INSTRUCTOR: Lindsey Walton
PHONE: 903-886-5901 office
EMAIL: Lindsey.Walton@tamuc.edu
OFFICE HOURS: 2:00 – 3:00 M,T,W,R and 1:00 – 2:00 M at Equine Center
CLASS TIME: Web-based

TEXTS: There are no required textbooks for this class, but for helpful information students can read online or there are many texts or videos available.

DESCRIPTION: Course Description as in catalog: One hour course covering techniques of agricultural communication emphasizing principles involved in job search. Techniques of interviewing, resume writing, letters of inquiry, etc.

GOALS: This class is designed to help Agricultural majors with the many issues they will be facing upon graduation when starting the job search process. The goal of the course is to help get the student started in learning about all of the tools involved in the job search process as well as expose the students to a few situations they may encounter in the future. Further, this course should help students learn how to act, dress, and be professional on paper and in person. The student learning outcomes of this course include, but are not limited to:

1. Recognize different types and uses of professional communication.
2. Identify sources of ag-related employment in the private and public sectors.
3. Interpret position announcements for required and preferred qualifications.
4. Interpret job descriptions to determine what duties are to be performed.
5. Compose a variety of written documents such as:
   a. Letter of introduction (Business format)
   b. Cover letter for employment application
   c. Research abstract
   d. Press release and/or news article
   e. Technical directions or specifications
   f. Business card
   g. Promotional brochure or flyer
6. Develop a professional resume.
7. Submit professional correspondence via email.
8. Describe and identify appropriate attire for a job interview.
9. Respond to questions frequently asked in a job interview.
10. Demonstrate appropriate interview follow-up techniques.
11. Discuss benefit and employment documentation issues.
12. Understand and recognize the different professional writing styles across disciplines.
13. Recognize importance of job fairs and learn how to properly prepare to attend job fairs.
ATTENDANCE: The student should be logging in every week and completing that week’s work. The schedule will be based on weeks, and each week will open on Monday at 12:01 AM and close on Sunday at 11:59 PM. Therefore, the student can complete the work anytime between those days.

ASSIGNMENTS: There will be a variety of assignments given throughout the semester. There will also be weekly discussion forums. These assignments and discussions will account for a total of 1000 points.

Each discussion is worth 10 points. There are 10 discussions for a total of 100 points. Discussions will be graded based on being free of grammatical errors, showing a thorough and thoughtful response to the question, demonstrating a learned knowledge of the subject area, and showing that the topic for that week’s module has been researched and understood.

There are 10 total assignments worth a total of 900 points.
Assignment 1: Professional Introduction Email – 50 points
Assignment 2: Professional Resume – 100 points
Assignment 3: Professional Cover Letter – 100 points
Assignment 4: Job Fair/Ag. Networking Night Summary – 75 points
Assignment 5: Mock Interview – 100 points
Assignment 6: APA Reference Citation & Differences Summary – 100 points
Assignment 7: Abstract – 100 points
Assignment 8: Prospective Employers Summary – 100 points
Assignment 9: Professional Email Request for Reference Letter – 75 points
Assignment 10: Power Point Presentation – 100 points

All assignments and discussions should be free of grammatical errors. Students will be graded on showing that they have learned the above student learning outcomes through clear communication of this through their assignments and discussions. Each assignment should demonstrate to the instructor that the student has read the entire module, viewed all links, and applied the learned outcomes to the finished product.

USEFUL WEBSITES:

Writing Center at TAMU-Commerce
http://www.tamu-commerce.edu/litlang/CSC/writer_home.htm
Career Development at TAMU-Commerce
http://web.tamu-commerce.edu/studentLife/campusServices/careerDevelopment/default.aspx
Newsroom 101 Tips for Newswriting and Reporting
http://www.newsroom101.com
Online Writing Lab (OWL) Purdue University
http://owl.english.purdue.edu
Agricultural Careers (North Carolina A&T State University)
AGRIpedia Career Pages (University of Kentucky)
http://www.ca.uky.edu/agripedia/agmania/career/
United States Department of Agriculture
www.usda.gov
Texas Department of Agriculture
http://www.agr.state.tx.us/
24 Hot Tips on Resumes (Yana Parker, Damn Good Resumes)
http://www.damngood.com/jobseekers/tips.html
Journal of Extension
http://www.joe.org
Journal of Agricultural Education
http://pubs.aged.tamu.edu/dae
Journal of Southern Agricultural Education Research
http://pubs.aged.tamu.edu/jsaer
Journal of Natural Resources and Life Sciences Education
http://www.jnrlse.org/issues
Texas Journal of Agriculture and Natural Resources
http://www.tarleton.edu/~txjanr/OnLine_Jrnl.html

GRADING:
Discussions 100 points
Assignments 900 points
Total 1000 points

To receive the following grades, you will need the following amount of points:
A = 900 – 1000 points
B = 800-899 points
C = 700-799 points
D = 600-699 points
F = 0-599 points

PLAGIARISM:
Plagiarism is not tolerated. If it is found that you have committed plagiarism, you will be dropped from the class. The WPA defines plagiarism as 'occur[ing] in an instructional setting when a writer deliberately uses someone else’s language, ideas, or other original (not common-knowledge) material without acknowledging its source.'

DISABILITIES:

Students with Disabilities:
The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:
Office of Student Disability Resources and Services
Texas A&M University-Commerce
Gee Library, Room 132
Phone (903) 886-5150 or (903) 886-5835
STUDENT BEHAVIOR:
“All students enrolled at the university shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment.” (See Student’s Guide Handbook, Policies and Procedures, Conduct)

"Find a job you like and you add five days to every week.”--H. Jackson Brown, Jr.