Instructor: Candis Carraway  
Phone: (936)468-4425  
Email: carrawaycl@sfasu.edu  
Office Hours: Wednesdays 9-11 or 1-3 (or by scheduled appointment)  
Office: Ag Building, Room 112  
Department: Agriculture  
Class Time and Place  Wednesday from 12:00 to 12:50 p.m. in Agriculture 110  

Course Description: This course is designed to provide the student with information needed to transition from the college environment to a professional career in the industry of agriculture. Specifically this course will address current trends shaping career opportunities, resume development, interviewing skills, research and development activities, professional organizations, personal investing and retirement planning, community development and service opportunities, and critical issues facing agriculture.

Text: You will choose a book to read for this class. (We will discuss the requirements more). All other reading materials will be provided on D2L or handouts.

Program Learning Outcomes  
1. The student will demonstrate competence of technical subject matter (technical)  
2. The student will exhibit problem solving skills. (Problem Solving)  
3. The student will demonstrate effective communication skills. (Communication)  
4. The student will exhibit leadership and other interpersonal skills needed for career placement and advancement. (Leadership)  
   #2 and #3 are directly addressed in this class

Student Learning Outcomes  
1. Students will complete multiple written assignments which will they will need to demonstrate written communications.  
2. Students will be required to attend a career fair and participate in a mock interview which will allow them to practice and demonstrate their verbal communication skills.  
3. Students will use their leadership skills to assist in conducting a Career Development Event for high school students.

Cheating/Plagiarism: This course will follow standards set forth by the university regarding cheating and plagiarism. In the case a student is found to have cheated or plagiarized they will fail the course.
Academic Integrity (A-9.1)
Academic integrity is a responsibility of all university faculty and students. Faculty members promote academic integrity in multiple ways including instruction on the components of academic honesty, as well as abiding by university policy on penalties for cheating and plagiarism.

Definition of Academic Dishonesty
Academic dishonesty includes both cheating and plagiarism. Cheating includes but is not limited to (1) using or attempting to use unauthorized materials to aid in achieving a better grade on a component of a class; (2) the falsification or invention of any information, including citations, on an assigned exercise; and/or (3) helping or attempting to help another in an act of cheating or plagiarism. Plagiarism is presenting the words or ideas of another person as if they were your own. Examples of plagiarism are (1) submitting an assignment as if it were one's own work when, in fact, it is at least partly the work of another; (2) submitting a work that has been purchased or otherwise obtained from an Internet source or another source; and (3) incorporating the words or ideas of an author into one's paper without giving the author due credit.

Please read the complete policy at http://www.sfasu.edu/policies/academic_integrity.asp

Late Work: Late work WILL NOT be excepted unless prior arrangements were made or an unpreventable emergency occurred. All late work will receive a reduction of 20% each week it is late. Even one day late will constitute a week so 1-7 days late is a reduction of 20%, 8-14 days late is a reduction of 40%, 15-21 days late is a reduction of 60%, etc…

Grades for the course will be based on the following criteria:

Each assignment, quiz, exam, and project will be assigned a point value. Grades are calculated on a percentage basis. Thus, at the end of the semester the points you earned divided by the total points available will give you your percentage.

A = 90% to 100%
B = 80% to 89%
C+ = 70% to 79%
D = 60% to 69%
F = below 60%

Attendance:
Attendance is mandatory. Students will sign an attendance sheet each class meeting as record of their attendance. It is each individual student’s responsibility to ensure they sign the daily attendance record, as failure to do so is documented as an absence. For absences to be considered excused, advanced notice is preferred, documentation upon return to class is required. Only excused absences will be allowed to make up missed work, including homework assignments, quizzes, exams, and projects. Absences which are considered excused are 1.) Approved University activities (require documentation from sponsor and advanced notice) 2.) Death or major illness of an immediate family member (requires documentation and notice as soon as possible), 3.) Major illness of yourself (requires a doctor’s note). If you miss class for any other
reason and feel your absence should be excused you must provide me with a typed memo explaining why the absence should be excused and provide appropriate documentation. This memo must be provided within one week of the absences. All other absence are considered unexcused.

More than two unexcused absences will result in the loss of ten percentage points from your final grade average for each additional absence. In other words you are allowed two unexcused absences after two absences you will start losing points on your final grade average.

It is important that you arrive to class on time. If you are more than five minutes late you will be considered absent. If you are tardy (within 5 minutes late) three times it will be considered an unexcused absence.

Make-Up Assignments: There will be no make-up assignments for missed exams unless you notify me before the exam and explain why you can’t be there with proper documentation for your absence (teacher note, etc.). If you have an unforeseen circumstance, you must provide documentation that excuses your absence (doctor’s note, death certificate, police report, etc.) In either case the exam must be taken or arrangements made to take the exam no later than 2 days after the initial exam was scheduled. Failure to follow this procedure will result in a 0 (zero) grade for any missed exam. It is your responsibility to make arrangements to take a make-up exams.

