



Professional Agricultural Communications (AG 300)

COURSE SYLLABUS: Spring 2024

INSTRUCTOR INFORMATION

Instructor: Michaela Bledsoe, M.S.
Ad Interim Instructor – Horticulture / Greenhouse Manager

Office Location: PSC 101 and AG/ET 145

Office Hours: Monday 10:00am – 11:00am
Tuesday 11:00am – 12:00pm
Wednesday 1:00pm – 2:00pm
Thursday 10:00am – 11:00am
Friday 9:00am – 10:00am (PSC)
Or by appointment

Office Phone: 903.886.5202

University Email Address: Michaela.Bledsoe@tamuc.edu

COURSE INFORMATION

Meets: 1/10/2024 – 5/10/2024
Days/Time: Online
Location: Online

Materials – Textbooks, Readings, Supplementary Readings

Textbook(s) Required: None

Course Description

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.

Prerequisites: None.

Student Learning Outcomes

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

1. Recognize and use different types of business professional communications.

The syllabus/schedule are subject to change.

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.

COURSE REQUIREMENTS

Minimal Technical Skills Needed

Basic knowledge of Microsoft office (Word, Excel, and PowerPoint) and familiarity with D2L. Students will need reliable internet access to retrieve course materials from D2L and submit assignments or complete online quizzes if needed.

Instructional Methods

Online Course.

Student Responsibilities or Tips for Success in the Course

Expectation of Students

1. Students are expected to attend all lectures;
2. Be on time to class;
3. Completion of assignments, exams, and projects by the due dates;
4. Late submission of assignments or make-up of quizzes, and other work in this course will only be allowed for legitimate, pre-excused absences;
5. Communicate with the instructor.

ASSESSMENTS and GRADING

Student's final grade will be based on 650 points total from assignments, papers, and final exams as listed below:

Course work category	Points
Papers (3)	300
Email	100
Planner	100
Library Assignment	100
Degree Audit / 4 year Plan	100
Resume	100
Final Exam	200

Grade Assignment:

Letter grades for the course will be assigned according to the chart below:

Letter Grade	Point Equivalent	Percentage Equivalent
A	> 900	> 90%
B	800 – 899	80 – 89%
C	700 – 799	70 – 79%
D	600 – 699	60 – 69%

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F	< 599	< 59%
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TECHNOLOGY REQUIREMENTS

LMS

All course sections offered by Texas A&M University-Commerce have a corresponding course shell in the myLeo Online Learning Management System (LMS). Below are technical requirements

LMS Requirements:

<https://community.brightspace.com/s/article/Brightspace-Platform-Requirements>

LMS Browser Support:

https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm

Zoom Video Conferencing Tool

https://inside.tamuc.edu/campuslife/CampusServices/CITESupportCenter/Zoom_Account.aspx?source=universalmenu

ACCESS AND NAVIGATION

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or helpdesk@tamuc.edu.

Note: Personal computer and internet connection 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, Starbucks, a TAMUC campus open computer lab, etc.

COMMUNICATION AND SUPPORT

If you have any questions or are having difficulties with the course material, please contact your Instructor.

Technical Support

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778. Other support options can be found here:

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<https://community.brightspace.com/support/s/contactsupport>

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures/Policies

Attendance:

Attendance for Ag 1131 is mandatory, and roll will be taken at every class meeting. For each two unexcused absences, your final grade will be lowered by one letter grade. Five absences or more will result in a grade of F for the course.

Makeup:

There will be **no** make-ups offered for any coursework missed without legitimate reasons. The decision to offer make-up material will be made by the instructor based on the situation. Please contact the instructor for help if you have difficulty meeting the deadline in advance. If you are reading this, thank you for reading the syllabus. Please email me telling me that you read the syllabus to receive five bonus points. Also, please notify the instructor of any issues as soon as possible before grade posting (normally within one week) if you miss the due date.

Extra Credit:

Extra credit opportunities will be made available throughout the course.

Withdrawal:

Please contact the instructor before proceeding with the withdrawal process.

Syllabus Change Policy

The syllabus is a guide. 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.

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/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx>

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum:

<https://www.britannica.com/topic/netiquette>

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TAMUC Attendance

For more information about the attendance policy please visit the [Attendance](#) webpage and [Procedures 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>

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. For more details and the definition of academic dishonesty see the following procedures:

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

[Undergraduate Student Academic Dishonesty Form](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/documents/13.99.99.R0.03UndergraduateStudentAcademicDishonestyForm.pdf>

[Graduate Student Academic Dishonesty Form](#)

<http://www.tamuc.edu/academics/graduateschool/faculty/GraduateStudentAcademicDishonestyFormold.pdf>

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

Students with Disabilities-- 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

Velma K. Waters Library Rm 162

Phone (903) 886-5150 or (903) 886-5835

Fax (903) 468-8148

Email: studentdisabilityservices@tamuc.edu

Website: [Office of Student Disability Resources and Services](#)

<http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/>

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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.

A&M-Commerce Supports Students' Mental Health

The Counseling Center at A&M-Commerce, located in the Halladay Building, Room 203, offers counseling services, educational programming, and connection to community resources for students. Students have 24/7 access to the Counseling Center's crisis assessment services by calling 903-886-5145. For more information regarding Counseling Center events and confidential services, please visit www.tamuc.edu/counsel

AI use policy

Texas A&M University-Commerce acknowledges that there are legitimate uses of Artificial Intelligence, ChatBots, or other software that has the capacity to generate text, or suggest replacements for text beyond individual words, as determined by the instructor of the course.

Any use of such software must be documented. Any undocumented use of such software constitutes an instance of academic dishonesty (plagiarism).

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Individual instructors may disallow entirely the use of such software for individual assignments or for the entire course. Students should be aware of such requirements and follow their instructors' guidelines. If no instructions are provided the student should assume that the use of such software is disallowed.

In any case, students are fully responsible for the content of any assignment they submit, regardless of whether they used an AI, in any way. This specifically includes cases in which the AI plagiarized another text or misrepresented sources.

13.99.99.R0.03 Undergraduate Academic Dishonesty

13.99.99.R0.10 Graduate Student Academic Dishonesty

COURSE OUTLINE / CALENDAR

Week 1 (1/10 – 1/14)	- Syllabus, Intro, Class Expectations
Week 2 (1/15 – 1/21)	- ID Sources of Agricultural Employment
Week 3 (1/22 – 1/28)	- Select a Prospective Employer
Week 4 (1/29 – 2/4)	- Dress for Success - Virtual Career Fair (TAMUC) 1/30 from 3:00pm-6:00pm
Week 5 (2/5 – 2/11)	- Resume 1
Week 6 (2/12 – 2/18)	- Resume 2
Week 7 (2/19 – 2/25)	- Mock Interview
Week 8 (2/26 – 3/3)	- Professional Email
Week 9 (3/4 – 3/10)	- Get Advised, Meet with a Faculty Member in Your Field
Week 10 (3/11 – 3/17)	- Spring Break
Week 11 (3/18 – 3/24)	- How to Request Professional References
Week 12 (3/25 – 3/31)	- Cover Letter 1
Week 13 (4/1 – 4/7)	- Cover Letter 2
Week 14 (4/8 – 4/14)	- Headshots
Week 15 (4/15 – 4/21)	- Curriculum Vitae / Portfolio - FFA CDEs
Week 16 (4/22 – 4/28)	- Social Media
Week 17 (4/29 – 5/5)	- Thank You Letter
Week 18 (5/6 – 5/10)	- Final Exam

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