

AGSC 420 Seminar in Agriculture

Fall 2002 (1 credit hour); Tuesday, 2:30-3:20; Barnett 251

Dr. Michael Seipel & Dr. Thomas Marshall

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Office Hours (Seipel):

M,W,F: 9:30-10:30

T & TH: 10:30-11:15

Other times by appointment or stop by.

Course Description

Independent reading and research; preparation of abstracts, outlines, and resumes; and oral presentation of information on agriculture-related topics.

Prerequisites: Junior or Senior standing

Course Objectives

1. Acquaint students with effective ways of preparing resumes and cover letters for job applications.
2. Provide students with experience in organizing and presenting, in written and oral form, research-based information on agricultural topics.
3. Familiarize students with workplace situations they are likely to encounter in agricultural careers, and evaluate various ways of handling these situations.

Course Expectations and Basis of Evaluations

This course provides a forum in which students can gain experience preparing and presenting information in situations similar to that they may encounter in a future job or graduate/professional school. A central component of this course is peer evaluation and critique. Since students will both be evaluating others and being evaluated by them, it is essential to be considerate of others' feelings when providing constructive criticism of their work, and to be able to set pride aside when receiving feedback. Full attendance at all class sessions is also essential to the success of this model.

During the course of the semester, students will

- prepare and submit their Liberal Arts & Sciences (LAS) Senior Portfolio
- prepare a resume and cover letter for a specific job description or graduate school;
- complete a mock interview at the University Career Center (UCC)
- take a research paper or project that they have produced for a past class and from it generate an abstract or executive summary;
- prepare and deliver a PowerPoint presentation of their project in either an academic conference or business meeting format;
- provide oral & written feedback on peers' resumes, cover letters, & presentations;
- and attend other selected events, such as the Career Expo & programs offered by UCC.

Final grades will be awarded on a straight scale (minimums: A=90%, B=80%, C=70%, D=60%). All deadlines and presentation dates must be met unless you make prior arrangements with the instructor and have a valid excuse.

Possible Points

Resume	100 pts.
Cover letter/Personal Essay	100 pts.
Abstract/Exec. Summary of project	50 pts.
Mock interview	50 pts.
PowerPoint Presentation	100 pts.
Peer reviews (2)	50 pts.
<u>Attendance & Participation</u>	<u>50 pts.</u>
Total	500 pts.

Each student is allowed one unexcused absence. Each additional absence will result in a 5 point deduction from attendance points. This penalty will be doubled during student presentations.

Organization of Course

<u>Date</u>	<u>Subject</u>	<u>Assignment</u>
Aug 27	Introductions; Resume Discussion	
Sep 3	Visit University Career Center see http://career.truman.edu	Sign up for E-recruiting
Sep 10	Cover letter discussion LAS Portfolio Discussion (go to http://assessment.truman.edu/portfolio.htm)	Resume 1st Draft due
Sep 17	Resume feedback Presentation Format Discussion	Resume Reviews due Mock interviews (arrange)
Sep 24	Effective use of PowerPoint Submit paper or topic for presentation	Final Resume due
Oct 1	Agricultural Professions/Guest Speakers	Cover Letter/Essay 1 st Draft
Oct 8	Agricultural Professions/Guest Speakers	CL/Essay Reviews due
Oct 15	Agricultural Professions/Guest Speakers	Final CL/Essay due
Oct 22	Oral Presentations & Feedback	Abstract/Exec Summary Due
Oct 29	Oct. 29—Career Expo	
Nov 5	Oral Presentations & Feedback	
Nov 12	Oral Presentations & Feedback	
Nov 19	Oral Presentations & Feedback	
Nov 26	Oral Presentations & Feedback (Thanksgiving Week)	Submit LAS Portfolio
Dec 3	Oral Presentations & Feedback	
Dec 10	Oral Presentations & Feedback	

