Instructor: Candis Carraway/Scallan (getting married this semester)
Phone: (936)468-4425
Email: carrawaycl@sfasu.edu
Virtual Office Hours: Monday & Wednesdays 8:00-10:00 & 1:30-2:30 or by appointment
Office: Ag Building, Room 112
Department: Agriculture

Class Time and Place: Online: Modules in D2L plus 2 in-person activities

**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 finances, community development and service opportunities.

**Course Credit Justification:** This is course is worth one credit and requires two face-to-face activities. 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.

**Late Work:** 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…. Quizzes cannot be completed late without prior approval.

**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.)

**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.

In this course you are not allowed to use ChatGPT or other AI programs. The use of such a program shall be considered cheating and can result in failing the course. There is technology built into this course that can detect the use of ChatGPT or other AI programs.

**The Code of Student Conduct and Academic Integrity** outlines the prohibited conduct by any student enrolled in a course at SFA. It is the responsibility of all members of all faculty, staff, and students to adhere to and uphold this policy.

Articles IV, VI, and VII of the new Code of Student Conduct and Academic Integrity outline the violations and procedures concerning academic conduct, including cheating, plagiarism, collusion, and misrepresentation. Cheating includes, but is not limited to: (1) Copying from the test paper (or other assignment) of another student, (2) Possession and/or use during a test of materials that are not authorized by the person giving the test, (3) Using, obtaining, or attempting to obtain by any means the whole or any part of a non-administered test, test key, homework solution, or computer program, or using a test that has been administered in prior classes or semesters without permission of the Faculty member, (4) Substituting for another person, or permitting another person to substitute for one’s self, to take a test, (5) Falsifying research data, laboratory reports, and/or other records or academic work offered for credit, (6) Using any sort of unauthorized resources or technology in completion of educational activities.

**Plagiarism** is the appropriation of material that is attributable in whole or in part to another source or the use of one’s own previous work in another context without citing that it was used
previously, without any indication of the original source, including words, ideas, illustrations, structure, computer code, and other expression or media, and presenting that material as one’s own academic work being offered for credit or in conjunction with a program course or degree requirements.

**Collusion** is the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any provision of the rules on academic dishonesty, including disclosing and/or distributing the contents of an exam.

**Misrepresentation** is providing false grades or résumés; providing false or misleading information in an effort to receive a postponement or an extension on a test, quiz, or other assignment for the purpose of obtaining an academic or financial benefit for oneself or another individual or to injure another student academically or financially.

**Reference: HOP policy 04-106**

**Late Work:** 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…. Quizzes cannot be completed late without prior approval.

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**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.

*Updated: August 2023*
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/.

SFASU values students’ mental health and the role it plays in academic and overall student success. SFA provides a variety of resources to support students’ mental health and wellness. Many of these resources are free, and all of them are confidential.

On-campus Resources:

SFASU Counseling Services
www.sfasu.edu/counselingservices
3rd Floor Rusk Building
936-468-2401

SFASU Human Services Counseling Clinic
www.sfasu.edu/humanservices/139.asp
Human Services Room 202
936-468-1041

Crisis Resources:
Burke 24-hour crisis line 1(800) 392-8343
Suicide Prevention Lifeline 1(800) 273-TALK (8255)
Crisis Text Line: Text HELLO to 741-741
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<th>Module Name</th>
<th>Due Date for Module</th>
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<td>Module 6</td>
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**SPRING BREAK**

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<td>May 6, 2024</td>
<td>Module 15 - Final</td>
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**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.

**Resume and Cover Letter First Draft – 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.

**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.

**Interview: 200 points**
This assignment will help you prepare for a job interview.

**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.
Career Development Event Participation: 100 points
You will assist with one of 13 Career Development Events being conducted by the department on **March 27th**.

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.

Career Fair: 200 Points
You will be required to attend an SFA Career Fair. Here are a list of Career Fairs scheduled for Spring 2024. You must attend one of these. You do not have to stay the entire time but you must check-in at the event using your SFA ID and you must be dressed professionally to be able to check in.

- Feb. 8, 2024   Construction Management and Interior Design Career Fair
- Feb. 21, 2024   All Majors Career Fair
- March 21, 2024   Agriculture Career Fair
- April 12, 2024   Teacher Career Fair