

## **AG 300: AG Communications**

**Instructor:** Jerrod G. Tynes, M.S.

[jtynes@leomail.tamuc.edu](mailto:jtynes@leomail.tamuc.edu)

**Office Info:** STC 241, AGIT 253A

**Class:** Ag 300.01W web-based (CRN:80394)

**Course Description:** (as in catalog) Agricultural Communications Seminar. One semester hour. Techniques of agricultural communication emphasizing principles involved in job search. Techniques of interviewing, resume writing, letters of inquiry, etc. For agriculture majors. Prerequisites: Nine hours of English and junior standing.

### **Student Learning Outcomes:**

1. Recognize different types and uses of professional communications.
2. Develop a quality resume and cover letter for employment.
3. Develop skills in composing a research abstract.

**Text:** There is no specific textbook for this course. However, links will be provided to helpful information online for students to read.

### **Student Expectations:**

1. Active participation in all assignments.
2. Professionalism including proper respect and courtesy to fellow classmates.
3. Plagiarism will not be tolerated.

### **Course Grading:**

1. Professional Introduction Email	50
2. Prospective Employers Summary	100
3. Resume Builder	50
4. Professional Resume	150
5. Professional Cover Letter	100
6. Professional Request for Reference	50
7. Researching the Employer	50
8. Job Fair Summary	50
9. Mock Interview	150
10. Thank-you Letter	50
11. APA Reference Citations	50
12. Abstract	50
13. Discussions (10 pts each)	100
a. A>=900	
b. B=800-899	
c. C=700-799	
d. D=600-699	

e.  $F \leq 599$

### **Course Information:**

-There will be a variety of assignments given throughout the semester. There will also be discussion forums. The assignments and discussions together will total to 1000 points.

-The neat thing about this course is that each of these assignments are items that must be done during the search, interview and securing of gainful employment. These assignments should be exciting to know what waits ahead for you and excellent practice for when it is time!

-Please note that each assignment must be free of grammatical and spelling errors. Points will be deducted for each mistake.

-Each assignment should demonstrate to the instructor that the entire module has been reviewed (including all links). Students should apply material learned throughout the module to the assignment being submitted.

### **Class Attendance Policy**

Attendance is mandatory each week for AG 300. This means each student should log on every week and complete assignments for that week. Each week will be open on Monday at 12:01 AM and close Sunday at 11:59 PM. Students can complete the work anytime during those days. Students will not be able to access modules (weeks) that have been closed.

### **ADA Statement**

#### **Students with Disabilities**

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

#### **Office of Student Disability Resources and Services**

Texas A&M University-Commerce  
Gee Library- Room 132  
Phone (903) 886-5150 or (903) 886-5835  
Fax (903) 468-8148  
[StudentDisabilityServices@tamuc.edu](mailto:StudentDisabilityServices@tamuc.edu)

### **Office Hours**

The following office hours are the official times that I will be available for drop-in student consultation. I have an open door policy and will try to assist students any time that I am available. However, occasionally the demands of class preparation, the greenhouse and service prohibit immediate drop-in service.

Monday and Fridays: 10:00 am – 12:00 pm  
Or by appointment