Withheld Grades Semester Grades Policy (A-54)

Ordinarily, at the discretion of the instructor of record and with the approval of the academic chair/director, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F. If students register for the same course in future terms the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average.

Students with Disabilities

To obtain disability related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Human Services Building, and Room 325, 468-3004 / 468-1004 (TDD) as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services in a timely manner may delay your accommodations. For additional information, go to http://www.sfasu.edu/disabilityservices/.
### Tentative Class Schedule

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<tr>
<th>Date</th>
<th>Topic</th>
<th>Assignments Due</th>
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<tbody>
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<td>Wednesday 1/23/19</td>
<td>Course Overview and Introductions</td>
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<tr>
<td>Wednesday 1/30/19</td>
<td>Career Services Presentation</td>
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<tr>
<td>Wednesday 2/6/19</td>
<td>Graduation, Graduate School, Career Outlook</td>
<td>Career Services and Career Fair Reflection</td>
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<tr>
<td>Wednesday 2/13/19</td>
<td>Resumes and Cover Letters</td>
<td>Career Description Paper</td>
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<tr>
<td>Wednesday 2/20/19</td>
<td>Interviews and Follow Up Letters</td>
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<tr>
<td>Wednesday 2/27/19</td>
<td>Comparing Job Offers</td>
<td>Book Identification Worksheet</td>
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<tr>
<td>Wednesday 3/6/19</td>
<td>Insurance</td>
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<td>Wednesday 3/13/19</td>
<td>Exam</td>
<td>Resume and Cover Letter</td>
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<tr>
<td>Wednesday 3/20/19</td>
<td>Spring Break</td>
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<tr>
<td><strong>Wednesday 3/27/19</strong></td>
<td><strong>SFA Career Development Events</strong></td>
<td><strong>You will work an assigned CDE all day</strong></td>
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<tr>
<td>Wednesday 4/3/19</td>
<td>Budgeting and Establishing Credit</td>
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<td>Wednesday 4/10/19</td>
<td>Financial Planning</td>
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<td>Wednesday 4/17/19</td>
<td>Buying a House</td>
<td>Budget</td>
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<td>Wednesday 4/24/19</td>
<td>Developing as a Professional</td>
<td>Lumberjacks Grow Critiques</td>
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<td>Wednesday 5/1/19</td>
<td>Service Organizations and Community Development</td>
<td>Book Report</td>
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<tr>
<td>Wednesday 5/8/19</td>
<td>Life after SFA</td>
<td>Career Services Workshop Reflection</td>
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<tr>
<td>Monday 5/13/19 1-3 p.m.</td>
<td>Final Exam</td>
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**Exams: 200 points**

You will take two exams during this class. The second will be a comprehensive final exam.

**Outside of Class Assignments:**

**Life After College Book Reading and Reflection: 300 points**

You are required to read a book of your choosing that addresses life after college or is related to your career choice. I can provide suggestions if needed. You must get my approval for the book by February 27th. After approval is given you will read the book and write a paper about the book and describe what you learned from it. I will provide you with a more detailed assignment sheet.

**Guest Speaker Reflections: 50 points each**

We will have approximately 5 guest speakers throughout this course. After each guest speaker you will be required to write a one page (single spaced, 1 inch margins, 12 pt Times New Roman) reflection.
Career Description Paper: 50 points

You will choose a specific career that you would actually be interested in. You will find an actual job posting for this career and complete the career description paper. More details will be provided.

Resume and Cover Letter: 200 points

You will create a resume and cover letter that matches the job description you found for your Career Description Paper. More details will be provided.

SFA Career Development Event: 100 points

Our department will be conducting 13 Career Development Events on March 27th. You will assist with one of these events.

Attend Ag Career Fair: 100 points

You will be required to attend the Ag Career Fair on Feb. 5th (10:00-12:30). You will be required to wear interview attire and are highly encouraged to bring resumes.

Budget: 100 points

You will create a budget based on the information provided you.

Complete Lumberjacks Grow: 200 Points

You will complete this online program that helps you make connections between what you are learning through your experiences and how it connects to transferrable skills employers are seeking. This will include a virtual mock interview in which you will receive feedback. You will turn in your critiques as proof of completing the program. More information will be provided.

Career Services Workshop Reflection: 100 points

You will be required to attend a minimum of one workshop conducted by Career Services. These workshops take place throughout the semester but you must attend one before the assigned due date. You will be directed to a list of workshops. After attending the workshop you will be required to write a one page (single spaced, 1 inch margins, 12 pt Times New Roman) reflection.