

**SUCCESS STRATEGIES IN AGRICULTURE**  
**AGRI 320 – Fall 2023**  
**School of Agriculture - Western Illinois University**

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**INSTRUCTOR**

Jana Knupp  
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Office: B21 Knoblauch (basement-woods lab)  
Office Hours: M/W 12-1 p.m., Friday 11 a.m.-1 p.m.  
or by appointment.

**OFFICE HOURS:** A heads up will help to make sure I don't have another appointment and that you aren't waiting around.

**CLASS TIMES AND LOCATIONS**

Section I will meet Monday, Wednesday, & Friday 1:00-1:50 p.m. in KH 226

Section II will meet Monday, Wednesday, & Friday 2:00-2:50 p.m. in KH 226

Final Class: October 11

This is a face-to-face, **8 week class**. There will be required events outside of class time.

**COURSE DESCRIPTION AND PREREQUISITES**

Topics in applied life sciences--strategies for success. Topics will include problem solving, communication, interpersonal relations, resume preparation, and interviewing. Student participation will be emphasized. 2 hrs. lect.

**Prerequisite:** Ag 220 and junior/senior standing

**REQUIRED MATERIAL**

Professional dress will be required for multiple activities. Resume paper and a professional folder will be required. We will use various apps and websites including but not limited to: LinkedIn and Handshake.

**ADDITIONAL COURSE MATERIAL & CLASS ANNOUNCEMENTS**

Course handouts will be provided as necessary. All students enrolled are required to use their WIU email and Western Online. Important class announcements (cancellations, etc.) will be made via WIU email, Western Online, and the WIU text notification system. Notes and additional information can be found on Western Online.

\*\*Activities outside of class time will be required.

**COURSE GOALS:**

- A. The student will learn to identify his/her long and short term career goals. As well as, identify his/her key skills, attributes and preferences related to their profession.
- B. The student will explore the job search process.
- C. The student will be able to effectively construct a powerful cover letter and resume in response to a job posting.
- D. The student will be able to conduct a confident in-person job interview.
- E. The student will write a thank you note, professional email, and resignation letter.
- F. The student will develop networking strategies and an increased level of comfort with interpersonal communication.
- G. The student will understand etiquette, professional dress, personal branding, and concepts that will make for comfortable business interactions.

**IMPORTANT DATES**

Monday, September 4: No Class, Labor Day

Wednesday, September 7: Meet in the Career Center (basement of Memorial Hall)

September 11-25: Career Center Resume/Cover Letter Reviews

September TBA: Etiquette Dinner

Thursday, September 21: Ag Alumni Panel 3:00-4:30 p.m. Stipes 121  
September 25-October 10: Career Center Mock Interviews  
Wednesday, October 4: Ag Career Fair 9 a.m.-12 p.m. Heritage Room-Union (required)  
Wednesday, October 11: 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. \***

 **Take out your ear buds.**

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 stepping blocks. 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.

**Mock Interview: (25 pts)** Complete a mock interview in class and a reflective summary about the exercise.

**Ag Alumni Panel: (50 pts)** Attend the Ag Alumni Panel on September 21, 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 Career Fair on October 4th 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.

## GRADING SCALE:

93% and above = A

90 – 92 = A-

87 – 89 = B+

83 – 86 = B

80 – 82 = B-

77 – 79 = C+

73 – 76 = C

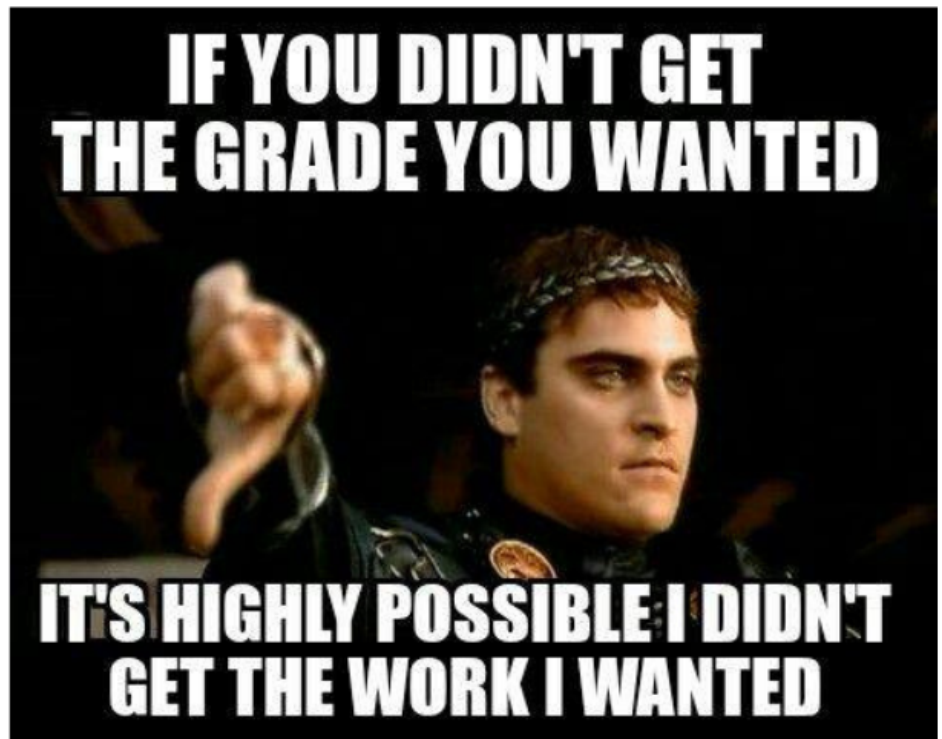
70 – 72 = C-

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**

**Students with disabilities:** In accordance with University values and disability law, students with disabilities may request academic accommodations where there are aspects of a course that result in barriers to inclusion or accurate assessment of achievement. To file an official request for disability-related accommodations, please contact Disability Resources in the Student Development and Success Center at 309-298-1884, [disability@wiu.edu](mailto:disability@wiu.edu), or in 125 Memorial Hall. Please notify the instructor as soon as possible to ensure that this course is accessible to you in a timely manner.

**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](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.

### **Military/Veteran Support Statement**

As a military-friendly institution, and in accordance with federal regulations and Illinois statutes, Western Illinois University has established policies and procedures to accommodate military service students. In addition to the supports available at WIU's Veterans Resource Center ([www.wiu.edu/student\\_success/veterans](http://www.wiu.edu/student_success/veterans) / 309-298-3505), veterans, members of the National Guard or Reserves, and active-duty military personnel with military obligations (e.g., deployments, trainings, drill) are encouraged to communicate these, in advance whenever possible, to the instructor. The Military Service Policy can be found at <http://www.wiu.edu/policies/military.php>

**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>.

**Western Online:** Technical Support for Western Online is provided through the Western Online Brightspace Virtual Assistant by clicking on the **Get Help! link/icon at the bottom right corner of every page** in Western Online.

- Instructions for using the **Virtual Assistant** can be found at [https://wiu.edu/citr/home/get\\_help.php](https://wiu.edu/citr/home/get_help.php).
- All other technical support, including issues with enrollment in online courses, should be requested by contacting:

**University Technology (uTech) Support Center**

**Website:** [http://www.wiu.edu/university\\_technology/](http://www.wiu.edu/university_technology/)

**Phone:** (309)298-TECH (8-8324)

### **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.