated by completeness, effort, and organization has outlined in text.

Mock Interview (50 pts): To be completed at Career Services before November 6th. Student will set up the interview and hand in documentation of the interview.

Monster.com (50 pts): Each student will create a resume on monster.com and list it on the internet (optional). The assignment will be graded on completeness and accuracy. You will print off a copy of your MONSTER. Spelling a must!

Midterm (100 pts): This evaluation will assess all topics covered to this point.

Final (100 pts): A take home final to be revealed at a later date.

Company Presentation (50 pts present 10 min max & 50 pts paper): Each student will present information (fringe benefits, size, scope, types of positions, etc) on a specific company of interest. Companies will not be duplicated!! Powerpoint is a wonderful aid. Papers will be required to be 3 pages DS, 12 font, 1" margins, and you will hand in your disk.

Portfolio (160 pts)	160
Placement Office File (50 pts)	50
Monster.com Resume (50 pts)	50
Mock Interview (50 pts)	50
Midterm (100 pts)	100
Final (100 pts)	100
Oral Presentation & Paper (50 pts paper & 50 pts presentation)	100
Jist Card (50 pts)	50
Resume (50 pts)	50
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Total Points	710

Course Outline

August 24: Course overview

Assign: Chapter 12

Due:

August 26: Use Learning Styles to your Advantage

Assign:

Due:

August 31: Monster.com

Assign: Resume Monster, plus Read Chapter 4, 5, & 6 -

Due:

September 2: Constructing Successful/Powerful Resumes

Assign:

Due:

September 7: Labor Day (no class)

September 9:Chapter 4 - Jist Cards & Portfolio

Assign: Portfolio & Jist Cards

Due:

September 14: 10 Key Interview Questions

Assign:

Due:

September 16: Placement Office Visit 116 Sherman Hall

Assign:

Due: Resume Due (leave off your name & address)

September 21: Resume - Interview Exercise

Assign:

Due:

September 23: Resume - Interview Exercise

Assign:

Due: **Jist cards (50 pts)**

September 28: Cover letters, Letters of Application, & Thank you notes

Assign:

Due:

September 30: Cover letters, Letters of Application, & Thank you notes (cont.)

Assign:

Due:

October 5: How to research a career field Occupational Outlook Handbook (computer lab)

Assign: Read Chapters 1 & 2

Due: **MONSTER.com assignment (50 pts)**

October 7: How to research a career field Occupational Outlook Handbook (computer lab)

Assign:

Due: **OOH worksheet**

October 12: Traditional vs Non-Traditional Search Methods

Assign: Read Chapters 8, 9, 10 & 12

Due:

October 14: Traditional vs Non-Traditional Search Methods (cont.)

Assign:

Due: **Placement File (50 pts)**

October 19: Market Trends & Document Experience

Assign: Read Chapter 3 & 16

Due:

October 21: **I am gone! (Nat FFA Convention) Mock Interviews & Portfolio**

Assign:

Due:

October 26: Market Trends & Document Experience

Assign:

Due:

October 28: Identifying Skills & How to interview with results

Assign:

Due: **Resume (50 pts)**

November 2: **Course Assessment (100 pts)**

Assign:

Due:

November 4: Working Environment Scenarios

Assign:

Due: **Mock Interview (50 pts)**

November 9: Working Environment Scenarios

Assign:

Due:

November 11: Working Environment Scenarios

Assign:

Due: **Portfolios due (100 pts)**

November 16: Oral Presentations & Take Home Final (3 per day)

Due: Papers

November 18: Oral Presentations (5 per day)

Due: Papers

November 23: Fall Break (no class)

November 25: Fall Break (no class)

November 30: Oral Presentations (5 per day)

Due: Papers

November 2: Oral Presentations (5 per day)

Due: Papers

December 7: Oral Presentations (5 per day)

Due: Papers

December 9: Oral Presentations (5 per day)

Due: Papers

December 16: Take Home Final (100 pts) Wednesday 3:00 pm