AG 300.01E: AGRICULTURAL COMMUNICATIONS
COURSE SYLLABUS
Fall 2018

INSTRUCTOR INFORMATION

Instructor: Rafael Bakhtavoryan, Ph.D.
Office: AG 154
E-mail: Rafael.Bakhtavoryan@tamuc.edu
Office Phone: (903) 886-5367
Office Fax: (903) 886-5990

Graduate Assistant: Carolyn Edler
E-mail: cedler@leomail.tamuc.edu

Office Hours: Wednesdays at 2:00p.m.-3:00p.m. and Thursdays at 12:30p.m.-2:30p.m., or by appointment.

COURSE INFORMATION

Class Meeting: Tuesdays, 1:00-1:50p.m.
Class Location: AGIT 238

Materials – Textbooks, Readings, Supplementary Readings:
Textbook(s) Required: None

Course Description: 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 participate in all assignments.
2. Actively participate in class discussions.
3. Plagiarism is not tolerated.
4. Respect and civility to each other is expected (see “Professionalism” below).

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

**Course Assignments and Grading:**

<table>
<thead>
<tr>
<th>Written Assignments</th>
<th>Assignments:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resume (100 points)</td>
<td>Career and internship fair (50 points)</td>
</tr>
<tr>
<td>Reference letter (50 points)</td>
<td>Mock interview (150 points)</td>
</tr>
<tr>
<td>Cover letter (100 points)</td>
<td>Career activity (100 points)</td>
</tr>
<tr>
<td>Professional email (50 points)</td>
<td>Ag Networking Night (100 points)</td>
</tr>
<tr>
<td>Thank you letter (50 points)</td>
<td></td>
</tr>
</tbody>
</table>

Written Assignments: 350 points
Assignments: 400 points
Attendance: 150 points

A >810
B 720 – 809.9
C 630 – 719.9
D 540 – 629.9
F <539.9

No late assignments will be accepted.

**COURSE OUTLINE**
August 28, 2018 – Syllabus and class expectations
September 4, 2018 – Identifying Strengths Activity
September 11, 2018 – Identify Sources of Agricultural Employment and Selecting a Prospective Employer
September 18, 2018 – Resume
September 25, 2018 – Resume
October 2, 2018 – Reference Letter/Cover Letter
*TBA – Career and Internship Fair (attendance required) 1pm to 3 pm RSC Conference Room
October 9, 2018 – Reference Letter/Cover Letter
October 16, 2018 – Dress For Success
October 23, 2018 – Professional Email
October 30, 2018 – Interview Skills
November 6, 2018 – Mock Interview
November 13, 2018 – The Importance of Networking
*TBA – Ag Networking Night (attendance required) 5:30 pm - 7:30 pm RSC Conference Rooms
November 20, 2018 – Thank you letter
November 27, 2018 – Open Topic
December 4, 2018 – Dead Week – No Class
December 11, 2018 – Finals Week

*This is a tentative schedule, dates and activities could change throughout the semester.

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 on a daily basis. 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.
Please finish any meals and drinks before class begins.
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 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 for the remainder of the day’s instruction. Repeat offenses may result in additional consequences.

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.

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

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
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://aghires.com/ AgCareers https://www.agcareers.com/
National FFA Organization www.ffa.org Texas FFA www.texasffa.org
Vocational Agriculture Teachers Association of Texas http://www.vatat.org
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
Educational Excellence for AFNR Teachers*** http://www.txeducationalexcellence.com/

Relevant Online Research Journals
Journal of Southern Agricultural Education Research http://www.jsaer.org/
Texas Journal of Agriculture and Natural Resources http://www.tarleton.edu/Departments/txjanr/OnlineJrnl.html