

September TBA: Etiquette Dinner
September 26-October 10: Career Center Mock Interviews
Thursday, September 22: Ag Alumni Panel 3:00-4:30 p.m. Stipes 121
Wednesday, October 5: Ag Career Fair 9-12 p.m. (required)
Wednesday, October 12: Final 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.

There are some activities/assignments that will take place in class. If you are absent that day, there are no makeup assignments.

This is not a Zoom class.

Documented extended absences will be granted three extra days to complete assigned work.

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. Assignments due in class are due at the beginning of class. Assignments due on Western Online are due at 11:30 p.m.

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 22, 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.

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 complete profile on LinkedIn.

Ag Career Fair: (50 pts) Attend the School of Ag CareerFair on October 5th 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.

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