

**Career Development for AAE & ABM Majors**  
A A E 375 (001) Agricultural and Applied Economics  
1 Credit - Fall 2021



Time and Location: Tuesdays 4:00 PM – 4:50 PM, In-person in Taylor Hall room 103

Instructor: Jeremy Beach ([jpbeach@wisc.edu](mailto:jpbeach@wisc.edu))

Office: room 223 Taylor Hall

Phone (608) 262-9485

Office hours: By appointment

Course Description: This course provides assistance on the career and professional development of AAE and ABM majors. Topics include resumes, cover letters, interviewing skills, internship and job applications, writing, career exploration, and applying to graduate school. Panel presentations include faculty, alumni, and employers. Pre-Reqs: Sophomore, Junior, or Senior standing and AAE or ABM major.

Course Learning Outcomes:

- Create and/or improve resume and cover letter template
- Practice interviewing skills and elevator speech
- Use campus resources to help search and apply for internships and jobs
- Learn about post-graduation opportunities
- Interact and network with students, alumni, and potential employers
- Increase engagement with AAE and ABM faculty and staff

Course Credit Hours: This class meets for one, 50-minute class period each week over the fall semester and carries the expectation that students will work on course learning activities for about 2 hours out of the classroom for every class period. The syllabus includes additional information about meeting times and expectations for student work.

Teaching & Learning Data Transparency Statement

The privacy and security of faculty, staff and students' personal information is a top priority for UW-Madison. The university carefully evaluates and vets all campus-supported digital tools used to support teaching and learning, to help support success through [learning analytics](#), and to enable proctoring capabilities. View the university's full [teaching and learning data transparency statement](#).

Privacy of Student Records & the Use of Audio Recorded Lectures Statement

See more information about [privacy of student records and the usage of audio-recorded lectures](#).

Lecture materials and recordings for this course are protected intellectual property at UW-Madison. Students in this course may use the materials and recordings for their personal use related to participation in this class. Students may also take notes solely for their personal use. If a lecture is not already recorded, you are not authorized to record my lectures without my permission unless you are considered by the university to be a qualified student with a disability requiring accommodation. [Regent Policy Document 4-1] Students may not copy or have lecture materials and recordings outside of class, including posting on internet sites or selling to commercial entities. Students are also prohibited from providing or selling their personal notes to anyone else or being paid for taking notes by any person or commercial firm without the instructor's express written permission. Unauthorized use of these copyrighted lecture

materials and recordings constitutes copyright infringement and may be addressed under the university's policies, UWS Chapters 14 and 17, governing student academic and non-academic misconduct.

## How to Succeed in This Course

Grades in this course will be evaluated on two criteria: 1) Effort and 2) Timeliness of submission. If you put a solid effort into your assignments and turn them in on-time, you will do well in this course. Additional campus services include:

- [University Health Services](#)
- [Undergraduate Academic Advising and Career Services](#)
- [Office of the Registrar](#)
- [Office of Student Financial Aid](#)
- [Dean of Students Office](#)

## Course Evaluations

Students will be provided with an opportunity to evaluate this course and your learning experience. Student participation is an integral component of this course, and your confidential feedback is important to me. I strongly encourage you to participate in the course evaluation.

### **Digital Course Evaluation (AEFIS)**

UW-Madison uses a digital course evaluation survey tool called [AEFIS](#). For this course, you will receive an official email two weeks prior to the end of the semester, notifying you that your course evaluation is available. In the email you will receive a link to log into the course evaluation with your NetID. Evaluations are anonymous. Your participation is an integral component of this course, and your feedback is important to me. I strongly encourage you to participate in the course evaluation.

## Students' Rules, Rights & Responsibilities

### Diversity & Inclusion Statement

[Diversity](#) is a source of strength, creativity, and innovation for UW-Madison. We value the contributions of each person and respect the profound ways their identity, culture, background, experience, status, abilities, and opinion enrich the university community. We commit ourselves to the pursuit of excellence in teaching, research, outreach, and diversity as inextricably linked goals. The University of Wisconsin-Madison fulfills its public mission by creating a welcoming and inclusive community for people from every background – people who as students, faculty, and staff serve Wisconsin and the world.

### Academic Integrity Statement

By virtue of enrollment, each student agrees to uphold the high academic standards of the University of Wisconsin-Madison; academic misconduct is behavior that negatively impacts the integrity of the institution. Cheating, fabrication, plagiarism, unauthorized collaboration, and helping others commit these previously listed acts are examples of misconduct which may result in disciplinary action. Examples of disciplinary action include, but is not limited to, failure on the assignment/course, written reprimand, disciplinary probation, suspension, or expulsion.

### Accommodations for Students with Disabilities Statement

The University of Wisconsin-Madison supports the right of all enrolled students to a full and equal educational opportunity. The Americans with Disabilities Act (ADA), Wisconsin State Statute (36.12), and UW-Madison policy ([UW-855](#)) require the university to provide reasonable accommodations to students with disabilities to access and participate in its academic programs and educational services. Faculty and students share responsibility in the accommodation process. Students are expected to inform faculty [me] of their need for instructional accommodations during the beginning of the semester, or as soon as possible after being approved for accommodations. Faculty [I], will work either directly with the student [you] or in coordination with the McBurney Center to provide reasonable instructional and

course-related accommodations. Disability information, including instructional accommodations as part of a student's educational record, is confidential and protected under FERPA. (See: [McBurney Disability Resource Center](#))

