AMC 428
Laboratory Management in Agricultural Mechanics
Summer 2015

Instructor: Dr. Douglas D. LaVergne
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Office Hours: Face to face - by appointment; Email - anytime

Description: Principles and techniques for planning, organizing and supervising instructional activities in agricultural mechanization. Topics include lab safety, inventory control, equipment selection, skill/curriculum development, and assessment methods. Additional focus will be on developing skills related to mechanize agricultural systems and developing competencies regarding agricultural science expectations.

Objectives: Upon completion of this course you should be able to:

1. How to properly develop teaching objectives and lesson plans in agricultural mechanic settings.
2. Develop a shop program budget; specifically, how to purchase material/supplies.
3. Practice & model safety procedures in agricultural mechanics laboratory/shop settings.
4. Successfully teach an agricultural mechanics lesson dealing with situations including, but not limited to: discipline, time constraints, evaluation, management, etc.

Class Meetings: Online class hosted to eCollege

Text & Course Readings: Herren, R. V. (2009). *Agricultural mechanics* (6th ed). Clifton Park, NY: Cengage Learning.
Selected articles and manuscripts. Materials provided online.

Hardware/software requirements: It is your responsibility to make sure that your computer has all the requirements necessary to for an online class. Computer problems are not excused reasons for incomplete work. Please check the status of your computer before the beginning of class.

Class Schedule*

Date	Lab Management in Ag Mechanization	Student Objectives to be completed
Week 1 July 13th -19th	Course Introduction, Laboratory Safety in Agricultural Mechanics	Discussion: 2 Topics 1. Course Introduction 2. Laboratory Safety *Assignment*: Complete Ag Mech Questionnaire
Week 2 July 20th - 26th	Planning for Laboratory Instruction, Stating Objectives, and Planning Instruction	Discussion: 2 Topics 1. Writing Objectives 2. Bloom's Taxonomy *Assignment*: Writing objectives
Week 3 July 27th - Aug. 2nd	Preparation by the Educator in Agricultural Mechanics **** Quiz ****	Discussion: 1 Topic 1. Facility Audit *Assignment*: Lesson Plan Development
Week 4 Aug. 3rd – 9th	Program & Instructional Development & Teaching in Laboratory Settings	Discussion: 1 Topic 1. Instructional Program Breakdown *Assignment:* Lesson Topics & Activities
Week 5 Aug. 10th -13th	Facilities and Resource Management in Agricultural Mechanical Settings	Discussion: 2 Topics 1. Facilities Management 2. Pdf reading summaries *Assignment*: Purchase Requisition
Final Exam	**Friday, August 14th**	

Grade Determination

Assignments	Points
Discussions: participation & interaction (5 x 20pts each)	100
Module Assignments (5 x 50pts each)	250
Quiz	50
Final Exam	100

$$\text{Your Grade (\%)} = \frac{\text{Points Earned}}{500}$$

(**A** = 90 or above, **B** = 80-89, **C** = 70-79, **D** = 60-69, **F** = below 60)

Final authority regarding students' grades is the responsibility of the professor.

Grade Assignment

Online Interaction, Discussion, and Participation

Students are **expected** to participate in the course to discuss experiences and observations, as well as reflect on assigned readings. Just being "*logged on*" is not the same as engaged in the learning process. By discussing issues and asking questions, you will reinforce learning through a multi-sensory approach. **You will have 5 Modules.** There will be, at minimum, one online activity or discussion prompt per module worth a total of 20 possible points per module.

Assignments (5)

Students will complete each Module Assignment within the designated time allotted by the professor. The assignment will be posted at the beginning (date) of the week's module. Assignments must be turned in before the closing of the module (Sunday). Late assignments are subject to point reductions. Any assignments to be turned in must be a Microsoft Word attachment with a 12 point font (Black).

Quiz

There will be one quiz during the 3rd week of class. The quiz will cover course topics and discussion from the previous weeks. The quiz will be hosted on the eCollege website. Makeup quizzes are subject to point reductions.

Final Exam

Final exam (comprehensive) will come from course concepts.

Class Syllabus Addendum

Professionalism

Students are expected to engage in class as scheduled. Their participation in class discussion should follow the basic principles of common courtesy, decency, and cooperation with peers and instructional personnel. Rude and disruptive behavior, as well as cheating, in any form, will not be tolerated.

Reasonable Accommodations

Requests from students with disabilities for reasonable accommodations must go through the Academic Support Committee. For more information, contact Director of Disability Services at 903/886-5835.

Office Hours

A meeting can be scheduled for consultation. I have an open door policy and will try to assist students any time that I am available. However, occasionally the professorial demands of class preparation, research, and service prohibit immediate drop-in service. If you need to schedule a meeting, just shoot me an email.

Academic Honesty and Integrity

Students are expected to do their own work. Assistance with written assignments, such as proofreading or editing, is encouraged as long as the final concepts and product are those drafted and authored by the student. Information or materials (including ideas, quotes, data, procedures, etc.) from sources other than the student must be given proper credit through appropriate citation. The discipline of Agricultural Education uses the APA format (6^{th} edition) as its primary style guide for publications, including research papers and reports. Assistance with this format and general guidelines for written assignments are available at the following source: