

**AG 300.01W**  
**AGRICULTURAL COMMUNICATIONS**  
**SPRING 2013**

INSTRUCTOR: Lindsey Walton  
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OFFICE HOURS: Monday & Wednesday 8:30 – 10 AM in AGIT 146  
CLASS TIME: Web-based

**TEXTS:**

There are no required textbooks for this class, but for helpful information students can read online or there are many texts or videos available.

**DESCRIPTION:**

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. For agriculture majors. Prerequisites: ENG 1301 and junior standing.

**GOALS:**

This class is designed to help Agricultural majors with the many issues they will be facing upon graduation when starting the job search process. The goal of the course is to help get the student started in learning about all of the tools involved in the job search process as well as expose the students to a few situations they may encounter in the future. Further, this course should help students learn how to act, dress, and be professional on paper and in person. The student learning outcomes of this course include, but are not limited to:

1. Recognize different types and uses of professional communication.
2. Identify sources of ag-related employment in the private and public sectors.
3. Interpret position announcements for required and preferred qualifications.
4. Interpret job descriptions to determine what duties are to be performed.
5. Compose a variety of written documents such as:
  - a. Cover letter for employment application
  - b. Research abstract
  - c. APA reference citations
  - d. Request for letter of recommendation
6. Develop a professional resume.
7. Submit professional correspondence via email.
8. Describe and identify appropriate attire for a job interview.
9. Respond to questions frequently asked in a job interview.
10. Demonstrate appropriate interview follow-up techniques.
11. Attend job fair and understand value of networking.
12. Discuss benefit and employment documentation issues.

#### **ATTENDANCE:**

Attendance is mandatory each week for AG 300. This means each student should log on every week and complete assignments and discussions for that week. Each week will be open on Monday at 12:01 AM and close on Sunday at 11:59 PM. Students can complete the work anytime during those days. Students will not be able to access modules (weeks) that have been closed.

#### **ASSIGNMENTS:**

There will be a variety of assignments given throughout the semester. There will also be weekly discussion forums. These assignments and discussions will account for a total of 1000 points.

Each discussion is worth 10 points. There are 10 discussions for a total of 100 points. Discussions will be graded based on being free of grammatical errors, showing a thorough and thoughtful response to the question, demonstrating a learned knowledge of the subject area, and showing that the topic for that week's module has been researched and understood.

There are 10 total assignments worth a total of 900 points.

All assignments and discussions should be free of grammatical errors. Students will be graded on showing that they have learned the above student learning outcomes through clear communication of this through their assignments and discussions. Each assignment should demonstrate to the instructor that the student has read the entire module, viewed all links, and applied the learned outcomes to the finished product.

#### **GRADING:**

Professional Introduction Email	50 points
Prospective Employers Summary	100 points
Resume Builder	75 points
Professional Resume	100 points
Professional Cover Letter	100 points
Professional Request for Letter of Recommendation	50 points
Research of Potential Employer	50 points
Job Fair Summary	75 points
Mock Interview	100 points
Thank You Letter	50 points
APA Reference Citations	75 points
Research Abstract	75 points
<u>Discussions</u>	<u>100 points</u>
Total	1000 points

To receive the following grades, you will need the following amount of points:

A = 900 – 1000 points

B = 800-899 points

C = 700-799 points

D = 600-699 points

F = 0-599 points

**PLAGIARISM:**

Plagiarism is not tolerated. If it is found that you have committed plagiarism, you will be dropped from the class. The WPA defines plagiarism as 'occur[ing] in an instructional setting when a writer *deliberately* uses someone else's language, ideas, or other original (not common-knowledge) material without acknowledging its source.'

**DISABILITIES:**

**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)**

**STUDENT BEHAVIOR:**

"All students enrolled at the university shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment." (See Student's Guide Handbook, Policies and Procedures, Conduct)

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.

*"Find a job you like and you add five days to every week." --H. Jackson Brown, Jr.*