Course Syllabus
AGEC 3331.010 – Farm & Ranch Business Management

Instructor
Andrew P. Wright, Ph.D.
Email: andrew.wright@angelo.edu
Phone: (325) 486-6751
Office: #226, Vincent Building
Office Hours: Monday-Thursday, 3:00-4:00 pm, by appointment, or any time that I am in my office with the door open.

Course Description
This course will provide students with an overview of the specific concepts and skills related to organization and management of small businesses, including farms, ranches, input suppliers, and commodity processors.

Meeting Time & Location
Time: 11:00 am -12:15 pm, TR
Location: Academic Building, Room 107

Required Technology and Computer Skills
To successfully complete this course, students are expected to:
- Possess access to the necessary hardware required to view online materials, such as:
  - A computer or mobile device with a reliable internet connection, and
  - The ability to view videos from various sources and that use various formats.
- Possess basic web navigation skills.

Expected Knowledge Prerequisites
There are no official prerequisites for this course; however, I expect that students enrolled in AGEC 3331 have prior experience with the mathematic and algebraic concepts taught in an introductory college algebra course. I will be happy to help any students who feel like they are falling behind; however, it is the responsibility of the student to seek help.

Textbook & Required Materials
Recommended Textbooks
This course does not require students to purchase a textbook; however, it is strongly recommended that students purchase or rent one of the following farm management texts:


Possessing one of these texts you will give you a reference source to help you prepare for class discussions, answer questions on homework assignments, and prepare for exams.

**Gradescope**
The College of Science and Engineering has purchased access to a new homework system called Gradescope. Every homework assignment in this class will be deployed, submitted, graded, and returned to students through this program. Exams will also be graded and returned to students though this program. Instructions for how to sign up for Gradescope and how to turn in assignments will be presented in class during the first week of the semester.

**Course Learning Objectives**

**IDEA Objectives**
At the end of the semester, you will be asked to fill out an IDEA survey in which you will assess this course in terms of its ability to meet certain objectives. Those objectives are:

1. Gaining a basic understanding of the subject (e.g., factual knowledge, methods, principles, generalizations, theories).
2. Learning to apply course material (to improve thinking, problem solving, and decisions).
3. Developing specific skills, competencies, and points of view needed by professionals in the field most closely related to this course.
4. Learning appropriate methods for collecting, analyzing, and interpreting numerical information.

**Agribusiness Program Objectives**
As a part of the Agribusiness program, this course introduces students majoring in Agribusiness and students minoring in Agricultural Economics to the economic analysis of resource management issues. As such, students in these programs of study should expect to make progress in the following areas:

1. Essential Knowledge: Students will demonstrate knowledge of essential agricultural economics & agribusiness management principles.
2. Critical Thinking & Quantitative Reasoning: Students will gather, analyze, evaluate, and synthesize numerical information and observable facts to draw conclusions relevant to agribusiness issues.

Progress toward these objectives will be assessed using exams and study assignments.

**Grading**
Your final grade will be calculated based on the number of points you earn out of 1000. The grading scale for the course is as follows:

- To earn an A, you must earn 890-1000 points
- To earn a B, you must earn 790-889 points
- To earn a C, you must earn 690-789 points
- To earn a D, you must earn 590-689 points

You will earn points based on your performance on the following tasks:

- Exams: 300 points
- Study assignments: 500 points
- Syllabus “Quiz”: 50 points
- Gradescope Set up Quiz: 50 points
• Attendance: 100 points

Exams
There are three exams scheduled for this course. Each exam is worth 100 points towards a student’s final grade, for a total of 300 points.

The first exam is scheduled for Tuesday, October 1 and will not occur before this date. This exam will cover business planning and budgeting.

The second exam is scheduled for Thursday, November 7 and will not occur before this date. This exam will cover accounting systems, financial statements, and financial analysis.

The third exam is scheduled for Tuesday, December 10 which is during Finals Week. This exam will cover additional management skills such as investment analysis, risk management, and managing income taxes.

Study Assignments
During the course of the semester, you will be given a set of five study assignments. Each assignment will be worth 100 points toward your final grade, for a total of 500 points. The planned list of assignment topics are:

1. The business plan
2. Budgeting
3. Accounting basics & the balance sheet
4. The income statement & financial analysis
5. Additional management skills

The assignment questions and instructions will be posted on the course’s Blackboard page and on Gradescope. Student responses will be turned in via Gradescope. I will provide feedback on assignments via Gradescope. The start and due dates for each assignment will be established in class and posted on both Blackboard and Gradescope.

