Course Syllabus
AGEC 3331.010 – Farm & Ranch Business Management

Instructor
English Ratliff
Email: eratliff@angelo.edu
Phone: (325) 486-6938
Office: #226, Vincent Building
Office Hours: Monday-Wednesday, 2:00-3:00 pm, by appointment, or any time that I am in my office (just knock on the door).

- I have an open door policy, so if I am in you are welcome to stop by and ask questions. However, you are welcome to email me and I will try to get back with you in 24 hours. If it is an emergency, make sure to email me as soon as possible so we both have a record. Since everyone has classes throughout the day, it is best to schedule an appointment to make sure that I’m in. If you make an appointment, please email me if you need to cancel it.

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
8:00 am - 9:15 am TR Academic 005

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.
- Register for McGraw-Hill Connect during or before the first week of class.

Instructions that explain how to register for Connect can be accessed from the Course Blackboard page. Students will need to pay to register for Connect, but can begin the class with two weeks of free courtesy access.

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 or finite mathematics 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

McGraw-Hill Connect
This course is based on the 9th edition of Farm Management by Kay, Edwards & Duffy (2020; ISBN: 9781260988109). Registering for McGraw-Hill’s learning platform, Connect, will provide you with an electronic copy of the text. I will also use Connect to deploy at least some of the assessments you will be required to complete during the semester. You will be able to access all course content, including content from Connect, through the course Blackboard page.

COVID-19 Policies

Required Use of Facial Coverings
As a member of the Texas Tech University System, Angelo State University has adopted the mandatory Facial Covering Policy to ensure a safe and healthy classroom experience. Current research on the COVID-19 virus suggests there is a significant reduction in the potential for transmission of the virus from person to person by wearing a mask/facial covering that covers the nose and mouth areas. Therefore, in compliance with the university policy students in this class are required to wear a mask/facial covering before, during, and after class. Faculty members may also ask you to display your daily screening badge as a prerequisite to enter the classroom. You are also asked to maintain safe distancing practices to the best of your ability. For the safety of everyone, any student not appropriately wearing a mask/facial covering will be asked to leave the classroom immediately. The student will be responsible to make up any missed class content or work. Continued non-compliance with the Texas Tech University System Policy may result in disciplinary action through the Office of Student Conduct.

Course Delivery
The primary mode of instruction for this course will be in-person lectures and guided classroom activities; however, it is possible that some students will not be able to attend face-to-face sessions because of the COVID-19 virus. For this reason, AGEC 3331 will follow this structure:

- Tuesday: LAST NAMES A-G: In-class lecture on the week’s topic (streamed & recorded using Collaborate),
- Thursday: LAST NAMES H-Z: In-class activity (recorded and posted after class) or a second in-class lecture (streamed & recorded using Collaborate)
- Only come to in class lecture on your assigned day. You do not have to watch the days of the other last name group.

Policy Regarding In-Class Attendance/Participation
Regular attendance in face-to-face sessions is a vital part of the learning process. I expect students enrolled in AGEC 3331 to attend every scheduled lecture and in-class activity.

Transitioning to Remote Learning
Should the need to transition to remote learning arise, I will develop and post a new syllabus that will describe the changes we will need to make. In the event that we transition to remote learning, the first thing that I will require of each student is an action plan that describes the steps you will take to keep up with the course in the new format. This will be a graded assignment, so please start thinking now about what you will do so that you are prepared.
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 700. The grading scale for the course is as follows:
• To earn an A, you must earn 630-700 points
• To earn a B, you must earn 560-629 points
• To earn a C, you must earn 490-559 points
• To earn a D, you must earn 420-489 points

You will earn points based on your performance on the following tasks:
• Exams: 200 points
• In-Class Exercises: 200 points
• Unit Quizzes: 200 points
• Orientation Assignments: 100 points

Exams
There are two exams scheduled for this course. Each exam is worth 100 points towards a student’s final grade, for a total of 200 points. These exams will be deployed in Connect. You may feel free to use your notes as you take these exams; however, the exams will be timed. You will not have time to look up every answer and complete the exam.
The first exam will cover the material presented between August 24 and October 4. The exam will be made available online at noon on Friday October 9 and must be completed by midnight on Sunday October 11.

The second exam will cover the material presented between October 12 and November 15. The exam will be made available online at noon on Friday November 20 and must be completed by midnight on November 22.

