

SOUTHEAST COMMUNITY COLLEGE
COURSE SYLLABUS
TRAN-WELDING-AG
Agriculture Management & Production Program
Revision Date: August 2022

I. CATALOG DESCRIPTION

Course Number: AGRI 2204
Course Title Cooperative Preparation
Prerequisite(s): Students must complete 24 credit hours in AGRI or HORT prior to enrolling in this course.

Catalog Description: Guidelines for the Cooperative Experience.

Credit Hours: 1.0
Class Hours: 15
Lab Hours: 0
Total Contact Hours: Total of Class + Lab Hours 15

II. COURSE OBJECTIVES: *Course will:*

1. Explore, develop, and conduct a job search in the agriculture career area of student's choice.
2. Research and locate several employment opportunities that will expand student career opportunities.
3. Collaborate with agencies, organizations and the private sector to address issues related to employability.
4. Provide a proactive leadership role with a wide range of business, community, consumer, industry and agricultural groups.
5. Provide guidance in constructing professional cover letters, a resume, envelope and business cards.
6. Provide the opportunity to gain practice and insight on a career interviews.
7. Create awareness around the subject areas of harassment, ADA, safety and drug & alcohol in the workplace.
8. Provide guidance in the areas of meal etiquette, budgeting, salary negotiations and workplace challenges.
9. Prepare students for certain situations that may occur during their Cooperative.

III. STUDENT LEARNING OUTCOMES AND GENERAL EDUCATION LEARNING OUTCOMES:

A. STUDENT LEARNING OUTCOMES: *Student will be able to:*

1. Develop a training plan to be used for a Cooperative Educational Experience, along with a possible employer and the Agribusiness Cooperative Education Coordinator
2. Perform several interviews with potential employers.
3. Compile professional cover letters, a resume, envelope and business cards.
4. Evaluate the possible job offers, complete the agreements and training plan with the potential employer.
5. Complete professional cover letters, a resume, envelope and business cards.
6. Successful Complete multiple career interviews.
7. Understand and recognize harassment, ADA, safety and drug & alcohol in the workplace.

8. Fully understand meal etiquette, budgeting, salary negotiations and workplace challenges.
9. Handle various situations that may occur during their Cooperative.

B. GENERAL EDUCATION LEARNING OUTCOMES

GELO #3: Critical Thinking & Problem Solving

Critical thinkers have the ability to evaluate a problem or assumption and determine an appropriate course of action. They use reason and evidence to make judgments and decisions. Critical thinking and problem-solving skills rank highly among employer expectations.

Outcomes:

- 1) Collect, identify, interpret and analyze data.
- 2) Synthesize information to arrive at reasoned solutions to problems.
- 3) Evaluate ideas presented in writing, medial, speech, or artistic presentations.
- 4) Evaluate the validity of arguments, alternatives, data, outcomes, and/or impacts of actions.
- 5) Acquire and integrate knowledge and construct relationships across disciplines.

IV. CONTENT/TOPICAL OUTLINE (*course outline may provide more detailed information*)

- A. Skill and Interest Assessment of the individual.
- B. Agriculture/Agribusiness employment information.
- C. Locating employment opportunities and interview skills guidance.
- D. Letters of application and Inquiry.
- E. Develop the Training plan and negotiate the best plan to learn the most.
- F. Sending letters to pass on the resume information.
- G. Follow-up phone calls to set up interviews with potential employers.
- H. Usage of required forms and view and discuss the video tape on negotiate the terms of the job.
 - I. Students will make the necessary phone calls and complete the interview.
 - J. Legal workplace guidelines. (ADA, diversity, drug testing, and sexual harassment).

V. INSTRUCTIONAL MATERIALS

- A. Required Text(s):** None required
- B. Other Resources:**

VI. METHODS OF PRESENTATION/INSTRUCTION

Methods of presentation typically include a combination of the following:

- A. Lecture
- B. Group discussion
- C. Role-playing
- D. Student prepared presentation
- E. Guest speakers
- F. Transparencies, handouts, videos, PowerPoint
- G. Demonstration
- H. Online web resources
- I. Fieldtrips (In class and out of class).

VII. METHODS OF EVALUATION

Methods of evaluation typically include a combination of the following:

- A. Daily Assignments
- B. Resume
- C. Application letter
- D. Inquiry letter
- E. Job prospects
- F. Interviews
- G. Exams

SCC STANDARD GRADING SCALE POLICY:

A+ 95-100	C+ 75-79
A 90-94	C 70-74
B+ 85-89	D+ 65-69
B 80-84	D 60-64
	F Below 60

VIII. SPECIFIC COURSE REQUIREMENTS:

A. The attendance policy outlined in the Southeast Community College Student Handbook will be followed .

B. In addition to the college's attendance policy, the following are specific program requirements:

1) It is the student's responsibility to notify the instructor prior to an expected absence and each day for unexpected absences .