**Department of Agriculture**  
**Stephen F. Austin State University**  
**AGRI 4100 Senior Seminar**  
**Fall 2020 Syllabus**

**Instructor:** Candis Carraway  
**Phone:** (936)468-4425  
**Email:** carrawaycl@sfasu.edu  
**Virtual Office Hours:** Tuesdays 4:30 – 5:30  
https://sfasu.zoom.us/j/93037650172?pwd=bXRXVHFwQXE2a3haZ3NOOWVGWmNQdz09  
and Thursdays 12:30 – 2:00  
https://sfasu.zoom.us/j/94704152134?pwd=d0FkSjBDSEiSVzhadTNiK05PQWZqdz09  
or by appointment

**Live Office Hours:** Tuesdays 2:00 – 5:30 or Thursdays 12:30 – 2:00 or by appointment  
To schedule an appointment email me at carrawaycl@sfasu.edu

**Office:** Ag Building, Room 112  
**Department:** Agriculture  
**Class Time and Place** Online - Modules in D2L

**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, professional organizations, personal investing and retirement planning, community development and service opportunities.

**Course Credit Justification:** This is course is worth one credit and does not meet in person. The student is expected to spend a minimum of two hours per week interacting with the online material. This includes reading required articles, viewing required websites, and watching required videos. In addition the student is expected to spend a minimum of one hour per week completing assignments and tasks.

**Text:** You will choose a book to read for this class. (I will give you more information in Module 1). All other reading materials will be provided on D2L.

**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 participate in a mock interview which will allow them to practice and demonstrate their verbal communication skills.

**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](http://www.sfasu.edu/policies/academic_integrity.asp)

**Any act of Academic Dishonesty can result in immediate failure of the course!**

**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%
Make-Up Assignments: There will be no make-up assignments for missed quizzes unless you notify me before the quiz 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.).

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/.

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<th>Due Date for Module</th>
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**Thanksgiving Break**

November 30, 2020 | Module 14 | December 6, 2020 |

Important Dates:
Quizzes: 200 points

You will take two quizzes during this class through D2L. The second will be a comprehensive final exam.

Class Assignments:

Introduction Worksheet: 20 points
Complete this simple introduction worksheet that will provide me with some information about you.

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. 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 Worksheets: 50 points each
We will have several guest speakers throughout this course. When we do have a guest speaker I will provide a worksheet for you to complete while listening to them. This worksheet will help you focus on what I feel are the most important details of the presentation and help you reflect on the overall presentation.

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 First Draft – 50 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.

Final 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. This should be the edited version of your resume and cover letter.

Complete Lumberjacks Grow (Mock Interview): 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.

Cash Course Assignments: 50 points each
You will complete some assigned modules through an outside of D2L platform called Cash Course. These modules are designed to teach college students about personal finance. I will provide all the needed information and requirements within the corresponding D2L Modules.
**D2L Discussions: 40 points each**
In some of your D2L Modules you will be asked to participate in a discussion. More information will be provided within the D2L Modules.

**Student Portfolio: 200 points**
You will create a portfolio that can be used when interviewing/applying for jobs in the future. More information will be provided in your D2L Module.