## Academic Calendar & Religious Observances

### Assignments & Course Grades:

- Attendance and Participation . . . . . 50%
- Needs Assessment #1 . . . . . 10%
- Career Fair Reflection Paper . . . . . 10%
- Project Paper . . . . . 15%
- Guest Speaker Reflection Papers:
  - 3 speakers @ 5% each . . . . . 15%

### Grading:

All assignments, other than *Attendance and Participation* will be submitted through the course website in Canvas. The course is based on a maximum of 100 points and the total number of points earned in all assignments will be added together for a final course grade based on the following:

A	93-100
AB	88-92
B	83-87
BC	78-82
C	70-77
D	60-69
F	59 and below

### Course Schedule:

#### **September 14<sup>th</sup>**

- Introductions
- Syllabus review
- Needs Assessment #1 Review
  - **(Due Friday, September 17<sup>th</sup> at 8:00 am)**
- Canvas course website review
- Resume and Cover Letter discussions
  - Canvas folders with guides, tips, and examples
  - Division of Continuing Studies tips and examples - <https://acsss.wisc.edu/career-and-educational-planning/resumes-and-cover-letters/>

## September 21<sup>st</sup>

- Renee Meyer & Stacy Grunden, Human Resources Business Partners at Compeer Financial
  - <https://www.compeer.com/>
    - Navigating a Career Fair
    - Writing your Resume and Cover Letters
    - Networking & Resources
    - How to approach the interview process
- Guest Speaker Reflection Paper #1
  - **(Due Friday, September 24<sup>th</sup> at 8:00 am)**

## September 28<sup>th</sup>

- Muneera Khambaty, Soybean Commodity Trader at Cargill
  - <https://www.linkedin.com/in/muneera-khambaty-87a86a108>
  - <https://www.cargill.com/>
- Career Fair preparation
  - Tips and video - <https://successworks.wisc.edu/the-basics/navigating-career-fairs/>
- Attend the in-person Career & Internship Fair Wednesday September 29<sup>th</sup> or Thursday September 30<sup>th</sup> (<https://careerfair.wisc.edu/upcoming-fairs/>)
  - 3:30-7:30pm each day at Gordon dining & event center
- Career Fair Reflection Paper
  - **(Due Saturday, October 2<sup>nd</sup> at 8:00 am)**

## October 5<sup>th</sup>

- Courtney Berner, Executive Director at UW Center for Cooperatives (UWCC)
  - <https://uwcc.wisc.edu/staff/berner-courtney/>
  - <https://uwcc.wisc.edu/>
- Student group discussions
  - Resume and cover letter review
  - Interview practice using Behavioral Interview Questions & Elevator speech

## October 12<sup>th</sup>

- Jordan van Rijn, M.S. AAE Professional Option (MSPO) Coordinator & Associate Lecturer
  - <https://aae.wisc.edu/staff/vanrijn/>
  - <https://aae.wisc.edu/grad/mspo/>
- Student group discussions
  - Resume, cover letter, interviewing, elevator speech (continued)

## October 19<sup>th</sup>

- Erika Gonzalez, The Writing Center at UW-Madison
  - <https://writing.wisc.edu/>
    - Intro and overview of The Writing Center
    - Correspondence/email writing suggestions
    - Tips on resumes and cover letters
- Guest Speaker Reflection Paper #2
  - **(Due Friday, October 22<sup>nd</sup> at 8:00 am)**

## October 26<sup>th</sup>

- Agribusiness Industry guest speakers
  - Arlin Branstrom – American Society of Farm Managers & Rural Appraisers
    - <https://www.asfmra.org/home>
  - Brian Musser – Talent Acquisition Partner at ALCIVIA
    - <https://www.alcivia.com/>

## November 2<sup>nd</sup>

- Internship presentation
  - John Dvorak - <https://www.linkedin.com/in/john-dvorak-8243491bb>
- Renk Scholarship
- Career Fair Opportunities
  - December 1 – Midwest Food Products Association (MWFPA)
    - [https://events.american-tradeshow.com/MWFPA21/begin?reg\\_type\\_id=202551](https://events.american-tradeshow.com/MWFPA21/begin?reg_type_id=202551)
  - January 12 – Wisconsin Agribusiness Association (WABA)
    - <https://agclassic.org/agconnections.html>
- Student Project Paper discussions

## November 9<sup>th</sup>

- Rebecca Bradbury & Claire Peters, Career Exploration Center at UW-Madison
  - <https://cec.ccas.wisc.edu/>
  - <https://cec.ccas.wisc.edu/meet-our-staff/>
- Guest Speaker Reflection Paper #3
  - **(Due Friday, November 12<sup>th</sup> at 8:00am)**

## November 16<sup>th</sup>

- Robert Lawson – Assistant State Conservationist – Management & Strategy – Natural Resources Conservation Service (NRCS)
  - <https://www.nrcs.usda.gov/wps/portal/nrcs/site/wi/home/>
- Mark Riedel – Project Manager Wisconsin Department of Natural Resources
  - <https://dnr.wisconsin.gov/>

## November 23<sup>rd</sup>

- AAE Faculty Panel #1

## November 30<sup>th</sup>

- Alumni Panel
  - Ashtyn Gutzman (ABM alum) – Compeer Financial
    - <https://www.linkedin.com/in/ashtyn-gutzman-a32742201>
  - Isabeau Hitzman (AAE alum) – Guidehouse
    - <https://www.linkedin.com/in/isabeau-hitzman-7ba54a176>

## December 7<sup>th</sup>

- AAE Faculty Panel #2

## December 14<sup>th</sup>

- **Student Project Paper Due by 4:00pm**
- Individual student discussions