AG 6181
Graduate Seminar

Instructor: Dr. Loree Branham
Email: loree.branham@angelo.edu
Phone: 325.486.6749
Office: VIN 221

Office Hours:
Monday and Wednesday 8:30-9:30, Thursday 1:30 – 4:00, by appointment
* Note: Due to ongoing research, there may be times during my scheduled office hours when I will not be available- please make an appointment if at all possible.

Course Information

Course Description

A survey of current research in various fields of the agriculture sciences. May be repeated once for credit when topic varies. Prerequisite and Co-requisite Courses

Prerequisite Skills
None

Student Learning Outcomes

Various topics related to preparation and presentation of graduate works will be discussed. Additionally, information on professional resumes, cover letters and interview career seeking skills will be provided. The leading objective of the course is to prepare students for professional employment or admission into doctoral programs after graduation. Oral and written communication skills will be examined and strengthened through the course.
Course Delivery
This is a face-to-face course with learning resources and supplemental materials posted in Blackboard.

Required Texts and Materials
Required readings will be distributed in class or posted on Blackboard.

Technology Requirements
To successfully complete this course, students need to have internet access to utilize blackboard. Additionally assignments will require both Microsoft software as well as PDF maker software.

Web resource:
In this course we will utilize Blackboard for grades and other distributed information. Please refer to the address below to log in to blackboard. For assistance contact the IT helpdesk @ 942-2911 or visit the Blackboard page on the ASU website.

Communication
Faculty will make every effort to respond to ASU email and/or telephone messages within 24 hours during working hours Monday through Friday. Weekend messages may not be returned until Monday. Email is preferred method of communication.

ATTENDANCE:
Attendance in class is essential and mandatory. Student needing to be absent for a class meeting for university sponsored/accepted reasons should arrange for the absence in advance.

CLASSROOM DECORUM:
Students are asked to place cell phones on silent mode. Text messaging during class or lab is not permitted. If texting occurs, student will be warned once and then asked to leave classroom. Please refrain from any tobacco use while in class. Please refrain from talking to other students during lecture. Professional behavior toward instructor(s) and fellow students is expected and required. Students are permitted to use laptop computers, tablets, and voice recorders to take notes only AFTER obtaining permission of the professor. Feel free to ask questions of the instructor or relate pertinent information at any time during class. Questions and comments are encouraged and appreciated.

1 http://blackboard.angelo.edu/
Grading

Assignment and Activity Descriptions

Assessment of learning outcomes will be through evaluation of resume, cover letter, portfolio, interviews and presentations.

Evaluation and Grades

Course grades will be determined as indicated in the table below.

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Percent of Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Presentation Assignments</td>
<td>40</td>
</tr>
<tr>
<td>Professional Development Assignments</td>
<td>40</td>
</tr>
<tr>
<td>Speaker/Resource Portfolio</td>
<td>20</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
</tr>
</tbody>
</table>

Grading System

Course grades will be dependent upon completing course requirements and meeting the student learning outcomes.

The following grading scale is in use for this course:

- A = 90.00-100 percent of points
- B = 80.00-89.99 percent of points
- C = 70.00-79.99 percent of points
- F = 0-69.99 percent of points (Grades are not rounded up)

DUE DATES:

A copy of a relevant job posting you will be writing a cover letter and conducting a professional interview for is due submitted to Blackboard in electronic pdf format to me by 5:00pm January 31st.

Other assignment deadlines will be posted on blackboard. For each day an assignment is late 10 points will be deducted from the starting grade. An assignment is considered late if it is not submitted within 10 minutes of its assigned deadline. Unless otherwise instructed, ALL work submitted needs to be in final draft form for grading (i.e. no typos, spelling errors, grammatical errors, cut and paste errors etc.)
General Policies Related to This Course

All students are required to follow the policies and procedures presented in these documents:

- Angelo State University Student Handbook
- Angelo State University Catalog

Academic Integrity

Students are expected to maintain complete honesty and integrity in all work. Any student found guilty of any form of dishonesty in academic work is subject to disciplinary action and possible expulsion from ASU.

The College of Science and Engineering adheres to the university’s Statement of Academic Integrity.

Accommodations for Students with Disabilities

ASU 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 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 website. 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
Incomplete Grade Policy
It is policy that incomplete grades be reserved for student illness or personal misfortune. Please contact faculty if you have serious illness or a personal misfortune that would keep you from completing course work. Documentation may be required. See ASU Operating Policy 10.11 Grading Procedures for more information.

Plagiarism
Plagiarism is a serious topic covered in ASU’s Academic Integrity policy in the Student Handbook. Plagiarism is the action or practice of taking someone else’s work, idea, etc., and passing it off as one’s own. Plagiarism is literary theft.

In your discussions and/or your papers, it is unacceptable to copy word-for-word without quotation marks and the source of the quotation. It is expected that you will summarize or paraphrase ideas giving appropriate credit to the source both in the body of your paper and the reference list.

Papers are subject to be evaluated for originality. Resources to help you understand this policy better are available at the ASU Writing Center.

Student Absence for Observance of 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. See ASU Operating Policy 10.19 Student Absence for Observance of Religious Holy Day for more information.
Title IX at Angelo State University

The University prohibits discrimination based on sex, which includes pregnancy, sexual orientation, gender identity, and other types of Sexual Misconduct. Sexual Misconduct is a broad term encompassing all forms of gender-based harassment or discrimination including: sexual assault, sex-based discrimination, sexual exploitation, sexual harassment, public indecency, interpersonal violence (domestic violence and/or dating violence), and stalking. As a faculty member, I am a Responsible Employee meaning that I am obligated by law and ASU policy to report any allegations I am notified of to the Office of Title IX Compliance.

Students are encouraged to report any incidents of sexual misconduct directly to ASU’s Office of Title IX Compliance and the Director of Title IX Compliance/Title IX Coordinator at:

Michelle Boone, J.D.
Director of Title IX Compliance/Title IX Coordinator
Mayer Administration Building, Room 210
325-942-2022
michelle.boone@angelo.edu

You may also file a report online 24/7 at www.angelo.edu/incident-form.

If you are wishing to speak to someone about an incident in confidence you may contact the University Health Clinic and Counseling Center at 325-942-2173 or the ASU Crisis Helpline at 325-486-6345.

For more information about Title IX in general you may visit www.angelo.edu/title-ix.

1 https://www.angelo.edu/student-handbook/
2 https://www.angelo.edu/catalogs/
3 https://www.angelo.edu/student-handbook/community-policies/academic-integrity.php
4 https://www.angelo.edu/services/disability-services/
5 https://www.angelo.edu/content/files/14197-op-1011-grading-procedures
6 https://www.angelo.edu/student-handbook/community-policies/academic-integrity.php
7 https://www.angelo.edu/dept/writing_center/academic_honesty.php
8 https://www.angelo.edu/content/files/14206-op-1019-student-absence-for-observance-of