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
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.

Assessment of Student Learning Outcomes
Assessment of learning outcomes will be primarily by evaluation of assignments. No late work will be accepted for credit.

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 access to a computer with the capacity to access the internet, play videos, and audio content. Students must also have access to a webcam. Additionally, assignments will require both Microsoft software as well as PDF maker software.

Communication

Faculty will respond to email and/or telephone messages within 24 hours during working hours Monday through Friday. Weekend messages may not be returned until Monday.

Written communication via email: All private communication will be done exclusively through your ASU email address. Check frequently for announcements and policy changes. In your emails to faculty, include the course name and section number in your subject line.

Virtual communication: Office hours and/or advising may be done with the assistance of the telephone, Collaborate, Skype, etc.

ATTENDANCE:

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

Content and Grading

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

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Percent of Grade</th>
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</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 % of points
- B = 80.00-89.99 % of points
- C = 70.00-79.99 % of points
- D = 60.00-69.99 % of points
- F = 0-59.99 % of points (Grades are not rounded up)
Classroom Decorum
Students are asked to place cell phones on silent mode. **Text messaging during class/lab is not permitted.** If texting occurs, student will be warned once and then asked to leave classroom. No food consumption or tobacco use class. Please refrain from talking to other students during lecture unless part of a classroom exercise. 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 in lab 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.

**DUE DATES:**
A copy of a current, 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 August 28th.

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., and converted to pdf unless otherwise instructed).

**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 of 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.

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.7

Required Use of Masks/Facial Coverings by Students
As a member of the Texas Tech University System, Angelo State University has adopted the mandatory Facial Covering Policy8 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.
 Modifications to the Syllabus

This syllabus, including grade evaluation and course schedule, is subject to modification. In particular, the COVID-19 pandemic may require significant changes in course delivery and content on potentially short notice.

Course Schedule

Instructor will announce assignment due dates in class (as well as post the due dates on the Blackboard Course Calendar as they get scheduled). Once scheduled, the instructor will try and adhere to this schedule as close as possible; these dates are subject to change - The instructor will communicate any change in assessment dates via email to your angelo.edu email address. Please check your email daily for any course updates or announcements.

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/content/files/14206-op-1019-student-absence-for-observance-of
7 https://www.angelo.edu/services/title-ix/
8 http://www.texastech.edu/downloads/ttus-policy-face-coverings.pdf