

Texas A&M University-Commerce
AG 300 – Professional Agricultural Communications
COURSE SYLLABUS: Fall 2018

Instructor	Lauren Cowden
Email Address	ljoie@leomail.tamuc.edu (Preferred method of communication)
Office Hours	N/A
Office Location	N/A
Office Phone	N/A
Office Fax	N/A
Communication Response Time	Within 24 hours (48 hours during weekends & holidays) **Emails received after 9:00 pm will receive a response the following day.

I. COURSE INFORMATION

Course: AG 300 – Professional Agricultural Communications

Class Section: 01W (Online)

Hours: 1.0

Student Learning Outcomes

Upon completion of the course the student will be able to:

1. Recognize and use different types of business professional communications.
2. Develop skills for clear communication and interviewing techniques.
3. Develop a quality resume and cover letter for employment purposes.
4. Become familiar with professional agricultural communications.

Textbook(s) Required: No text required. However, students will have to access and print or download reports, bulletins, and other publications from the Internet. Students may have to download the latest version of some software including Adobe Acrobat Reader, Window Media Player, Microsoft Office and QuickTime in order to access course resources. If students experience difficulties with specific technology requirements, IT Support Services can be reached at 903-468-6000 or helpdesk@tamuc.edu.

II. COURSE STRUCTURE & REQUIREMENTS

This is an online course, and it is the responsibility of the student to log into the course regularly and complete all assigned tasks. The course outline below identifies due dates for discussions, assignments, quizzes, module exams, and the final exam. Any changes will be communicated via email and announcements on myLEO Online. Your TAMUC email account will be the only email address used for this course, and it will be your responsibility to check it regularly (at least once every 24 hours).

This course is organized into 7 online modules. Each module includes an overview; lecture notes and review of related websites, documents, and/or videos; online discussions on relevant topics/issues; assignment; and a quiz.

The semester starts at **12:00 am Monday, August 27th** which is the start of **week 1/module 1. Modules are scheduled to begin at 12:00 am on the designated Monday and close at 11:59 pm on the designated Sunday.** Students will be given **two weeks** to complete each module. Specific dates can be found in the course outline at the end of the syllabus.

Monitoring of Online Participation: Students are expected to log in and participate to the discussion and activities related to each module. Participation points are awarded primarily for active and useful engagement in discussion threads. Discussion threads are intended to be a safe environment for discussing often controversial topics. Disrespectful comments will be removed, and appropriate action taken as needed.

Discussions: Each student is expected to participate in online discussions for each module. Participation is defined as the posting of, or responding to, questions or comments that **offer meaningful contribution to the module topic or related prompt. Phrases such as, "I agree with Jim..." or "That's not what I thought..." will have zero-point value.** The instructor will determine whether each online discussion is a meaningful contribution to the topic. The student is expected to contribute to the discussion for each module. ***An initial post plus two responses to peer's postings is required for full credit.***

Assignments: Modules will include assignments that extend beyond the virtual boundaries of the myLEO Online format. Details of these assignments will be provided online in myLEO Online.

Topics:

- Module 1: First Impressions Through Writing
- Module 2: Writing Professional Letters
- Module 3: Agricultural Employment
- Module 4: Cover Letters
- Module 5: Resumes
- Module 6: Reference Letters & Lists
- Module 7: Interacting with Employers

Each module will contain course overview and lecture, a discussion, an assignment, and a quiz.

Grading

Assessment Activity	Possible Points
✓ Student Introduction	5
✓ Discussion (7 at 15 points each)	105
✓ Quizzes (7 at 20 points each)	140
✓ Module 1 Assignment	100
✓ Module 2 Assignment	100
✓ Module 3 Assignment	100
✓ Module 4 Assignment	100
✓ Module 5 Assignment	100
✓ Module 6 Assignment	100
✓ Module 7 Assignment	100
✓ Final Exam	150
✓ Total Possible Points	1100

Final Grade = Your total points earned = _____
Total Possible Points 1100

Grading Scale

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

See Course Procedures & Policies for Late Work.