**In-Class Exercises**

Each week, I will guide you through a set of exercises that are related to the week’s topic. The purpose of these exercises is to help you practice applying what you have learned in ways that approximate real farm management problems.

For the most part, you will complete these assignments in class; however, each set of exercises will include one short essay prompt. You may complete this prompt during the lecture period, or you may choose to wait until after class to finish this part of the exercise. I will read every student’s response to the prompt, but will not grade for accuracy or correctness. If I see an incorrect response or a pattern of incorrect responses I will address these in class or via an email to the student.

Each set of in-class exercises must be submitted by the end of the week in which we work on them. For example, we will work on exercises related to some basic accounting principles on August 25th or 27th, so students must submit their work on these exercises by 11:59 pm on August 28. To submit your work, you will make a PDF scan of you responses and submit them via Blackboard.

There are 11 in-class exercises planned for the semester. Each set of exercises will be worth 20 points towards your final grade for a total of 200 points. This means that that you can forget to turn in one set of in-class exercises before your grade is penalized.

**Unit Quizzes**

As we progress through the course, I will deploy a quiz in Connect to assess your knowledge over a unit of information. For example, the first quiz covers basic accounting and financial statements. These quizzes will be deployed in Connect and are meant to assess how much information you are retaining as we move through the course and to help you prepare for the two exams.

You will be given one attempt to successfully complete each quiz. There are four such quizzes planned for the semester and each quiz is worth 50 points toward your final grade for a total of 200 points. Like the exams, you may use your notes on the quizzes. Unlike the exams, the quizzed will not have a time limit; however, I encourage you to make an effort to answer questions on the quizzed without notes so that you are prepared for the exams.

**Orientation Assignments**

During the first week of class, you will be required to complete a set of assignments designed to help you prepare to successfully complete this course. The first of these assignments is a Course & Academic Policies Statement “Quiz” by which students will indicate that they have read and understand the content presented in the course syllabus. The second assignment is to register for access to the McGraw-Hill Connect 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 11:59 pm on Friday, August 21.

**Attendance Policies**

**NOTE:** What is written here is my general policy on attendance. For attendance policies related to the COVID-19 virus, please read the information given on pages 2 & 3 of this syllabus.

Regular attendance in face-to-face sessions is a vital part of the learning process. For this reason, I expect students enrolled in AGEC 3331 to attend every scheduled lecture and in-class activity.

**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.

**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.

**Policy on Missing a Due Date**

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 assignment or quiz must be completed by the date and time announced in class, on Blackboard, or in the syllabus. 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 November 20 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: Blackboard is down

Dear Ms. Ratliff,

I tried to log in to Blackboard to submit a reading quiz, 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 Handbook⁵.

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 website iii. 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
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 by filling out this incident formv.

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 Angelo State’s Title IX websitev.

Course Schedule

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<th>Dates</th>
<th>Topic</th>
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<tbody>
<tr>
<td>1</td>
<td>August 17-23</td>
<td>Course Orientation</td>
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<tr>
<td>2</td>
<td>August 24-30</td>
<td>Basic accounting principles</td>
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<td>3</td>
<td>August 31- September 6</td>
<td>Balance sheet terms &amp; principles</td>
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<td>4</td>
<td>September 7-13</td>
<td>Income statement terms &amp; principles</td>
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<td>5</td>
<td>September 14-20</td>
<td>Estimating &amp; recording depreciation</td>
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<td>6</td>
<td>September 21-27</td>
<td>Farm Business Analysis, pt. 1</td>
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<td>7</td>
<td>September 28- October 4</td>
<td>Farm Business Analysis, pt. 2</td>
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<td>8</td>
<td>October 5-11</td>
<td>Exam 1</td>
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<td>9</td>
<td>October 12-18</td>
<td>Crop enterprise budgets</td>
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<td>10</td>
<td>October 19-25</td>
<td>Livestock enterprise budgets</td>
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<td>11</td>
<td>October 26- November 1</td>
<td>Partial budgeting</td>
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<td>12</td>
<td>November 2-8</td>
<td>Cash flow budgets</td>
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<td>Week</td>
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<td>13</td>
<td>November 9-15</td>
<td>Principles of risk management</td>
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<td>14</td>
<td>November 16-22</td>
<td>Exam 2</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 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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5. [https://www.angelo.edu/services/title-ix/](https://www.angelo.edu/services/title-ix/)