SCHOOL OF AGRICULTURE

COURSE NUMBER: AGR 399  CREDIT HOURS: 1

I. TITLE:

Professional Development Seminar I

II. CATALOG DESCRIPTION:

Required seminar for students of agricultural programs, focusing on the job search process, employment opportunities, and related problems.

Prerequisites: Student must have Sophomore, Junior, or Senior status.

III. PURPOSE:

To prepare the student for the agricultural job search process.

IV. COURSE OBJECTIVES:

A. Become familiar with the job search process and the services offered by the MSU Career Services Office.
B. Develop techniques for seeking employment by preparing a resume and other employment correspondence.
C. Develop techniques for seeking employment by participating in a mock interview situation.
D. Complete assessment instruments and evaluations.

V. CONTENT OUTLINE:

See course description.

VI. INSTRUCTIONAL ACTIVITIES:

A. Lecture
B. Seminar discussion
C. Role-play and simulations

VII. FIELD AND CLINICAL EXPERIENCES:

None.
VIII. **RESOURCES:**

A. Blackboard  
B. Class publications and handouts  
C. Career Services Office personnel and publications  
D. Guest lectures and speakers

IX. **GRADING PROCEDURES:**

Grading Scale:  
90 - 100 = A  
80 - 89 = B  
70 - 79 = C  
60 - 69 = D  
Below 60 = E

Failure to complete assignments will result in a failing grade. Late assignments may or may not be accepted by the instructor. It is completely at the discretion of the instructor as to if an assignment will be accepted for late credit. Late credit means the student will have points deducted for an assignment not being turned in on the due date.

In order to pass this course, students must:

A. Attend class  
B. Complete all assignments  
C. Participate in Class Activities and Discussion

X. **ATTENDANCE POLICY:**

Please refer to the most current copy of the *Murray State University's Undergraduate Bulletin and Graduate Bulletin.*

XI. **ACADEMIC HONESTY POLICY:**

(Adopted by the MSU Board of Regents)  
Cheating, plagiarism (submitting another person’s material as one’s own), or doing work for another person which will receive academic credit are all impermissible. This includes the use of unauthorized books, notebooks, or other sources in order to secure or give help during an examination, the unauthorized copying of examinations, assignments, reports, term papers, or the presentation on unacknowledged material as if it were the student’s own work. Disciplinary action may be taken beyond the academic discipline administered by the faculty member who teaches the course in which the cheating took place.
NOTE: The School of Agriculture Faculty have adopted and implemented an Academic Honesty Policy in addition to the University Honesty Policy, which can be found in the current *Undergraduate Bulletin and Graduate Bulletin*. The policy sets guidelines regarding acts of dishonesty and the procedure to follow should an event occur. It is each Agriculture student’s responsibility to obtain and read a copy of this document. The School’s Academic Honesty Policy can be obtained by asking for a copy from any Agriculture Faculty member or the Secretary.

XII. **TEXT AND REFERENCES:**

Blackboard and Internet

XIII. **PREREQUISITES:**

Student must have Sophomore, Junior, or Senior status.

Note: The instructor reserves the right to change the syllabus as the situation dictates.

XIV. **STATEMENT OF AFFIRMATIVE ACTION AND EQUAL OPPORTUNITY:**

Murray State University endorses the intent of all federal and state laws created to prohibit discrimination. Murray State University does not discriminate on the basis of race, color, national origin, gender, sexual orientation, religion, age, veteran status, or disability in employment, admissions, or the provision of services and provides, upon request, reasonable accommodation including auxiliary aids and services necessary to afford individuals with disabilities equal access to participate in all programs and activities. For more information, contact Sabrina Y. Dial, Director of Equal Opportunity, Murray State University, 103 Wells Hall, Murray, KY 42071-3318. Telephone: 270-809-3155 (voice), 270-809-3361 (TDD).

XV. **MSU SCHOOL OF AGRICULTURE CELL PHONE POLICY**

The School of Agriculture recognizes that in today’s world cell phones are a familiar and often necessary form of communication for students.

It shall be the policy of the School that no cell phone usage shall be allowed in class and/or labs without the prior consent of the course instructor. This shall include verbal calling, incoming calls, email, text messaging, and use of cell phone calculators on tests and quizzes.
Cell phones must be kept off and out of sight (i.e. secured to a person’s belt or kept in a bag or purse away from desks and lab counters).

Should a student’s cell phone be visible, ring, or other form of unauthorized usage that is interruptive to the class or lab, the student may be asked to leave class and not return for that class/lab period.

Upon prior consent of the instructor, a student may obtain permission to have their phone on in case of an emergency or in critical family situations.

This policy also includes pagers and other electronic equipment such as blackberries and/or computers/laptops.