III. TECHNOLOGY REQUIREMENTS

- To fully participate in online courses, you will need to use a current Flash enabled browser. For PC users, the suggested browser is Google Chrome or Mozilla Firefox. For Mac users, the most current update of Firefox is suggested.
- You will need regular access to a computer with a broadband Internet connection. The minimum computer requirements are:
 - 512 MB of RAM, 1 GB or more preferred
 - Broadband connection required courses are heavily video intensive
 - Video display capable of high-color 16-bit display 1024 x 768 or higher resolution
- Both versions of Java (32 bit and 64 bit) must be installed and up to date on your machine. At a minimum Java 7, update 51, is required to support the learning management system. The most current version of Java can be downloaded at: [JAVA web site http://www.java.com/en/download/manual.jsp](http://www.java.com/en/download/manual.jsp)

Syllabus is Subject to Change

Running the browser check will ensure your internet browser is supported.

Pop-ups are allowed.

JavaScript is enabled.

Cookies are enabled.

- You will need some additional free software (plug-ins) for enhanced web browsing. Ensure that you download the free versions of the following software:
 - [Adobe Reader](https://get.adobe.com/reader/) <https://get.adobe.com/reader/>
 - [Adobe Flash Player](https://get.adobe.com/flashplayer/) (version 17 or later) <https://get.adobe.com/flashplayer/>
 - [Adobe Shockwave Player](https://get.adobe.com/shockwave/) <https://get.adobe.com/shockwave/>
- At a minimum, you must have Microsoft Office 2013, 2010, 2007 or Open Office. Microsoft Office is the standard office productivity software utilized by faculty, students, and staff. Microsoft Word is the standard word processing software, Microsoft Excel is the standard spreadsheet software, and Microsoft PowerPoint is the standard presentation software. Copying and pasting, along with attaching/uploading documents for assignment submission, will also be required. If you do not have Microsoft Office, you can check with the bookstore to see if they have any student copies.

IV. ACCESS AND NAVIGATION

Note: Personal computer problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, an Internet cafe, or a bookstore, such as Barnes & Noble, etc.

Software: For this course, I will utilize windows software to access all assignments and documents. If you are utilizing any other software, you will be required to convert your documents for compatibility. For Microsoft software, you have the option to utilize google docs. For additional information and help in converting files contact the help desk. If I cannot open a file I will email the student and provide a 48-hour deadline to resubmit the document in a compatible format. **After 48 hours, a zero** will be awarded if it is not submitted.

myLeo Support

Your myLeo email address is required to send and receive all student correspondence. Please email helpdesk@tamuc.edu or call us at 903-468-6000 with any questions about setting up your myLeo email account. You may also access information at [myLeo](https://leo.tamuc.edu). <https://leo.tamuc.edu>

COMMUNICATION AND SUPPORT

Interaction with Instructor

The following is the list of communication methods used in this class and their purposes. These include student-instructor, instructor-student and student-student communication.

You will be expected to check your university email account and log onto myLEO Online at least once every 24 hours Monday-Friday to keep abreast of the latest class announcements.

- **Email** will be used by me to communicate to the entire class general information about upcoming assignments, due dates, and any changes in the schedule or syllabus that might occur.

I will also email students individually with occasional feedback from assignments and on the class as a whole.

Students can use email to ask me any questions about (i) course logistics (upcoming assignments, due dates...) (ii) the way specific assignments were graded and feedback given (iii) constructive feedback to me about how the course is going and any problems/concerns with the course structure (and even things that work particularly well!)

In emails, please put "**AMC 423 Online**" in the subject header. I will reply to emails **within 24 hours** (48 hours during weekends and holidays).

I will always send emails to your ***official University Email address*** as given through MyLeo. It will be your responsibility to check your university email regularly.

V. COURSE PROCEDURES & POLICIES

Academic Honesty

Students who violate University rules on scholastic dishonesty are subject to disciplinary penalties, including (but not limited to) receiving a failing grade on the assignment, the possibility of failure in the course and dismissal from the University. Since dishonesty harms the individual, all students, and the integrity of the University, policies on scholastic dishonesty will be strictly enforced. In **ALL** instances, incidents of academic dishonesty will be reported to the Department Head. For more details and the definition of academic dishonesty see the following procedures:

[Undergraduate Academic Dishonesty 13.99.99.R0.03](#)

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

Plagiarism WILL NOT be tolerated and will result in an automatic F in the course.

Exams and assignments: Any coursework that is identified by the instructor as being copied and pasted directly from any source (including lecture notes), will result in a zero for the designated coursework. Three repeated offenses will result in an automatic "F" in the class.

If you have any questions regarding academic dishonesty, ask. Otherwise, I will assume that you have full knowledge of the academic dishonesty policy and agree to the conditions as set forth in this syllabus.

