



ILLINOIS VALLEY COMMUNITY COLLEGE

COURSE OUTLINE

DIVISION: Natural Sciences and Business

COURSE: AGR 1214 Agricultural Internship Seminar

Date: Spring 2023

Credit Hours: 1

Complete all that apply or mark "None" where appropriate:

Prerequisite(s): Successful completion of 30 Credit Hours in an agriculture program of study or consent of instructor.

Enrollment by assessment or other measure? Yes No
If yes, please describe:

Corequisite(s): AGR 1213

Pre- or Corequisite(s): None

Consent of Instructor: Yes No

Delivery Method: **Lecture** **0 Contact Hours** (1 contact = 1 credit hour)
 Seminar **1 Contact Hours** (1 contact = 1 credit hour)
 Lab **0 Contact Hours** (2-3 contact = 1 credit hour)
 Clinical **0 Contact Hours** (3 contact = 1 credit hour)

Offered: **Fall** **Spring** **Summer**

CATALOG DESCRIPTION and IAI NUMBER (if applicable):

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.

ACCREDITATION STATEMENTS AND COURSE NOTES:

None

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

EVALUATION OF STUDENT ACHIEVEMENT:

A= 90-100

B= 80-89

C= 70-79

D= 60-69

F= 0-59

Discussion 50%

Homework Assignments 50%

INSTRUCTIONAL MATERIALS:

Textbooks

None

Resources

Various Career Preparation materials

Online Resources

US Department of Labor –website

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

LEARNING OUTCOMES AND GOALS:

Institutional Learning Outcomes

- 1) Communication – to communicate effectively;
- 2) Inquiry – to apply critical, logical, creative, aesthetic, or quantitative analytical reasoning to formulate a judgement or conclusion;
- 3) Social Consciousness – to understand what it means to be a socially conscious person, locally and globally;
- 4) Responsibility – to recognize how personal choices affect self and society.

Course Outcomes and Competencies

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.