



AG 300: Professional Agricultural Communications

This course provides students the opportunity to engage in principles and practices of career search, interview techniques, composing letters of inquiry, statements of purpose, curriculum vitae, cover letters and resumes.

Spring 2025

Meeting Times: online

Meeting Location: online

Instructor Information:

Instructor: Landon Sullivan, PAS

Office Location: AG/ET 233G

Office Hours: Open Door or by appointment

University Email Address: Landon.Sullivan@tamuc.edu

Suggested textbooks and materials:

- Text: none
- Software: Internet, Zoom Software or App, and Microsoft Word

Instructional Method:

- Online Modules that include example cover letters and resumes for students to use as templates in developing materials for mock jobs
- Online Modules that include example letters of inquiry, statements of purpose and curriculum vitae for students to use as templates in developing materials for pursuing mock graduate programs
- Mock interviews scheduled in person and/or online

Objectives:

- Distinguish and recognize credible sources for job/ career search
- Identify roles and duties of appointments
- Understand the correlation between skillset and duties of appointments
- Evaluate and engage in the processes and practices of identifying and properly advancing into professional appointments

Student Learning Objectives (SLOs)

At the completion of this course, the successful student should be able to:

- Utilize resources to seek and identify professional appointments
- Identify skillsets required to fulfill duties and roles of professional appointments

The syllabus/schedule are subject to change.

- Generate documentation, including but not limited to letters of inquiry, statements of purpose, cover letters, resume and curriculum vitae
- Recognize the importance of identifying and pursuing professional appointments that align with your skillset, core values and shared mission objectives
- Set goals and identify personal strengths and weaknesses
- List primary categories of appointments in sales, marketing, management, education, research and development

Course Requirements and Grading:

- Cover Letter (100 points)
- Statement of Purpose (100 points)
- Resume (100 points)
- Curriculum Vitae (100 points)
- Letter of Inquiry (100 points)
- Professional Email (100 points)
- Thank You Letter (100 points)
- Career / Internship Fair (100 points)
- Mock Interview (100 points)
- Professional LinkedIn Account (100 points)

Total: 1,000 points (extra credit may be available through the semester) The *syllabus/schedule* are subject to change.

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>

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LMS Browser Support:

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

YouSeeU Virtual Classroom Requirements:

<https://support.youseeu.com/hc/en-us/articles/115007031107-Basic-System-Requirements>

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:

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

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/campuslife/campusservices/studentRights/Code%20of%20Conduct.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>

TAMUC Attendance

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>

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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. 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>

[Graduate Student Academic Dishonesty 13.99.99.R0.10](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/graduate/13.99.99.R0.10GraduateStudentAcademicDishonesty.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

Gee Library- Room 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/>

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.

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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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Course Topic Outline:

Week #	Dates	Topics / Important Dates	Related Assignments
Week 1	1/13 – 1/19	<ul style="list-style-type: none"> • Syllabus and Class Expectations • Professional Introductions 	Discussion 1
Week 2	1/20– 1/26	<ul style="list-style-type: none"> • Identify Sources of Agricultural Employment Week 	
Week 3	1/27 – 2/2	<ul style="list-style-type: none"> • Select a Prospective Employer 	Discussion 2
Week 4	2/3 – 2/9	<ul style="list-style-type: none"> • Career / Internship Fair • Professional Dress 	Career Fair Assignment (Part 1) – Part 2 Due 5/2
Week 5	2/10– 2/16	<ul style="list-style-type: none"> • Professional Email 	Email Assignment
Week 6	2/17– 2/23	<ul style="list-style-type: none"> • Resume (Part 1) 	Resume (Draft)
Week 7	2/24 – 3/2	<ul style="list-style-type: none"> • Resume (Part 2) 	Resume (Final)
Week 8	3/3 – 3/9	<ul style="list-style-type: none"> • Interview Etiquette / Skills 	Mock Interview
Week 9	3/10 – 3/16	<ul style="list-style-type: none"> • Spring Break 	
Week 10	3/17 - 3/23	<ul style="list-style-type: none"> • Get Advised / Professional Planning 	Advising Assignment Start – Due 5/2
Week 11	3/24 – 3/30	<ul style="list-style-type: none"> • Headshots 	Headshot
Week 12	3/31 – 4/6	<ul style="list-style-type: none"> • Curriculum Vita/Portfolio • Social Media 	Discussion 4
Week 13	4/7 – 4/13	<ul style="list-style-type: none"> • Cover Letter 	Cover Letter
Week 14	4/14 – 4/20	<ul style="list-style-type: none"> • Professional References 	Reference List
Week 15	4/21 – 4/27	<ul style="list-style-type: none"> • Thank You Letter 	Thank You Letter
Week 16	4/28 – 5/4	<ul style="list-style-type: none"> • Review and Last Week for Work Submission <p><i>[Last Day of Class before Finals Week: Friday 5/2]</i></p>	Deadline: Friday 5/2 at 11:59pm
Week 16	5/5 – 5/9	<ul style="list-style-type: none"> • Final Exam • <i>[Spring Finals Week Saturday 5/3 – Friday 5/9]</i> 	Final Exam

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

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

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