

AG 300.001
AGRICULTURAL COMMUNICATIONS
SPRING 2015

INSTRUCTOR: Lindsey Walton
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EMAIL: Lindsey.Walton@tamuc.edu
OFFICE HOURS: Monday & Wednesday 8:30 – 10 AM in AGIT 146
CLASS TIME: Tuesday 11:00 – 11:50 AM

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: Professional Agricultural Communications. One semester hour. Techniques of agricultural communication emphasizing principles involved in job search. Techniques of interviewing, resume writing, letters of inquiry, etc. For agriculture majors. Prerequisites: ENG 1301 and junior standing.

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. Cover letter for employment application
 - b. Research abstract
 - c. APA reference citations
 - d. Request for letter of recommendation
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. Attend job fair and understand value of networking.
12. Discuss benefit and employment documentation issues.

ATTENDANCE:

Attendance is important. Roll will be taken every week, and attendance points will count towards the final grade.

ASSIGNMENTS:

There will be a variety of assignments given throughout the semester. Some of these assignments will be completed during class time. Therefore, attendance is crucial. These assignments will account for a total of 1000 points. Assignments will include a professional introduction email, summary of prospective employers, resume builder exercise, professional resume, professional cover letter, professional request for letter of recommendation, research of potential employer, job fair summary, mock interview, thank you letter, APA reference citations, research abstract, and guest speaker summary papers.

GRADING:

| | |
|---|-------------------|
| Professional Introduction Email | 50 points |
| Prospective Employers Summary | 100 points |
| Resume Builder | 50 points |
| Professional Resume | 100 points |
| Professional Cover Letter | 100 points |
| Professional Request for Letter of Recommendation | 50 points |
| Research of Potential Employer | 50 points |
| Job Fair Summary | 75 points |
| Mock Interview | 100 points |
| Thank You Letter | 50 points |
| APA Reference Citations | 50 points |
| Research Abstract | 50 points |
| Guest Speaker Summary Papers | 75 points |
| <u>Attendance</u> | <u>100 points</u> |
| 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

Fax (903) 468-8148

StudentDisabilityServices@tamuc.edu

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)

A&M-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

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