

# Course Syllabus

## AGEC 6331 – Farm Business Management

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### Instructor

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Office Location: #219, Vincent Building

Office Hours: Monday-Thursday, 2:30-3:30 pm, by appointment, or at any time that I am in my office (feel free to knock if the door is closed).

### Course Description

This course will provide students with an overview of the specific concepts and skills related to the management of farms and ranch enterprises. Students can expect to learn how to build budgets, create financial statements, and use both budgets and financial statements to better manage a farm or ranch business.

### Meeting Time & Location

This is an online class. As such, it has no official meeting time or location.

### Prerequisite or Co-Requisite Courses

There are no prerequisite courses for a student to complete before enrolling in AGEC 6331, nor are there any co-requisite courses that a student must be enrolled in at the same time. That said, I do expect that student enrolled in AGEC 6331 have prior experience with the mathematic and algebraic concepts and skills taught in an introductory college algebra or finite mathematics course.

### Prerequisite Skills

The mathematic and algebraic skills that a student should possess before enrolling in AGEC 6331 include:

- The ability to calculate and interpret the ratio of two values;
- The ability to calculate and interpret the slope of a line;
- The ability to solve for an unknown variable in an equation;
- The ability to take given numerical information, and an equation, calculate a solution.

The technology and computer skills that a student should possess before enrolling in AGEC 6331 include:

- The ability to access and navigate Internet websites.
- The ability to view media such as YouTube videos.
- Proficiency with Microsoft Word.
- The ability to convert a document created in Word or a similar program into a .pdf file.
- The ability to upload a document to the course website in Blackboard.

Students should be aware that documents created using Pages (a word processing tool for Apple devices) will not display correctly in Blackboard. I will consider any work submitted to Blackboard with a .pages extension as incomplete. Such work will receive a grade of zero until it is resubmitted in a readable format and will be subject to any applicable late penalties.

## 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*

Students working on their M.S. in Animal Science or their Master's in Agriculture (M.Ag.) should expect to make progress in the following areas:

1. Understanding the business planning & organization process
2. Understanding & using financial statements

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

## Course Delivery

This is an online course that will be delivered asynchronously via [Blackboard](#). **Error! Bookmark not defined.** If you choose, you can complete this course without visiting the ASU campus.

## Required Texts and Materials

The required textbook for this course is:

Kay, R., W. Edwards, and P. Duffy. 2020. Farm Management, 9<sup>th</sup> Ed. McGraw-Hill Education.

## Grading

Your final grade in this course 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 900-1000 points
- To earn a B, you must earn 800-899 points
- To earn a C, you must earn 700-799 points
- To earn a D, you must earn 600-699 points

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

- Exams: 400 points
- Practice Assignments: 300 points
- Reflection Assignments: 100 points
- Course Entry Assignments: 100 points
- Course Exit Assignment: 100 points

There are 300 points that are entirely effort based in the course. For this reason, I will not round an individual student's grade up to the next letter.

## **Assignment Descriptions**

### *Exams*

There are four exams scheduled for this course. Each exam is worth 100 points towards a student's final grade, for a total of 400 points. You will normally have 1 week to work on and submit an exam. The planned dates for these exams can be found in the course schedule published at the end of this syllabus and on the course page on Blackboard. Exams are not cumulative and each exam will focus on a single unit of material.

### *Practice Assignments*

There are 10-14 out of class assignments planned for this course. Each assignment will be worth 30 points and I will count each student's highest 10 assignment grades toward their final course grade, for a total of 300 points. These assignments will be made available for students to access on Blackboard and students will submit their work for grading through Blackboard. Students can expect each assignment to take anywhere from 1-3 hours to complete.

### *Reflection Assignments*

There are 10-14 reflection assignments planned for this course. Each of assignment will be worth 10 points toward a student's final grade. The grades for these assignments are entirely effort based. If a student submits a response to the reflection prompt they will receive full credit. Students are encouraged to respond to every prompt that is assigned during the semester, but will only be graded on their response to 10 of these assignments, for a total of 100 points toward their final grade.

### *Course Entry Assignments*

Students enrolled in AGEC 6331 must complete two course entry assignments at the beginning of the semester. The first of these 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 of these is a brief introductory essay or video in which you will tell me a bit about yourself, any experience you have that is relevant to farm management, and what you hope to learn this semester.

Both of these assignments are worth 50 points, for a total of 100 points toward a student's final grade. The grades for these assignments are effort based. If a student completes these assignments, they will receive full credit for them.