Course Entry Tasks
During the first week of class, you will be required to complete a set of assignments designed to help you prepare to take this course and interact with the Gradescope platform. Theses assignments include:

• **Syllabus quiz**: A four question (yes/no) assignment in Blackboard. Students will indicate that they have read and understood the material presented in the course syllabus, as well as the material presented in the Angelo State Student Handbook regarding academic integrity and academic dishonesty. You have unlimited attempts to complete this task.

• **Gradescope Set-Up Quiz**: A three question assignment to verify that each student has signed up for the class in Gradescope and is prepared to submit assignments through this platform.

Both of these assignments are worth 50 points towards a student’s final grade, for a total of 100 points, and must be completed by the end of the day (11:59 pm) on Sunday, September 1.
Attendance

Earning Attendance Points
Students may earn up to 100 points for their attendance in class. The number of points that a student earns will be determined by the number of unexcused absences they accrue during the semester:

- Less than 3 unexcused absences- 100 points
- 3 unexcused absences- 90 points
- 4 unexcused absences- 80 points
- 5 unexcused absences- 70 points
- 6 unexcused absences- 60 points
- 7 unexcused absences- 50 points
- 8+ unexcused absences- 0 points

In addition, students will lose 50 points toward their final grade for each unexcused absence after the 7th.

How I Take Attendance
I will maintain a record of every student's attendance for each day of class. If I do not record that you were in class then you will be counted absent on that day. In addition, students will incur one unexcused absence for every three classes that they arrive more than five minutes late to class.

Definition of an Unexcused Absence
I generally consider any absence that is not related to a University event or is not approved by me beforehand as unexcused; however, I am willing to consider excusing any absence as long as you inform me of the absence and explain why it cannot or could not be avoided. Please note that consider does not mean accept.

Information Missed During an Absence
You are responsible for any information related to the class that you miss while absent. I am happy to answer any questions you might have, but I will not reproduce a lecture for you in my office.

Angelo State University Policy on Religious Holy Days
A student who intends to observe a religious holy day should make that intention known in writing to the instructor prior to the absence. A student who is absent from classes for the observance of a religious holy day shall be allowed to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence.

Policies on Missing a Due Date
General Policy
It is vital that you regularly assess your knowledge of the material presented in this course if you want to accomplish the course learning goals. For this reason, every study assignment must be completed by the date and time announced in class, on Blackboard, and on Gradescope to receive full credit. You may complete any of the study assignments or course entry tasks after their due date; however, late assignments will receive an automatic 50% reduction in their score. The deadline to submit late assignments for partial credit is December 9 at 11:59 pm.
Special circumstances may warrant an extension on the deadline for any assignment. Please see the policy on requesting extensions or changes in due dates for more information.

**Requesting an Extension or Change in a Due Date**
As you progress through the course you may find yourself faced with a situation that prevents you from accessing and submitting an assignment by the given due date, or taking an exam during the scheduled exam period. When these circumstances occur, you may contact me to request an extension. When you request an extension please provide an explanation for why you will miss the due date or exam period, why the circumstance cannot reasonably be avoided, and an estimate for when you expect to complete the assignment or exam.

If you know beforehand that you will be unable to access and/or submit an assignment by the given due date or attend an exam during the scheduled period, you may request that its due date be changed. Once this change is made you will be expected to complete the assignment or exam by the new deadline, and will be subject to the same consequences for missing due dates that any other student faces.

Please submit all requests for extensions or a change in due dates to me by email so that there is a written record of the request. In addition, please note that you are not guaranteed an extension or change in due date that you ask for. I will consider each request based on their individual merits. Please also be aware that simply forgetting to complete a task is not generally a sufficient reason for an extension; however, I usually give every student one “free”, no-questions-asked extension. Use this freebie wisely.

**Emailing the Instructor**
Communication is an important skill that nearly all employers look for in new employees, and particularly in college graduates. Learning to communicate professionally is vital if you wish to remain employed in any career for very long. For this reason, when you contact me via email, please include a subject, a greeting, and a signature. For example, if you are experiencing a difficulty logging into Connect your email might look like this:

**Subject: Gradecope is down**

**Dear Dr. Wright,**

I tried to log in to Gradescope to submit Assignment #1, but the program is down for emergency maintenance. Have any other students encountered this issue? Considering the circumstance, would you please extend the assignment’s due date?

Thank you,

[Your Name]

**Academic Integrity and Misconduct**
Angelo State University expects its student to maintain complete honesty and integrity in their academic pursuits. Students are responsible for reading and understanding the policies set forth in the [Student Handbook](#).
Americans with Disabilities Act
Angelo State University is committed to the principle that no qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of the university, or be subjected to discrimination by the university, as provided by the Americans with Disabilities Act of 1990 (ADA), the Americans with Disabilities Act Amendments Act of 2008 (ADAAA), and subsequent legislation.

