

### Course Information

Semester & Year: Fall, 2025  
Course ID & Section #: AG-43-V9046  
Instructor's name: Sandra Dale  
Day/Time of required meetings: Online Only, Asynchronous  
Number of proctored exams: NA  
Course units: 2.0

### Instructor Contact Information

Office location or \*Online: Canvas platform  
Office hours: email inquiries, Sandra-Dale@Redwoods.edu  
Phone number: 707-672-2248  
Email address: Sandra-Dale@Redwoods.edu

### Catalog Description

An introductory course in agriculture career opportunities and job requirements in agriculture business, animal science, and plant science. Students will learn how to prepare documents necessary for employment and gain knowledge of specific careers related to agriculture.

### Course Student Learning Outcomes *(from course outline of record)*

1. Analyze the various sectors in agriculture and the education and experience required for specific careers within them.
2. Develop a career portfolio (resume, cover letter).
3. Describe the basic attributes needed to be a successful employee.

### Evaluation & Grading Policy

Grading is based on weekly class activities, and the final project of a completed professional portfolio. General expectations for success include submitting all assignments on time, fully engaging in class discussion forums, and writing in which thoroughness of thought and content is demonstrated. Correct grammar, syntax, spelling, word usage, punctuation, neatness, and sentence formation are expected. Grades are posted online, on CANVAS. Your final grade is based on:

- |   |            |
|---|------------|
| 1. Active class participation and weekly points | 140 points |
| 2. Career Interview Project                     | 50 points  |
| 3. Industry Panel Reflections                   | 100 points |
| 4. Final Project                                | 150 points |

## Course Topics and Schedule (subject to change)

<i>Week</i>	<i>Date</i>	<i>Lecture / Activity Topic</i>	<i>Assignments/Due Dates</i>
1	8/25	Welcome, Course Overview	
2	9/1	Personal vision, goal setting	
3	9/8	Professionalism	
4	9/15	Resume inventory, guest speaker	
5	9/22	Job search and forecast	
6	9/29	Work habits, guest speaker	First draft, Resume due
7	10/6	Cover letters, guest speaker	
8	10/13	Working on a team, guest speaker	
9	10/20	Resume Practice, guest speaker	
10	10/27	Job applications, guest speaker	Second draft, resume and cover letter due
11	11/3	Resume design	
12	11/10	Developing Career Options	
13	11/17	Career mapping and plans, guest speaker	
14	11/24	Fall Break	
15	12/1	Job interviews, guest speaker	Career Interview Project Due
16	12/8	Interview follow up, final review	
17	12/15	Final	Final career portfolio due

### Accessibility

College of the Redwoods is committed to making reasonable accommodations for qualified students with disabilities. If you have a disability or believe you might benefit from disability-related services and accommodations, please contact your instructor or [Disability Services and Programs for Students](#) (DSPS). Students may make requests for alternative media by contacting DSPS based on their campus location:

- Eureka: 707-476-4280, student services building, 1<sup>st</sup> floor
- Del Norte: 707-465-2324, main building near library
- Klamath-Trinity: 530-625-4821 Ext 103

If you are taking online classes DSPS will email approved accommodations for distance education classes to your instructor. In the case of face-to-face instruction, please present your written accommodation request to your instructor at least one week before the needed accommodation so that necessary arrangements can be made. Last minute arrangements or post-test adjustments usually cannot be accommodated.

### Student Support

Good information and clear communication about your needs will help you be successful. Please let your instructor know about any specific challenges or technology limitations that might affect your participation in class. College of the Redwoods wants every student to be successful.

## Canvas Information

If using Canvas, include navigation instructions, tech support information, what Canvas is used for, and your expectation for how regularly students should check Canvas for your class.

Log into Canvas at <https://redwoods.instructure.com>

Password is your 8 digit birth date

For tech help, email [its@redwoods.edu](mailto:its@redwoods.edu) or call 707-476-4160

Canvas Help for students: <https://webapps.redwoods.edu/tutorial/>

Canvas online orientation workshop: [Canvas Student Orientation Course \(instructure.com\)](#)

## Student Support Services

The following online resources are available to support your success as a student:

- [CR-Online](#) (Comprehensive information for online students)
- [Library Articles & Databases](#)
- [Canvas help and tutorials](#)
- [Online Student Handbook](#)

[Counseling](#) offers assistance to students in need of professional counseling services such as crisis counseling.

## Educational Accessibility and Support

College of the Redwoods is committed to providing reasonable accommodations for qualified students who could benefit from additional educational support and services. You may qualify if you have a physical, mental, sensory, or intellectual condition which causes you to struggle academically, including but not limited to:

- Mental health conditions such as depression, anxiety, PTSD, or bipolar disorder
- Common ailments such as arthritis, asthma, diabetes, autoimmune disorders, and diseases
- Temporary impairments such as a broken bone, recovery from significant surgery, or a pregnancy-related disability
- Neurodevelopmental disorders such as a learning disability, intellectual disability, autism, acquired brain injury, or ADHD
- Vision, hearing, or mobility conditions

Available services include extended test time, quiet testing environments, academic assistance and tutoring through the [LIGHT Center](#), counseling and advising, alternate formats of course materials (e.g., audio books, braille, E-texts), assistive technology, learning disability assessments, approval for personal attendants, interpreters, priority registration, on-campus transportation, adaptive physical education and living skills courses, and more. If you believe you might benefit from disability- or health-related services and accommodations, please contact [Student Accessibility Support Services \(SASS\)](#). If you are unsure whether you qualify, please contact Student Accessibility Support Services (SASS) for a consultation: [sass@redwoods.edu](mailto:sass@redwoods.edu).

## SASS office locations and phone numbers

### *Eureka campus*

- Phone: 707-476-4280
- Location: Learning Resource Center (Library)

### *Del Norte campus*

- Phone: 707-465-2353
- Location: main building, near the Library

### *Klamath-Trinity campus*

- Phone: 707-476-4280