### *Course Exit Assignment*

The final assignment in this course is a final reflection on the course. In this assignment you will reflect on what you have learned this semester, how effective the course and the instructor communicated this knowledge, and you may provide suggestions for future improvements to the course if you wish. This assignment is worth 100 points toward a student's final grade and is entirely effort based. If a student completes this assignment, they will receive full credit.

## **Late Work 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 assignment must be completed by the date and time announced in class and on Blackboard. You may complete and submit any assignment after its 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 5 at 11:59 pm.

### **Requesting an Extension or Change in 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. Please be aware that I will not usually accommodate an illness without either documentation that a student has seen a doctor or an official letter requesting accommodation from the University.

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 extensions; however, I usually give every student one “free”, no-questions-asked extension. Use this freebie wisely.

### **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 missing a conflicting assignment due date. See ASU Operating Policy 10.19 [Student Absence for Observance of Religious Holy Day<sup>i</sup>](#) for more information.

### **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 Dr. Wright,

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]

## **Additional Policies Related to This Course**

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

- [Angelo State University Student Handbook](#)<sup>ii</sup>
- [Angelo State University Catalog](#)<sup>iii</sup>

## **Academic Integrity and Misconduct**

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](#).<sup>iv</sup>

## **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](mailto:ADA@angelo.edu). For more information about the application process and requirements, visit the [Student Disability Services website](#).<sup>v</sup> The employee charged with the responsibility of reviewing and authorizing accommodation requests is:

Dr. Dallas Swafford  
Director of Student Disability Services  
Office of Student Affairs  
325-942-2047  
[dallas.swafford@angelo.edu](mailto: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](#)<sup>vi</sup> for more information.

## **Plagiarism**

Plagiarism is a serious topic covered in ASU's [Academic Integrity policy](#)<sup>vii</sup> 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, assignments, 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.

All work submitted by any student is subject to be evaluated for originality. Resources to help you understand this policy better are available at the [ASU Writing Center](#).<sup>viii</sup>

### **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 Miller, J.D. You may submit reports in the following manner:

Online: [Incident Reporting Form](#)<sup>ix</sup>

Face to Face: Mayer Administration Building, Room 210

Phone: 325-942-2022

Email: [michelle.miller@angelo.edu](mailto:michelle.miller@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 the [Title IX website](#).<sup>x</sup>

### **Information about COVID-19**

Please refer to ASU's [COVID-19 \(Coronavirus\) Updates](#)<sup>xi</sup> web page for current information about campus guidelines and safety standards as they relate to the COVID-19 pandemic.

All students are expected to perform a wellness screening prior to coming to setting foot on campus. Any student that is experiencing COVID-19 symptoms should report their symptoms through the wellness screening app and then report to a COVID-19 testing location to be tested for the virus. Such students will be exempted from the requirement to attend class in person until they receive a negative test result. In addition, such students will be eligible to receive accommodations related to any exams or other in-class work they might miss while they are waiting for a test result or are quarantined.

### **Modifications to the Syllabus**

This syllabus, including grade evaluation and course schedule, is subject to modification on potentially short notice based on developing circumstances. 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 is currently published online.

## Course Schedule

A course schedule will be made available to students on Blackboard. Exams are tentatively scheduled for the following weeks:

- September 13-17
- October 11-15
- November 8-12
- December 6-10

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<sup>i</sup> <https://www.angelo.edu/content/files/14206-op-1019-student-absence-for-observance-of>

<sup>ii</sup> <https://www.angelo.edu/current-students/student-handbook/>

<sup>iii</sup> <https://www.angelo.edu/academics/catalog/>

<sup>iv</sup> <https://www.angelo.edu/live/files/27603-student-handbook-2020-21#page=96>

<sup>v</sup> <https://www.angelo.edu/current-students/disability-services/>

<sup>vi</sup> <https://www.angelo.edu/content/files/14197-op-1011-grading-procedures>

<sup>vii</sup> <https://www.angelo.edu/live/files/27603-student-handbook-2020-21#page=96>

<sup>viii</sup> [https://www.angelo.edu/current-students/writing-center/academic\\_honesty.php](https://www.angelo.edu/current-students/writing-center/academic_honesty.php)

<sup>ix</sup> <https://www.angelo.edu/incident-form>

<sup>x</sup> <https://www.angelo.edu/title-ix>

<sup>xi</sup> <https://www.angelo.edu/covid-19/>