



ILLINOIS VALLEY COMMUNITY COLLEGE

COURSE OUTLINE

DIVISION: Natural Sciences Business

COURSE: AGR 1214 Agricultural Internship Seminar

Date: January 23, 2017

Credit Hours: 1 Hour

Prerequisite(s): Successful completion of 30 Credit Hours in an agriculture program of study, Instructor Approval, and must also be enrolled in AGR 1213.

Delivery Method:

<input type="checkbox"/> Lecture	0 Contact Hours (1 contact = 1 credit hour)
<input checked="" type="checkbox"/> Seminar	1 Contact Hours (1 contact = 1 credit hour)
<input type="checkbox"/> Lab	0 Contact Hours (2-3 contact = 1 credit hour)
<input type="checkbox"/> Clinical	0 Contact Hours (3 contact = 1 credit hour)
<input type="checkbox"/> Online	
<input type="checkbox"/> Blended	

Offered: Fall Spring Summer

IAI Equivalent –**Only for Transfer Courses**-go to <http://www.itransfer.org>.

CATALOG DESCRIPTION:

This course is to be taken at the same time as AGR 1213, Agricultural Internship. The course is designed to enhance the overall internship experience. Students will be engaged in classroom activities designed to help the student further understand the agricultural work environment. The focus of the course is to prepare students for future employment in the agricultural industry. Enrollment in AGR 1213 is required.

GENERAL EDUCATION GOALS ADDRESSED

[See last page for Course Competency/Assessment Methods Matrix.]

Upon completion of the course, the student will be able:

[Choose up to three goals that will be formally assessed in this course.]

- To apply analytical and problem solving skills to personal, social, and professional issues and situations.
- To communicate successfully, both orally and in writing, to a variety of audiences.
- To construct a critical awareness of and appreciate diversity.
- To understand and use technology effectively and to understand its impact on the individual and society.
- To develop interpersonal capacity.
- To recognize what it means to act ethically and responsibly as an individual and as a member of society.
- To recognize what it means to develop and maintain a healthy lifestyle in terms of mind, body, and spirit.
- To connect learning to life.

EXPECTED LEARNING OUTCOMES AND RELATED COMPETENCIES:

[Outcomes related to course specific goals. See last page for more information.]

Upon completion of the course, the student will be able to:

1. Students will demonstrate proper communication.
2. Students will identify and explain operational procedures.
3. Students will describe the job application and interview process.
4. Students will reflect on and discuss desired employability skills.
5. Students will compose career plans and goals.
6. Students will write a reflective analysis and engage in reflective discussion.

MAPPING LEARNING OUTCOMES TO GENERAL EDUCATION GOALS

[For each of the goals selected above, indicate which outcomes align with the goal.]

Goals	Outcomes
First Goal	
To apply analytical and problem solving skills to personal, social, and professional issues and situations.	2. Students will identify and explain operational procedures.
Second Goal	
To communicate successfully, both orally and in writing,	1. Students will demonstrate proper communication. 3. Students will describe the job application and interview process.

to a variety of audiences.	<p>5. Students will compose career plans and goals.</p> <p>6. Students will write a reflective analysis and engage in reflective discussion.</p>
Third Goal	
To recognize what it means to act ethically and responsibly as an individual and as a member of society.	<p>4. Students will reflect on and discuss desired employability skills.</p>

COURSE TOPICS AND CONTENT REQUIREMENTS:

- I. Agricultural Internship Program
 - a. Overview
 - b. Expectations
 - c. Forms
 - d. Preparing for the First Day
- II. Communication in the workplace
 - a. Channels and Chain of Command
 - b. Email, Text, and Written Etiquette
 - c. Phone and Verbal Etiquette
- III. Work Environment
 - a. State and Federal Employment Laws
 - b. Employment Benefits
 - c. Work Place Safety
 - d. Leadership Skills
- IV. Operational Procedures
 - a. Self Employed
 - b. Small Business
 - c. Corporate
 - d. Teamwork
- V. Job Search Skills
 - a. Conducting a Job Search
 - b. Preparing a Resume, Cover Letter
 - c. Completing a Job Application
- VI. Job Interview
 - a. Setting Up the Interview
 - b. Preparing for the Interview
 - c. Phone Interviews
 - d. Face-to-Face Interviews
 - e. Follow Up After Interview
- VII. Career Planning
 - a. Trends in Employment

- b. Planning for the Future
 - c. Goal Setting
 - d. Preparing for Fulltime Employment
- VIII. Job Reflection
- a. Discuss Reflective Analysis

INSTRUCTIONAL METHODS:

- Real – world work Experience
- Discussion
- Peer Mentoring
- Supplemental Handouts

INSTRUCTIONAL MATERIALS:

Various Career Preparation materials

Online Resources

US Department of Labor –website

<https://www.dol.gov/general/topic/youthlabor/agriculturemployment>

STUDENT REQUIREMENTS AND METHODS OF EVALUATION:

A= 90-100

B= 80-89

C= 70-79

D= 60-69

F= 0-59

Discussion	50%
Homework Assignments	50%

OTHER REFERENCES

Course Competency/Assessment Methods Matrix

(Dept/# Course Name)	Assessment Options																																			
For each competency/outcome place an "X" below the method of assessment to be used.	Assessment of Student Learning																																			
	Article Review	Case Studies	Group Projects	Lab Work	Oral Presentations	Pre-Post Tests	Quizzes	Written Exams	Artifact Self Reflection of Growth	Capstone Projects	Comprehensive Written Exit Exam	Course Embedded Questions	Multi-Media Projects	Observation	Writing Samples	Portfolio Evaluation	Real World Projects	Reflective Journals	Applied Application (skills) Test	Oral Exit Interviews	Accreditation Reviews/Reports	Advisory Council Feedback	Employer Surveys	Graduate Surveys	Internship/Practicum /Site Supervisor Evaluation	Licensing Exam	In Class Feedback	Simulation	Interview	Written Report	Assignment					
Assessment Measures – Are direct or indirect as indicated. List competencies/outcomes below.	Direct/ Indirect	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	I	I	I	I	D	D											
Students will be able to demonstrate proper communication.			X									X		X				X																		X
Students will be able to identify and explain operational procedures.		X			X							X						X																		X
Student will be able to describe the job application and interview process.									X		X								X																	X
Students will be able to summarize desirable employability skills.		X									X							X																		X
Student will be able to compose career plans and goals.									X		X																									X

