

AGR 113
Thursdays, 3:30-4:20 pm; LILY 2-102
Fall 2019 Schedule

August 22 **Course Orientation/Tips For Success/Advising/Welcome Picnic-Meet Other Agronomy Students and Your Faculty. Dr. Lee Schweitzer - Purdue Agronomy.** 2-102 Lilly Hall

****Please begin composing an up to date resume (two copies due in class for the workshop on September 12).** Follow the detailed guidance and examples of chronological resumes presented in the CCO Handbook at

<https://www.cco.purdue.edu/Students/WhatWeOffer#CCOHandbook>

View on line or to save click “Open PDF In A New Tab”.

Please note in particular **“Power Verbs For Resumes”, “Developing A Winning Resume” and examples of Chronological Resumes**, which are the type you are to write for AGR 113.

The full Purdue University CCO web site is www.cco.purdue.edu

Provides valuable career resources. Set up your account at

<https://www.cco.purdue.edu/#myCCO>

Services offered and links to set up appointments (including Mock Interviews) with CCO

<https://www.cco.purdue.edu/Students/WhatWeOffer/>

In writing your resume please target a specific employer from the list of companies coming to the Purdue Agriculture Career Fair.

The College of Agriculture Career Fair Web Site is

<https://purdue-csm.symplicity.com/events/a5b1f74f57ded9a04d71ece71f4ca151/overview>

The direct link to the list of companies coming to interview at the Purdue Agriculture Career Fair is

<https://purduecsm.symplicity.com/events/a5b1f74f57ded9a04d71ece71f4ca151/employers>

Companies on this list generally provide a link to their web site containing most of the key background information you’ll need to properly research the company prior to your interview. **Your company research outline is due in class on September 5.**

The CCO Handbook is your primary reference for examples of chronological resumes, cover letters and thank-you notes. Please also see also the resume handout provided in class for additional ideas on how to tailor your resume toward a specific position/employer. Personalized business cards can be printed at Boiler Copy Maker room 186 Purdue Memorial Union <https://print.xeps.net/> or [VistaPrint](https://www.vistaprint.com/business-cards?xnid=TopNav_Business+Cards&xnav=TopNav)

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August 22 (continued) **Agronomy Departmental Family Picnic - After Class on August 22**
You are invited! This get acquainted social starts at 4:30 p.m. on the lawn behind Lilly Hall (in front of Creighton Animal Science). Snacks, visiting and games early. Dinner (grilled hot dogs and brats) starts between 5 and 5:30 p.m. Please plan to be our guest for this fun cookout where you can catch a ride on the Boilermaker Special and meet many of your fellow students and your faculty. See you there!!!

Students can sign up for professionally-personalized career fair name tags in class on August 29. Cost is \$10 to students in this class.

August 29 **Introduction To The Purdue University Center For Career Opportunities (CCO) and Job Search Services –**
Tim Luzader, Executive Director, Career Success - Purdue CCO.
2-102 Lilly Hall
Sherry Fulk- Bringmann will record student name tag orders and collect student name tag \$10 payments before class.

September 3 **(Optional) Industrial Roundtable Prep Night (for the large Campus-Wide Career Fair Sponsored by Engineering) 5 p.m. to 8:30 p.m. -**
Purdue Memorial Union, North Ballroom

The Industrial Round Table information home page is

<https://www.purdueesc.org/careerfairs/ir/studentcenter/information>

9 **(Optional) Industrial Round Table Seminars – Stewart Center**
12:30 p.m. to 9:30 p.m. See the IR Handbook on line for details.

10 – 11 **(Optional) 9:30 am – 4:30 pm Industrial Roundtable Career Fair Memorial Mall**

On campus interviews through September 13. Stewart Center, Young Hall, Purdue Memorial Union

September 4 **Mock Career Fair (Optional, But Highly Recommended) – 6:30 to 8:30 p.m. Purdue Memorial Union North and South Ballrooms -**
Sponsored by Purdue Alumni Association Student Experience (PASE) and the Purdue Center For Career Opportunities (CCO).

Practice interviewing skills and increase your confidence. 20-30 employers on-site to role-play a career fair. This is a great opportunity for you to receive helpful feedback on your resume and interviewing presentations with no risk, only gain.

A photo station will be available for you to have a FREE professional portrait photo taken (professional attire recommended).

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September 5 **Preparing For And Succeeding At The College of Agriculture Career Fair** – Agronomy Ambassadors, Sherrelyn Meyer - College of Agriculture Career Services Coordinator, Shaina Partlow - Purdue CCO College of Agriculture Liaison.
2-102 Lilly Hall.

College Of Ag. Career Services Home Page

https://www2.ag.purdue.edu/oap/career/pages/student_career_fairs_main.aspx

September 12 **** Company Research Outline Due – Details of this assignment are provided on a separate handout.** Outline an employer you've targeted with your resume and with whom you plan to speak at the October 1 College Of Agriculture Career Fair. The list of employers attending and links to their company background information (needed for your company research assignment to prep for your interview) are provided on the College of Agriculture Career Fair and Employers Attending web sites noted earlier on this schedule under August 22.

Resumes That Get Results. Susan Bush – Director of Employer Engagement, Purdue Center For Career Opportunities (CCO).

****Two copies of your resume due in class.** Please turn in one copy. You'll be critiquing and revising the other copy during this workshop.
2-102 Lilly Hall

After you revise your resume (and prior to the second due date for your resume on September 26) please see a member of the CCO staff in YOUNG 132 to have them critique your resume (walk in resume reviews 1 to 4 pm M – F, or by appointment) so you can include their suggestions in your final resume (due in class and as a CCO upload prior to or on September 26).

While you're at the CCO for your resume critique and signature please ask the CCO staff member for assistance if you need help with creating your profile on the CCO web site (due on September.

September 19 **“Agribusiness’ Perspective – Interviewing For Summer Internships and Planning For Career Development. Samantha Miller – Beck’s Hybrids** 2-102 Lilly Hall
**** Independent Study Requirement:** Prior to the September 19 class meeting please read and become familiar and practice with the contents of the **CCO Ace The Interview** web site at

<https://www.cco.purdue.edu/Students/AcetheInterview-Practicethe STAR Method>

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****Additional Independent Study Requirement: Prior to the October 1 College of Agriculture Career Fair** please complete the CCO Interactive Practice Interview – “**Big Interview**” on line.
<https://purdue.biginterview.com>

September 26 **Perspectives From Recent Alumni:** Dan Emmert – Field Agronomist, Pioneer Monroe City, Indiana

Paige Hobson – Soil Conservationist, USDA-NRCS
Washington, Indiana

2-102 Lilly Hall

****An improved version of your resume is due in class.** Please ask a member of the CCO staff (132 YOUNG) to critique and help you edit your resume prior to this date. **Ask the CCO staff member who critiques your resume to sign and date your marked-up resume and staple this to your improved resume to turn in** on September 26 in class.

****This is also the due date for creating your profile and to upload your improved resume on the Center For Career Opportunities myCCO web site.**

<https://www.cco.purdue.edu/#myCCO>

September 30 **(Optional – Highly Recommended) Resume Blitz** –11:00 a.m. - 3:00 p.m.in AGAD 121 Student Commons to have your resume critiqued once more prior to the Career Fair by CCO staff. You may also have your resume critiqued by a CCO staff member on a walk in basis (M-F 1 to 4 p.m.) or by appointment in room 132 Young Hall.

(Optional – Highly Recommended) Employer Panel Discussion – 5:30-7:00 p.m. in Pfendler Hall 241 (Deans Auditorium). An employer panel discussion is scheduled for the night before the Career Fair to support student participation in the Career Fair (covers resumes, interviewing follow-up correspondence, networking, protocol etc.).

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- October 1 **(Instead Of Class On October 3) Purdue College
of Agriculture Career Fair - Cordova Recreational Sports Center**

Participate in the Career Fair on October 1 as much as your time will allow. It is very much to your advantage to prepare for and participate fully in this Career Fair. Most College of Ag. students find their summer internships and full time positions directly through this activity). You'll register as you arrive and that will confirm your participation with regard to this requirement for AGR 11300.

The program runs from approximately 9:30 in the morning until 3:30 in the afternoon. Over 155 Agricultural industry representatives will be on hand to visit with you.

College of Ag. Career Fair Web Site

https://ag.purdue.edu/oap/career/pages/student_career_fairs_main.aspx

- 10 **Perspectives On Success. Jim Vrugink – Former Sports Information Director. Manager, Special Projects. Purdue Office Of Marketing and Media.**

2-102 Lilly Hall

*** Wrap Up - Last Class Of The Semester!**

Please Dr. Schweitzer know if he may be of assistance. Thank you!