

**AGRONOMY 39800**  
**Fall 2019 - Syllabus**

Wednesdays at 3:30 pm – 304 Matthews Hall

Lee Schweitzer  
Office: LILLY 2-414B  
Office Phone: 49-44789  
lschweit@purdue.edu

**COURSE DESCRIPTION:**

Credit Hours: 1.00. Weekly discussions of agronomic topics and other subjects relative to agronomic interest. Students are expected to participate in the discussions. Typically offered Fall.

**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 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** -- Follow the detailed guidance and examples of chronological resumes presented in the CCO Handbook at  
<https://www.cco.purdue.edu/Students/WhatWeOffer#CCOHandbook>

Please note in particular the discussions on **“Power Verbs For Resumes, Developing A Winning Resume”** and **examples of chronological resumes**, which are the type you are to write for AGRY 398.

The Purdue University CCO home page is [www.cco.purdue.edu](http://www.cco.purdue.edu)  
This site provides many other valuable career search and support resources, tutorials and workshops. In writing your resume please target a specific employer for whom you'd like to work, choosing from the list of companies coming to interview at the Purdue College of Agriculture Career Fair on October 1.

The College of Agriculture Career Fair Web Site is  
<https://purduecsm.symplicity.com/events/a5b1f74f57ded9a04d71ece71f4ca151/overview>

The direct link to the list of companies coming to interview is  
<https://purdue-csm.symplicity.com/events/a5b1f74f57ded9a04d71ece71f4ca151/employers>

Companies on this list generally provide a link to 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 4.**

Please see also the resume handout provided in class for ideas on how to tailor your resume toward a specific position/employer.

**Reminder: Mock Career Fair (Optional)** - September 4 - 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 confidence. 20-30 employers on-site to role play a career fair. Receive helpful feedback on your resume and interviewing presentation.

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

**Prior to September 11 please have a draft of your resume critiqued (edited), signed and dated by a member of the CCO staff in room 132 YOUNG (open during business hours).** This CCO-signed draft plus your improved resume (stapled together) are due in class on September 12.

**Resume Due Dates:**

**\*\* August 28** - Two copies.

**\*\* September 11** - Improved resume stapled to CCO staff-signed mark-up and upload to myCCO

3. Create/update your myCCO profile prior to September 11. The myCCO web site is <https://www.cco.purdue.edu/#myCCO> Please ask the CCO staff in 132 Young if you need assistance.
4. **Company Research Outline – \*\*Due on September 4 – The 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 direct link to a list of employers interviewing at the College of Agriculture Career Fair and links to their company background information (needed for your company research assignment and to prep for your interviews) is <https://purdue-csm.symplicity.com/events/a5b1f74f57ded9a04d71ece71f4ca151/employers>
5. **College of Agriculture Career Fair on October 1** - (Note: Participate In The Career Fair On October 1 As Much As Your Time Will Allow Instead of Meeting With The Class On October 2. 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.

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.

The College of Ag. Career Fair link is

[https://ag.purdue.edu/oap/career/pages/student\\_career\\_fairs\\_main.aspx](https://ag.purdue.edu/oap/career/pages/student_career_fairs_main.aspx)

**Note:** Your participation in the October 1 Agriculture Career Fair is in lieu of the usual class meeting on October 2 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:** Prior to the September 18 class meeting please read and become familiar with the contents of the CCO “Ace The Interview” web site at <https://www.cco.purdue.edu/Students/AcetheInterview-Practicethe STAR Method>

**\*\*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. This is a great opportunity to practice interviewing and your responses to a variety of behavioral and specific questions often posed in interviews.

<https://purdue.biginterview.com>

**\*\* As a follow-up after you’ve practiced on line with “Big Interview” it is recommended that you schedule a practice interview session with the CCO staff in 132 Young.**

6. **Progressive Dinner** -- Our faculty is looking forward to hosting you for dinner on **October 9**. **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 304 Matthews Hall). Your Agronomy 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. RSVPs will be requested in advance of this dinner. Subsequently, please let Dr. Schweitzer know if your plans change. Get ready to enjoy this relaxing visit with your classmates and faculty!

#### **GRADING:**

Each of you initially has an A in the course. Unsatisfactory completion of requirements 1 through 6 will result in grade reduction as noted below. Please see Dr. Schweitzer if an emergency requires you to miss class or to be late on an assignment. He will be happy to work with you.

- 1 letter grade with 2 unexcused class absences or missed assignments
- 2 letter grades with 3 unexcused class absences or missed assignments
- 3 letter grades with 4 unexcused class absences or missed assignments
- 4 letter grades with 5 unexcused class absences or missed assignments

**Have a great semester!**

**Purdue University Academic Honesty Statement.** Academic integrity is one of the highest values that Purdue University holds. Individuals are encouraged to alert university officials to potential breaches of this value by either emailing [integrity@purdue.edu](mailto:integrity@purdue.edu) or by calling 765-494-8778. While information may be submitted anonymously, the more information that is submitted provides the greatest opportunity for the university to investigate the concern.”

#### **Purdue Honor Pledge**

“As a boilermaker pursuing academic excellence, I pledge to be honest and true in all that I do. Accountable together - we are Purdue.”

#### **Diversity**

All students are valued in the Purdue University community.

#### **EMERGENCY PREPAREDNESS PROCEDURES:**

Preparedness will be critical IF an unexpected event occurs! Emergency preparedness is your personal responsibility. Purdue University is actively preparing for natural disasters or human-caused incidents with the ultimate goal of maintaining a safe and secure campus. Let’s review the following procedures:

- To report an emergency, call 911.
- To obtain updates regarding an ongoing emergency, and to sign up for Purdue Alert text messages, view [www.purdue.edu/ea](http://www.purdue.edu/ea)
- If we hear a **fire alarm**, we will immediately suspend class, **evacuate the building**, and proceed outdoors, and away from the building. **Do not use the elevator.**
- If we are notified of a Shelter in Place requirement for a tornado warning, we will suspend class and shelter in the lowest level of this building away from windows and doors.
- If we are notified of a Shelter in Place requirement for a hazardous materials release, or a civil disturbance, including a shooting or other use of weapons, we will suspend class and shelter in our classroom, shutting any open doors or windows, locking or securing the door, and turning off the lights.

#### **EMERGENCY PREPAREDNESS WEBSITE:**

[http://www.purdue.edu/ehps/emergency\\_preparedness/index.html](http://www.purdue.edu/ehps/emergency_preparedness/index.html)