



## Ag 300 Professional Agricultural Communications

**Instructor:** Derald A. Harp, Ph.D  
Professor - Horticulture  
**Office Location:** AgIT 155  
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### COURSE INFORMATION

#### Materials – Textbooks, Readings, Supplementary Readings:

*Textbook(s) Required:* None

#### Course Description:

Techniques of agricultural communication emphasizing principles involved in job searches.  
Techniques of interviewing, résumé writing, letters of inquiry, etc...

#### Student Learning Outcomes:

1. Students will be able write business appropriate letters and emails
2. Students will be able to write a résumé
3. Students will develop skills that will allow them to be successful in a job search
4. Students will become familiar with professional agricultural communications

### COURSE REQUIREMENTS

#### Instructional / Methods / Activities Assessments

##### Written Assignments:

1. Professional email (50 points)
2. Professional letter (100 points)
3. Cover letter (100 points)

4. Résumé (100 points)
5. Reference letter (50 points)
6. Thank you letter (50 points)
7. Newspaper article (100 points)
8. Extension publication (100 points)

Student Learning Outcomes 1, 2 & 3

Assessment: Assignment rubric

Assignments:

1. Job fair (50 points)
2. Mock interview (100 points)
3. Career Activity (50 points)

Student Learning Outcomes: 1, 2 & 3

Assessment: Assignment rubric

**Grading**

Written Assignments	650 points
Assignments	200 points

A	>765
B	680 – 764.9
C	595 – 679.9
F	<594.9

There will be no extra credit work available.

<b>TECHNOLOGY REQUIREMENTS</b>
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To be successful in the course, you will need the following items.

1. Access to T: drive (face-to-face course only)
2. Reliable internet access (online course only)
3. MS Word 2007 or newer (Open office not acceptable for electronic submissions)
4. Flash drive, recommended when using computers on campus

## COURSE AND UNIVERSITY PROCEDURES/POLICIES

### Course Specific Procedures:

Attendance for this class is mandatory, and roll will be taken on a daily basis. Upon a third unexcused absence, the student will receive a grade of 'F.' Absences will be considered excused if the instructor is 1) notified in advance, and 2) the absence is related to a severe illness (especially one involving a fever), participation in a university sanctioned event, death of an immediate family member, or other absences as approved by the instructor. Assignments are due at the beginning of class and will not be accepted late.

You may bring drinks to class. Please finish any meals before class begins. The use of tobacco products during class time is strictly prohibited. Use of intoxicants before class is strictly prohibited and will result in the student's immediate removal from class.

Cheating of any kind will not be tolerated. Copying of others' work, use of disallowed material on exams, plagiarism in assignments or cheating in any other form as defined by the instructor will result in a grade of zero for that assignment. Multiple infractions will result in a grade of 'F' for the course and possible expulsion.

### University Specific Procedures:

#### *ADA Statement*

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 132**  
**Phone (903) 886-5150 or (903) 886-5835**  
**Fax (903) 468-8148**  
[StudentDisabilityServices@tamuc.edu](mailto:StudentDisabilityServices@tamuc.edu)  
[Student Disability Resources & Services](#)

#### *Student Conduct*

Students are expected to respect the rights of others in the class. Cell phones and other electronic equipment should be turned off prior to the beginning of class. Use of these items during class time, or any other unwarranted classroom disruption, will result in your immediate excusal from class for the remainder of the period.

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. (See *Code of Student Conduct from Student Guide Handbook*).

*"Campus Carry" Statement*

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations. For a list of locations, please refer to (<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>) and/or consult your event organizer). Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

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<b>COURSE OUTLINE / CALENDAR</b>
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<b>Assignment</b>	<b>Date Due</b>
Email	September 9, 2016
Professional Letters	Edit: September 16, 2016 Final: September 23, 2016
<b><i>Career Clinic</i></b>	<b><i>September 22, 2016</i></b>
Cover Letter	Edit1: September 29, 2016 Final: October 6, 2016
<b><i>Fall Career and Internship Fair</i></b>	<b><i>October 12, 2016</i></b>
Résumé	Edit1: October 7, 2016 Edit2: October 14, 2016 Final: October 21, 2016
<b><i>Global Business Etiquette Dinner</i></b>	<b><i>October 20, 2016</i></b>
<b><i>Lion Job Shadow</i></b>	<b><i>October 16, 2016</i></b>
Reference Letters	Edit: October 30, 2016 Final: November 4, 2016
<b><i>Agriculture Networking Night</i></b>	<b><i>November 16, 2016</i></b>
Mock Interview	November 11, 2016
Newspaper Articles	Edit1: November 11, 2016 Final: November 18, 2016
Research Abstract	Edit1: December 2, 2016 Final: December 9, 2016