Syllabus - Agronomy Orientation  
AGR 113 - Fall 2015

**Instructor:** Dr. Joe Anderson (janderson@purdue.edu) and Dr. Lee Schweitzer (lschweit@purdue.edu)

**Meeting time/location:** Thursday, 3:30-4:20 pm; LILY 2-425. Course documents available on https://ag.purdue.edu/agry/courses/Pages/113_default.aspx

**Office/phone numbers:** LILY 2-444 494-4774 (Dr. Anderson) and LILY 2-414 494-4789 (Dr. Schweitzer)

**Course Goals:** This course is intended to:

a. Welcome students to Purdue Agronomy
b. Familiarize students with Purdue Agronomy faculty and the range of disciplines included in the department
c. Help students to plan for and achieve success in the full breadth of their university and related experiences.
d. Equip students to utilize the many resources available in support of academic and professional success.

**Requirements:**

1. **Attendance** at all class sessions. Please contact Dr. Anderson or Dr. Schweitzer concerning any absence (in advance if possible).

2. **Resume** -- Prepare two copies of your chronological resume for class on September 18 and upload it and subsequent revisions to the Purdue Center For Career Opportunities (CCO) Express web site. Each version of your resume should be typed and follow the guidelines given in class as well as the CCO Career Handbook.

   **September 17 – Initial Version Of Chronological Resume Due.**

   **October 1 - Due date for uploading your resume and for filing your profile on line with the Center For Career Opportunities (CCO) Express.** The profile and resume upload will allow you to use the full range of CCO web based services including the option to make your resume available to potential employers over the web as you choose. You'll receive instructions in class on September 10 on how to upload your resume and complete your profile.

   **October 15 – Industry signed (Career Fair) copy of your resume due.**

3. **College of Agriculture Career Day on October 6** - Participate in the College of Agriculture’s Career Day on October 6 in the ballrooms of the Purdue Memorial Union Building (walk - in visiting with company representatives from 9:30 am to 3:30 pm). Visit briefly with at least one company representative. Please have your resume in top shape both in printed form and as uploaded on CCO Express prior to your participation in the Career Day on October 6. Most students secure their interviews for Summer internships through this Career Day and the formal interviews which follow either later in the week or soon thereafter, so please be thoroughly prepared to represent yourself well in order to be competitive for the best internship opportunities!

   **Note:** Your participation in the October 6 Agriculture Career Day is instead of the October 8 class meeting. Please contact Dr. Anderson or Dr. Schweitzer for an alternate assignment if your class schedule or other obligations will not allow you to participate in the Career Day. You'll be asked to register on site as you check in for participation at the Career Day. In addition, please ask one company representative with whom you speak to sign your resume or you may attach an extra copy of their business card (this copy of your resume is due in class on October 15).

**Grading** Each of you initially have an A in the course. Unsatisfactory completion of requirements 2 and/or 3 will result in a one-letter grade reduction for each requirement not met. Unexcused absence will result in the following grade reductions:

1 letter grade with 2 unexcused class absence  
2 letter grades with 3 unexcused class absences  
3 letter grades with 4 unexcused class absences  
4 letter grades with 5 unexcused class absences