Student Disability Services is located in the Office of Student Affairs, and is the designated campus department charged with the responsibility of reviewing and authorizing requests for reasonable accommodations based on a disability. It is the student’s responsibility to initiate such a request by contacting an employee of the Office of Student Affairs, in the Houston Harte University Center, Room 112, or contacting the department via email at ADA@angelo.edu. For more information about the application process and requirements, visit the Student Disability Services websiteii. The employee charged with the responsibility of reviewing and authorizing accommodation requests is:

Dallas Swafford
Director of Student Disability Services
Office of Student Affairs
325-942-2047
dallas.swafford@angelo.edu
Houston Harte University Center, Room 112

Title IX at Angelo State University
Angelo State University is committed to providing and strengthening an educational, working, and living environment where students, faculty, staff, and visitors are free from sex discrimination of any kind. In accordance with Title VII, Title IX, the Violence Against Women Act (VAWA), the Campus Sexual Violence Elimination Act (SaVE), and other federal and state laws, the University prohibits discrimination based on sex, which includes pregnancy, and other types of Sexual Misconduct. Sexual Misconduct is a broad term encompassing all forms of gender-based harassment or discrimination and unwelcome behavior of a sexual nature. The term includes sexual harassment, nonconsensual sexual contact, nonconsensual sexual intercourse, sexual assault, sexual exploitation, stalking, public indecency, interpersonal violence (domestic violence or dating violence), sexual violence, and any other misconduct based on sex.

You are encouraged to report any incidents involving sexual misconduct to the Office of Title IX Compliance and the Director of Title IX Compliance/Title IX Coordinator, Michelle Boone, J.D. You may submit reports in the following manner:

Online: Title IX Incident Reporting Formiii
Face to Face: Mayer Administration Building, Room 210
Phone: (325) 942-2022
Email: michelle.boone@angelo.edu

Note, as a faculty member at Angelo State, I am a mandatory reporter and must report incidents involving sexual misconduct to the Title IX Coordinator. Should you wish to speak to someone in confidence about an issue, you may contact the University Counseling Center (325-942-2371), the 24-Hour Crisis Helpline (325-486-6345), or the University Health Clinic (325-942-2171).
For more information about resources related to sexual misconduct, Title IX, or Angelo State’s policy please visit Angelo State’s Title IX webpageiv.

## Course Schedule

<table>
<thead>
<tr>
<th>Week(s)</th>
<th>Dates</th>
<th>Topic(s)</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>August 26</td>
<td>Course &amp; Gradescope orientations</td>
</tr>
<tr>
<td>1, 2 &amp; 3</td>
<td>August 29 &amp; September 3-12</td>
<td>Business planning</td>
</tr>
<tr>
<td>4 &amp; 5</td>
<td>September 17-26</td>
<td>Budgeting</td>
</tr>
<tr>
<td>6</td>
<td>October 1</td>
<td>Take Exam 1</td>
</tr>
<tr>
<td>6 &amp; 7</td>
<td>October 3 &amp; 8</td>
<td>Accounting systems</td>
</tr>
<tr>
<td>7 &amp; 8</td>
<td>October 9, 15 &amp; 17</td>
<td>Balance sheets</td>
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<tr>
<td>9</td>
<td>October 22 &amp; 24</td>
<td>Income statements</td>
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<tr>
<td>10</td>
<td>October 29 &amp; 31</td>
<td>Financial analysis</td>
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<tr>
<td>11</td>
<td>November 5 &amp; 7</td>
<td>“Flex” day (5th); take Exam 2 (7th)</td>
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<tr>
<td>12</td>
<td>November 12 &amp; 14</td>
<td>Investment analysis</td>
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<tr>
<td>13</td>
<td>November 19 &amp; 21</td>
<td>Risk Management</td>
</tr>
<tr>
<td>14 &amp; 15</td>
<td>November 26 &amp; December 3</td>
<td>Income taxes (“flex” day on the 5th)</td>
</tr>
<tr>
<td>Finals</td>
<td>December 10</td>
<td>Take Exam 3</td>
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## Policies on Deviations from the Published Schedule

While I hope I do not have to make any changes to the course course schedule, there is always the possibility that special circumstances will arise that necessitate changes be made. If such a circumstance occurs then I will communicate it in class, via Blackboard, and by email. Once announced, any such change will supersede what is written in this syllabus or currently published online.

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iii [http://www.angelo.edu/incident-form](http://www.angelo.edu/incident-form)

iv [https://www.angelo.edu/services/title-ix/](https://www.angelo.edu/services/title-ix/)