

**AG 300 - Professional Agricultural Communications  
Fall 2019**

**Instructor:** Maggie R.P. Salem, M.S.  
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**Office Info:** AGET 146

**Class:** AG 300.01W/02W online (CRN: 80208/80706)

**COURSE INFORMATION**

**Class Location:** online

**Materials – Textbooks, Readings, Supplementary Readings:**

*Textbook(s) Required: None*

**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.

**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.

**Student Expectations:**

1. Actively participates in all assignments.
2. Actively participated in class discussions.
3. Plagiarism is not tolerated.
4. Respect and civility to each other is expected (*see “Professionalism” below*).

**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 when possible and will try to assist students any time that I am available. However, occasionally the demands of class preparation, my role at the university, and service prohibit immediate drop-in service. You are welcome to email me to arrange a meeting time.

Monday-Thursday 9:30am to 12:00pm and/or by appointment.

*The instructor reserves the right to modify this syllabus during the semester, if needed. The instructor also reserves the right to extend credit for alternative assignments, projects, or presentations.*

## COURSE REQUIREMENTS

There will be a variety of assignments given throughout the semester. There will be discussion. You are expected to participate in the discussion.

### **Course Assignments and Grading:**

#### **Assignments:**

Resume (100 points)  
Reference letter (100 points)  
Cover letter (100 points)  
Professional email (100 points)  
Thank you letter (100 points)  
Career and Internship Fair (100 points)  
Mock Interview (100 points)  
Ag Networking Night (100 points)  
D2L Discussions (200 Points)

A	>900
B	800 – 899
C	700 – 799
D	600 – 699
F	<599

**There will be no extra credit work available. No late assignments will be accepted.**

### **Course Calendar:**

Week of August 26, 2019 – Syllabus and class expectations  
Week of September 2, 2019 – Identify Sources of Agricultural Employment  
Week of September 9, 2019 – Select a Prospective Employer  
Week of September 16, 2019 – Resume  
Week of September 23, 2019 – Resume  
\*Week of September 30, 2019 – Career and Internship Fair (*attendance required*) 1pm to 3pm RSC Conference Room  
Week of October 7, 2019 – Mock Interviewing Skills  
Week of October 14, 2019 – How to Request Professional References  
Week of October 21, 2019 – Cover Letter  
Week of October 28, 2019 – Cover Letter  
Week of November 4, 2019 – Dress for Success  
\*Week of November 11, 2019 – Ag Networking Night (*attendance required*) 5:30 pm - 8:30 pm RSC Conference Rooms  
Week of November 18, 2019 – Professional Email  
Week of November 25, 2019 – The Importance of Networking  
Week of December 2, 2019 – Thank you letter  
Week of December 9, 2019 – Finals Week

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## TECHNOLOGY REQUIREMENTS

To be successful in the course, you will need the following items:

- Reliable Internet Access
- MS Word 2007 or newer
- Flash drive recommended when using computers on campus

## COURSE AND UNIVERSITY PROCEDURE/POLICIES

### **Class Attendance Policy:**

Attendance is required for Ag 300 and roll will be taken each week via discussion participation. Missing class can affect your grade. Attendance is expected. Three unexcused absences and the student will receive a grade of "F." Absences will be considered excused if the instructor is 1) notified in advance and is approved PRIOR to class, and 2) the absence is related to a severe illness (especially one involving a fever), participating in a university sanctioned event, death of an immediate family member, or other absences as approved by the instructor. Students who miss class that is unexcused will NOT be given a makeup grade.

### **Professionalism:**

Participation in class discussion and instructional activities should follow the basic principles of common courtesy and decency. Rude and disruptive behavior, as well as cheating, in any form, will not be tolerated. The use of tobacco products in the classroom, laboratory, or field trip sites is strictly prohibited. Use of intoxicants before class or class activities is strictly prohibited and will result in the student's immediate removal from class. Inappropriate conduct will not be tolerated. Failure to comply with instructor's guidelines may result in suspension from class or class activity for the remainder of the day's instruction. Repeat offenses may result in additional consequences.

As stated above, cheating of any kind will not be tolerated. Copying others' work, use of disallowed material on exams, plagiarism in assignments or cheating in any 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:**

#### *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.

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

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: Netiquette <http://www.albion.com/netiquette/corerules.html>

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*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)

*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.

**References:**

The following web sites will be useful references.

**AgHires**

<https://ag hires.com/>

**AgCareers**

<https://www.agcareers.com/>

**National FFA Organization**

[www.ffa.org](http://www.ffa.org)

**Texas FFA**

[www.texasffa.org](http://www.texasffa.org)

**Vocational Agriculture Teachers Association of Texas**

<http://www.vatat.org>

**National 4-H Headquarters (USDA-CSREES)**

<http://www.national4-hheadquarters.gov/>

**National 4-H Council**

<http://www.fourhcouncil.edu/>

**Texas 4-H Web Page**

<http://texas4-h.tamu.edu/>

**National FCCLA**

<http://www.fcclainc.org/>

**Texas FCCLA**

<http://www.texasfccla.org/>

**Judging Card**

[www.judgingcard.com](http://www.judgingcard.com)

**Educational Excellence for AFNR Teachers\*\*\***

<http://www.txeducationalexcellence.com/>

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Relevant Online Research Journals

**Journal of Extension**

<http://www.joe.org/>

**Journal of Agricultural Education**

<http://jae-online.org/>

**Journal of Southern Agricultural Education  
Research**

<http://www.jsaer.org/>

**Texas Journal of Agriculture and Natural  
Resources**

[http://www.tarleton.edu/Departments/txjanr/OnLine  
Jrnl.html](http://www.tarleton.edu/Departments/txjanr/OnLineJrnl.html)

**Journal of Family and Consumer Sciences**

**Education** <http://www.natefacs.org/JFCSE/jfcse.htm>

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