



Professional Agricultural Communications (AG 300 - 01W & 02W)

COURSE SYLLABUS: Fall 2024

INSTRUCTOR INFORMATION

Instructor: Michaela Bledsoe, M.S.

Adjunct Instructor

Office Location: Online / Virtual

Office Hours: As office hours are virtual, I will work to accommodate your schedule.

Therefore, please contact me to arrange a time you would like to meet.

Office Phone: 903.718.1321

University Email Address: mbledsoe2@twu.edu (will update with TAMUC email soon)

COURSE INFORMATION

Meets: 8/26/2024 – 12/13/2024

Days/Time: Online

Location: Online

Materials – Textbooks, Readings, Supplementary Readings

Textbook(s) Required: None

Software Required: Microsoft Word/Google Docs

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.

Student Learning Outcomes

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

The syllabus/schedule are subject to change.

COURSE REQUIREMENTS

Minimal Technical Skills Needed

Basic knowledge of Microsoft office (Word, Excel, and PowerPoint or Google Suite equivalent) 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. Additionally, there will be a virtual interview assignment that will require a device with a camera and microphone.

Instructional Methods

Online Course.

Student Responsibilities or Tips for Success in the Course

Student Expectations:

1. Review all required course content.
2. Monitor university email and course announcements in D2L
3. Actively participates in all assignments/discussions.
4. Plagiarism is not tolerated. All work should be completed with academic integrity.
5. Respect and civility to each other is expected.
6. Completion of assignments, exams, and projects by the due dates.
7. Communicate with the instructor.
8. Students will be expected to attend 1 career fair of their choice (in-person or virtual) during the semester.

COURSE REQUIREMENTS

Course Assignments and Grading:

- Resume (100 points)
- References (100 points)
- Cover Letter (100 points)
- Professional Email (100 points)
- Thank You Letter (100 points)
- Career / Internship Fair (100 points)
- Mock Interview (100 points)
- Advising (100 points)
- D2L Discussions [4 x 25] (100 points)
- Final Exam (100 points)

Total: 1,000 points (extra credit may be available through the semester)

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GRADING

Final grades in this course will be based on the following scale:

A = 90%-100%

B = 80%-89%

C = 70%-79%

D = 60%-69%

F = 59% or Below

Total points corresponding to the final letter grades

A = >900 Points

B = 800 - 899 Points

C = 700 - 799 Points

D = 600 - 699 Points

F = <599 Points

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.

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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:

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

Interaction with Instructor Statement

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures/Policies

Attendance:

Attendance will not be factored into the grading system. However, each student is responsible for completing and submitting work (discussions/assignments/exams/etc.) by the designated due date.

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 (for example, attending the Agriculture Networking Night). The instructor will notify students of these opportunities through email or D2L announcements.

Withdrawal:

Please contact the instructor before proceeding with the withdrawal process.

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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. Please monitor D2L for updates to course calendars/due dates.

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.

<https://inside.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:

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

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>

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 Students Academic Integrity Policy and Form

[Graduate Student Academic Dishonesty Form](#)

<https://inside.tamuc.edu/aboutus/policiesProceduresStandardsStatements/rulesProcedures/13students/graduate/13.99.99.R0.10.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

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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: [Student Disability Services](#)

<https://www.tamuc.edu/student-disability-services/>

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

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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

Mental Health and Well-Being

The university aims to provide students with essential knowledge and tools to understand and support mental health. As part of our commitment to your well-being, we offer access to Telus Health, a service available 24/7/365 via chat, phone, or webinar. Scan the QR code to download the app and explore the resources available to you for guidance and support whenever you need it.



<http://telusproduction.com/app/5108.html>

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).

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

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COURSE OUTLINE / CALENDAR

Course Calendar: (Please monitor D2L for updates and career fair dates)

Week #	Dates	Topics / Important Dates	Related Assignments
Week 1	8/26 – 9/1	<ul style="list-style-type: none"> • Syllabus and Class Expectations • Professional Introductions 	Discussion 1
Week 2	9/2 – 9/8	<ul style="list-style-type: none"> • Identify Sources of Agricultural Employment Week <p><i>[Labor Day (Campus Closed) Monday 9/2]</i></p>	
Week 3	9/9 – 9/15	<ul style="list-style-type: none"> • Select a Prospective Employer <p><i>[Fall Census Date 9/11]</i></p>	Discussion 2
Week 4	9/16 – 9/22	<ul style="list-style-type: none"> • Career / Internship Fair • Professional Dress 	Career Fair Assignment (Part 1&2)
Week 5	9/23 – 9/29	<ul style="list-style-type: none"> • Professional Email 	Email Assignment
Week 6	9/30 – 10/6	<ul style="list-style-type: none"> • Resume (Part 1) 	Resume (Draft)
Week 7	10/7 – 10/13	<ul style="list-style-type: none"> • Resume (Part 2) 	Resume (Final)
Week 8	10/14 - 10/20	<ul style="list-style-type: none"> • Interview Etiquette / Skills 	Mock Interview
Week 9	10/21 - 10-27	<ul style="list-style-type: none"> • Get Advised / Professional Planning 	Advising Assignment
Week 10	10/28 - 11/3	<ul style="list-style-type: none"> • Headshots 	Discussion 3
Week 11	11/4 - 11/10	<ul style="list-style-type: none"> • Curriculum Vita/Portfolio • Social Media 	Discussion 4
Week 12	11/11 - 11/17	<ul style="list-style-type: none"> • Cover Letter 	Cover Letter
Week 13	11/18 - 11/24	<ul style="list-style-type: none"> • Professional References 	Reference List
Week 14	11/25 - 12/1	<ul style="list-style-type: none"> • Thank You Letter <p><i>[Thanksgiving Break: (Campus Closed) Thurs. 11/28 – Sun. 12/1]</i></p>	Thank You Letter
Week 15	12/2 – 12/8	<ul style="list-style-type: none"> • Last Week for Work Submission <p><i>[Last Day of Class before Finals Week: Friday 12/6]</i></p>	Deadline: Friday 12/6 at 11:59pm
Week 16	12/9 – 12/15	<ul style="list-style-type: none"> • Final Exam <p><i>[Fall Finals Week Saturday 12/7 – Friday 12/13]</i></p>	Final Exam

*All work due by **11:59 pm** on their due date (Check D2L for dates)

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