AGRONOMY 398  
Fall 2015  

Wednesdays at 3:30 pm – 304 Matthews Hall  

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OBJECTIVES: Students will have the opportunity to;  
1) Explore Agronomy - related career alternatives.  
2) Define and articulate career goals and plan for their achievement.  
3) Refine resume writing skills.  
4) Understand job search and interviewing etiquette and protocols for the College Of Agriculture, the Purdue Center For Career Opportunities, and web based job search services.  
5) Expand awareness of web based information access in support of academic and professional accomplishment.  
6) Get acquainted with their Agronomy faculty and classmates.  

REQUIREMENTS:  
1. Attendance at all class sessions. Please see Dr. Schweitzer concerning any absence (in advance if possible).  

Outline Major Points Of Each Speaker's Presentation --Complete a brief outline of the major points made by the speaker at each class meeting. Please turn in this outline at the end of each class.  

2. Resume -- Prepare an initial resume plus a revised version which has been signed by an industry representative at the College Of Agriculture Career Fair on October 6. Each version of the resume should be typed and follow the formats given in class (Agronomy 398 Resume Checklist and CCO Manual Guidelines). Due dates are:  

September 23 – Two printed copies of your resume due.  

***You are also required to file your revised resume and your profile on line with the Center For Career Opportunities (CCO) by September 23. This 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.  

October 14 - Industry signed (Career Fair) copy of final version of resume due in class.
3. **College of Agriculture Career Fair on October 6** - Participate in the College of Agriculture’s Career Fair on October 7 in the ballrooms of the Purdue Memorial Union Building (walk - in visiting with company representatives from 9:30 am to Noon and 1:00 to 3:30 pm). Visit briefly with at least one company representative. During your visit ask the representative to sign your resume. Document your visit by turning in this signed copy on **October 14**. You may want to leave another copy of your resume with that company representative if you're interested in them for future employment.

*Note:* Your participation in the October 6 Agriculture Career Fair is in lieu of the usual class meeting at 3:30 pm. Please contact Dr. Schweitzer for an alternate assignment if your class schedule will not allow you to participate in the Career Fair.

**Independent Study Requirement (Honor Basis): Prior to the October 6 College of Agriculture Career Fair** Please complete the CCO Interactive Practice Interview – “Perfect Interview” On Line at [https://www.cco.purdue.edu/asp/common/viewPerfectInterview.asp](https://www.cco.purdue.edu/asp/common/viewPerfectInterview.asp)

4. **Progressive Dinner** -- Our faculty is looking forward to hosting you for dinner on October 28. Please meet in 2-425 Lilly Hall at **5:30 pm** on that date (instead of the usual class meeting at 3:30 pm which would have been in 2-425 Lilly Hall).

Your faculty host will pick you up at 5:30 pm in 2-425 Lilly Hall and will return you to campus by 7:30 pm. Please let Dr. Schweitzer know in advance if you are unable to attend.

5. **Company Research Outline** -- Research a company or government agency for which you are potentially interested in working. Details for this assignment are included on an accompanying handout. Your outline must be typed and is due on **September 30**. Please also include a copy of the first page of the web site you visited for the company you have outlined. Note: Completing this outline and other company outlines you choose to do prior to the October 6 Career Fair will prepare you to best present yourself in conversation with the representatives of key companies with whom you intend to visit.

**GRADING:**
Each of you initially has an A in the course. Unsatisfactory completion of requirements 2 through 5 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 1 unexcused class absence
2 letter grades with 2-3 unexcused class absences
3 letter grades with 3-4 unexcused class absences
4 letter grades with 4-5 unexcused class absences