AGRI 398 – GENERAL SEMINAR

Spring 2009

1:50 – 2:45 p.m. Wednesday, EST 248

Prerequisites: Junior or Senior Standing

Instructor: Dr. Todd Willian, EST 255 e-mail: todd.willian@wku.edu
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Purpose of course: (1) to prepare junior and senior students for their job search (2) to address some of the important issues that are encountered in the agri-business world (3) to familiarize students with the options of obtaining additional qualifications via graduate education.

Disability Accommodations Statement: Students with disabilities who require accommodations for this course are required to contact the Office of Student Disability Services, Room 101, Garrett Conference Center (745-5004). Please do not request accommodations directly from the instructor without a letter of accommodation from the OFSDS.

Course requirements: Students will be evaluated on the basis of how well they perform the following requirements (total of 100 points):

- attendance (10 points)
  - you are allowed one unexcused absence – each additional absence will reduce your final grade by 5 points.
- completion of a resume (30 points)
  - a hard (paper) copy of your resume is due no later than 1:50 p.m. March 18th. Resumes will be edited by instructor and an edited version will be submitted to you. You will have 1 week from the day I hand you your edited version to turn in a corrected version.
    - Initial resume submission (3/18/09) = 15 pts.
    - Corrected version turned in 1 week after edited resume is handed back to you = 15 pts. max.
- out-of-class assignments (10 points)
- mock interview with Career Services (30 points)
- completion of a cover letter (10 points)
- attendance at Dept. of Agriculture Career Day (10 points)
  - Career Day = Tuesday March 3rd (9 – 12)

Course outline:*
January 28 – What skills are employers looking for in their employees?
February 4 – Sign up for mock interviews
February 11 – Graduate School Opportunities (Dr. Elmer Gray)
February 18 – Resume Development
February 25 – Interviewing Skills (Ms. Liz Heller – Career Services)
March 4 – Resume Development + Interviewing Skills
March 11 – NO CLASS (Spring Break)
March 18 – Cover Letters/Letters of Intent – Resume due
March 25 – Salary Expectations & Negotiations/Benefits/Job Search – Cover Letter Due
April 1 – Guest Speaker (TBA)
April 8 – $$$ Management – Job Ads due
April 15 – Guest Speaker (TBA)
April 22 – Guest Speaker (TBA)
April 29 – Guest Speaker (TBA)
May 6 – Internships (Dr. Paul Woosley)
   *schedule is tentative and subject to change

Other important information:
- **No out of class extra credit will be given.** There may or may not be opportunities for in class extra credit.
- **Turn off your cell phones – each time your cell phone rings during class time, you will be penalized points toward your final grade.**
- **Clean up after yourself!** Throw all cans, bottles and food wrappers in the trash before you leave the room.
- **No sleeping allowed** during lecture.
- **No texting allowed** during lecture.
- I encourage you to ask questions or make comments relevant to the material being discussed. However, **do not use lecture time as “social hour”**. Talking to your neighbor about subjects not related to discussion material will result in a loss of points toward your final grade and will require you to have a “conference” with me in my office.