



**COWLEY COLLEGE
& Area Vocational Technical School**

COURSE PROCEDURE FOR

**AGRICULTURAL WORK EXPERIENCE I
AGR1248 1 Credit Hour**

Student Level:

This course is open to students on the college level in either the Freshman or Sophomore year.

Catalog Description:

AGR1248 - Agricultural Work Experience I (1 hr)

The purpose this course is to give the student work experience necessary for the student to gain a job in his elected area of interest. This will be done by the student finding an internship with a company, local farmer, or through the Cowley Agriculture program, with the mentorship of the instructor.

Prerequisites:

None

Co-requisites:

None

Controlling Purpose:

The purpose of this course is to provide the student with the opportunity to learn valuable employability skills, work ethics, and work experience necessary for the student to obtain and retain a career in Agriculture. The student will experience in job seeking, application & interview, and workplace skills with the mentorship of the instructor.

Learner Outcomes:

Upon completion of the course, the student will:

1. Demonstrate pre-employment techniques regarding job seeking and interview processes
2. Demonstrate soft skills and positive work ethic while employed

Units Outcomes and Criterion Based Evaluation Key for Core Content:

The following outline defines the minimum core content not including the final examination period. Instructors may add other material as time allows.

Evaluation Key:

A = All major and minor goals have been achieved and the achievement level is considerably above the minimum required for doing more advanced work in the same field.

- B = All major goals have been achieved, but the student has failed to achieve some of the less important goals. However, the student has progressed to the point where the goals of work at the next level can be easily achieved.
- C = All major goals have been achieved, but many of the minor goals have not been achieved. In this grade range, the minimum level of proficiency represents a person who has achieved the major goals to the minimum amount of preparation necessary for taking more advanced work in the same field, but without any major handicap of inadequacy in his background.
- D = A few of the major goals have been achieved, but the student's achievement is so limited that he is not well prepared to work at a more advanced level in the same field.
- F = Failing, will be computed in GPA and hours attempted.
- N = No instruction or training in this area.

UNIT 1: Basic Job Search and Interview Skills						
Outcomes: Upon completion of this unit, the students will be able to successfully demonstrate pre-employment techniques regarding job seeking and interview processes						
A	B	C	D	F	N	Specific Competencies
						Demonstrate the ability to:
						Compare potential entry-level positions
						Develop a working resume and cover letter
						Demonstrate interview skills (attire, punctuality, preparedness, follow-up)

UNIT 2: Work Environment and Skills						
Outcomes: Upon completion of this unit, the students will be able to successfully demonstrate soft skills and positive work ethic while employed.						
A	B	C	D	F	N	Specific Competencies
						Demonstrate the ability to:
						Participate in the daily operation of the selected employer
						Comply will all regulations and safety procedures as outlined by the employer
						Complete summary of duties and outline of competencies developed
						Complete and submit proper reports/forms (supervisor review)

Projects Required:

Varies, refer to syllabus.

Textbook:

Contact Bookstore for current textbook.

Materials/Equipment Required:

None

Attendance Policy:

Students should adhere to the attendance policy outlined by the instructor in the course syllabus.

Grading Policy:

The grading policy will be outlined by the instructor in the course syllabus.

Maximum class size:

Based on classroom occupancy

Course Time Frame:

The U.S. Department of Education, Higher Learning Commission and the Kansas Board of Regents define credit hour and have specific regulations that the college must follow when developing, teaching and assessing the educational aspects of the college. A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally-established equivalency that reasonably approximates not less than one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work for approximately fifteen weeks for one semester hour of credit or an equivalent amount of work over a different amount of time. The number of semester hours of credit allowed for each distance education or blended hybrid courses shall be assigned by the college based on the amount of time needed to achieve the same course outcomes in a purely face-to-face format.

Refer to the following policies:

[402.00 Academic Code of Conduct](#)

[263.00 Student Appeal of Course Grades](#)

[403.00 Student Code of Conduct](#)

Disability Services Program:

Cowley College, in recognition of state and federal laws, will accommodate a student with a documented disability. If a student has a disability which may impact work in this class and which requires accommodations, contact the Disability Services Coordinator.