

AG 300: Professional Ag Communications

Instructor: Ms. Caitie Holtzman

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Class: Ag 300.01W web-based (CRN: 21061)

Course Description: (as in catalog) Professional Agricultural Communications. 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: ENG 1301 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.
4. Develop clear communication skills and interview techniques.

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:

Total points available: 1000

A>=900

B=800-899

C=700-799

D=600-699

F<=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 cool thing about this course is that each of these assignments are those that must be done during the search, interview and securing of gainful employment. These assignments should be useful to know what waits ahead for you and excellent practice for when it is time to search and apply for a job.

The instructor reserves the right to modify this syllabus anytime during the semester.

-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 to complete assignments (weeks) that have been closed. Late work will not be accepted. There will be no make-up opportunities for missed assignments.

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

University Specific Procedures

Student Conduct

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the Student Guidebook linked here:

<http://www.tamuc.edu/admissions/registrar/documents/studentGuidebook.pdf>

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Academic Integrity

Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. Plagiarism and cheating will not be tolerated.

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf>

Nondiscrimination Notice

Texas A&M University-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

Campus Concealed 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 the Carrying Concealed Handguns On Campus document and/or consult your event organizer.

Web url:

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>

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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