Attendance Policy

In an online class, attendance means active participation. Students are expected to log in regularly, complete one discussion thread per module and provide constructive feedback to at least 2 classmate's original discussion post. If you are unable to log on for an extended period of time (greater than a week) then contact me in advance to discuss how to proceed.

For more information about the attendance policy please visit the [Attendance](#) webpage and [Procedure 13.99.99.R0.01](#).

<http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx>

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/academic/13.99.99.R0.01.pdf>

Assignment policy

All homework assignments will become available once the modules open on their assigned date and will be due 14 days later as outlined in the Course Requirements Section and Course Outline below.

Late work Policy

Late work will ***NOT*** be accepted. If you have a medical condition, emergency or some other situation (professional or personal) which affects your ability to do the work for this class, please email me as soon as possible to make alternate arrangements. Requests for extensions on assignments, the day before it is due will be denied, unless it falls under the category of an "emergency" (as deemed by the instructor).

Students are responsible for reliable internet services as well as communicating with the instructor prior to assignments being due, should any issues arise. **IT IS HIGHLY RECOMMENDED THAT YOU DO NOT PROCRASTINATE IN COMPLETING ASSIGNMENTS OR CONTACTING YOUR INSTRUCTOR.** Requests for extensions (from either computer related issues or personal issues) that are made **the day before a deadline**, will not be approved and you will lose points for this assignment (unless it is a valid emergency approved by instructor).

Netiquette: Communication Courtesy Code

Students are expected to follow rules of common courtesy in all email messages, threaded discussions and chats. The same rules apply online as they do in person. Be respectful of other students. Foul discourse will not be tolerated. Please take a moment and read the following links concerning "netiquette". <http://www.albion.com/netiquette/>
<http://www2.nau.edu/d-elearn/support/tutorials/discrubrics/netiquette.php>

Withdrawal Policy

Every student has the right to drop the course without penalty until the drop-date. Students dropping the course during this period will be given a DP (drop while passing). A grade of DP is GPA neutral, but a grade of DF counts as an F on your transcript.

If you choose to stop attending class, you may be dropped from the course due to excessive absences. If you are not satisfied with your grade in the course and wish you to drop, it is **YOUR** responsibility to drop the course. Once a grade of DP or DF has been submitted, it cannot be changed. A student may drop a course by logging into their myLEO account and clicking on the hyperlink labeled 'Drop a class' from among the choices found under the myLEO section of the Web page.

VI. UNIVERSITY SPECIFIC PROCEDURES

Non-Discrimination Statement

A&M-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.

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
Rebecca.Tuerk@tamuc.edu

Student Conduct

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).

[Student Guidebook.](#)

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

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.

Syllabus Change Policy

The syllabus is a guide. The instructor reserves the right to modify this syllabus during the semester, if needed. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance. The instructor also reserves the right to extend credit for alternative assignments, projects, or presentations.

AMC 423 – COURSE OUTLINE
Natural Resources Management
Fall 2018 · Aug 27 – Dec 14

Module/Week	Topics	Assignment	Due by 11:59 pm on Due Date
Module 1 Aug 27 – Sept 9 (Week 1 - 2)	First Impressions Through Writing	- Introduction - Discussion - Assignment - Quiz	Module Closes: <u>Sept 9</u>
Module 2 Sept 10 – Sept 23 (Week 3 - 4)	Writing Professional Letters	- Discussion - Assignment - Quiz	Module Closes: <u>Sept 23</u>
Module 3 Sept 24 – Oct 7 (Week 5 - 6)	Agricultural Employment	- Discussion - Assignment - Quiz	Module Closes: <u>Oct 7</u>
Module 4 Oct 8 – Oct 21 (Week 7 - 8)	Cover Letters	- Discussion - Assignment - Quiz	Module Closes: <u>Oct 21</u>
Module 5 Oct 22 – Nov 4 (Week 10 - 11)	Resumes	- Discussion - Assignment - Quiz	Module Closes: <u>Nov 4</u>
Module 6 Nov 5 – Nov 18 (Week 12 - 13)	Reference Letters & Lists	- Discussion - Assignment - Quiz	Module Closes: <u>Nov 18</u>
Module 7 Nov 19 – Dec 2 (Week 14 - 15)	Interacting with Employers	- Discussion - Assignment - Quiz	Module Closes: <u>Dec 2</u>
Dec 3 – Dec 14 (Finals Week)	Final Exam		<u>Opens:</u> <u>Dec 3</u> <u>Closes:</u> <u>Dec 14</u>