AGCM 4203
Professional Development in Agricultural Communications
Fall Semester 2002
M W F 8:30 a.m. - 9:20 a.m. • Classroom Building 101

Instructors

**Dwayne Cartmell, Assistant Professor**
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**Julie Cox, Instructor**
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Prerequisite
Junior standing or instructor's consent

Course Objective
Through experiential learning experiences, projects, assignments, and examinations students will prepare for successful interviews for employment and internship opportunities. Students will also develop skills toward making and conducting professional presentations.

Recommended Text

Drop Policy
Refer to the OSU Catalog for an explanation of the University’s drop policy. Important dates for the Fall 2002 semester are as follows:

- Last day to drop with no grade and no fees charged: August 26
- Last day to drop or withdraw with an automatic grade of “W” (Drop by petition only after this date): November 8
- Last day to withdraw from ALL courses with an assigned grade of “W” or “F”: November 27
- Pre-finals week: December 2-6
- Finals week: December 9-13
Professionalism Statement

Professionals in the agriculture, science and natural resource industry are guided by specific values and characteristics. Professional characteristics judged in this course include punctuality, attendance, collegial attitude and participation. This course relies extensively on discussion and other class interactions; therefore, attendance is crucial to your success. If you are ill or an emergency occurs, contact (if possible) one of the instructors (via e-mail or voice mail) prior to the scheduled class time. Otherwise, your attendance and participation are firm expectations. More than one absence is considered excessive for this course.

Academic Honesty Statement

Academic honesty is fundamental to the activities and principles of any university. All members of the academic community must be confident that each person’s work has been responsibly and honorably acquired, developed and presented. Any attempt to gain advantage not given to all students is dishonest whether or not the attempt is successful. The academic community regards academic dishonesty as an extremely serious matter, with serious consequences that range from probation to expulsion. When in doubt about plagiarism, paraphrasing, quoting, or collaboration, consult the course instructors.

Note: AGCM 4203 projects may NOT be submitted for credit in another course (or vice versa) unless the student obtains prior approval from both instructors.

Special Accommodations

If any member of the class believes he/she has a mental or physical disability and needs special accommodations of any nature whatsoever, the instructor will work with him/her and the Office of Student Disability Services, 315 Student Union, to provide reasonable accommodations to ensure that he/she has a fair opportunity to perform in this class. Please advise the instructor of such disability and the desired accommodations before, during, or immediately after the first scheduled class period.

Grading

Your final grade will be determined by evaluations of the following assignments and based on the grading scale below:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points Possible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance (10 points/class)</td>
<td>250</td>
</tr>
<tr>
<td>Career Development Events (2) (each)</td>
<td>25 per each</td>
</tr>
<tr>
<td>CASNR Career Services Registration</td>
<td>25</td>
</tr>
<tr>
<td>Personal Profile</td>
<td>25</td>
</tr>
<tr>
<td>Résumé</td>
<td>50</td>
</tr>
<tr>
<td>Job Shadowing</td>
<td>25</td>
</tr>
<tr>
<td>Letter of Application/Inquiry</td>
<td>50</td>
</tr>
<tr>
<td>Interview Portfolio</td>
<td>100</td>
</tr>
<tr>
<td>Informative Presentation</td>
<td>100</td>
</tr>
<tr>
<td>Impromptu Presentation</td>
<td>25</td>
</tr>
<tr>
<td>Mock Interview #1</td>
<td>50</td>
</tr>
<tr>
<td>Mock Interview #2</td>
<td>150</td>
</tr>
<tr>
<td>Final Examination</td>
<td>100</td>
</tr>
<tr>
<td>Total Points</td>
<td>1,000</td>
</tr>
</tbody>
</table>

A = 93% and up; B = 85% — 92%; C = 70% — 84%; D = 60% — 69%; F = below 60%
If you are absent, it is your responsibility to be caught up on previous material. Missed exams and assignments can be made up if the absence is excused by the instructor. If you know in advance you will be absent for an official University activity, you may be asked to take the exam or do the assignment prior to your absence.

Your completed assignments must be submitted by the appropriate deadline or your grade on the assignment will be dropped 10 percent for each class period it is late. Assignments more than one week late will not be accepted. Specific requirements and grading criteria will be given with each assignment. Unless otherwise stated, all papers and assignments are due at the beginning of class on the deadline date.

Course Outline

WEEK 1
August 19
- Course overview
- Break up into discussion groups
- Job shadowing

August 21 & 23
- ASSIGNMENT DUE: Job shadowing proposal

WEEK 2
August 26 (A)
- Personal profiles
- Impromptu speaking

August 28 & 30 (A)
- ASSIGNMENT: Impromptu speeches

WEEK 3
September 2
- NO CLASS - Labor Day

September 4 & 6 (A)
- ASSIGNMENT DUE: Personal profile

WEEK 4
September 9 (A)
- Résumés & Portfolios

September 11 & 13 (A)
- ASSIGNMENT DUE: Rough draft of résumé

WEEK 5
September 16 (A)
- CASNR Career Services

September 18 & 20 – 439 (A) **** 439 Ag Hall****
- ASSIGNMENT DUE: Portfolio with personal profile & résumé included
WEEK 6
September 23 (A)
• Business letters

September 25 & 27 (A) **** 439 Ag Hall****
• Examples of letters of inquiry and application

WEEK 7
September 30 (A)
• Informative presentations
• Interview skills
  **ASSIGNMENT DUE:** CASNR Career Services Registration

October 2 & 4 (A) **** 439 Ag Hall****
• **ASSIGNMENT DUE:** Letter of inquiry & application
  • Divide into pairs for presentation

WEEK 8
October 7 – NO CLASS – Fall Break

October 9, 10 & 11
• **ASSIGNMENT DUE:** Mock interview #1
• **ASSIGNMENT DUE:** Résumé

WEEK 9
October 14 (A)
• Presentation skills
• Overcoming anxiety
• PowerPoint

October 16 & 18 (A) **** 439 Ag Hall****
• Follow-up on interviews and résumés

WEEK 10
October 21 (A)
• Professional dress

October 23 & 25 (A) **** 439 Ag Hall****
• **ASSIGNMENT DUE:** Portfolio checks

WEEK 11
October 28, 30 & November 1
• **ASSIGNMENT DUE:** Mock interview #2

WEEK 12
November 4 (A)
• Benefits
November 6 (A)
  • Etiquette

November 8 (A)
  • Time management/event planning

**WEEK 13**
November 11 (A)
  • Presentations

November 13 (A)
  • Presentations

November 15 (A)
  • Presentations
  • **ASSIGNMENT DUE**: Career Development Event Papers (2)

**WEEK 14**
November 18 (A)
  • Presentations

November 20 (A)
  • Presentations

November 22 (A)
  • Presentations

**WEEK 15**
November 25 (A)
  • Presentations
  • **ASSIGNMENT DUE**: Final Portfolio
  • **ASSIGNMENT DUE**: Job Shadowing Summary

November 27
  • NO CLASS – Thanksgiving Break

November 29
  • NO CLASS – Thanksgiving Break

**WEEK 16**
December 2, 4 & 6
  • Wrap-up and Review

**FINAL EXAM**
Wednesday, December 11
8 a.m. - 9:50 a.m.