Department of Agriculture
Stephen F. Austin State University
AGD 400 Senior Seminar
Spring 2018 Syllabus

Instructor: Candis Carraway
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Email: carawaycl@sfasu.edu
Office Hours: Wednesdays 9-11 or 2-4 (or by scheduled appointment)
Office: Ag Building, Room 112
Department: Agriculture
Class Time and Place Wednesday from 12:00 to 12:50 p.m. in Agriculture 110

Course Description: This course is designed to provide the student with information needed to transition from the college environment to a professional career in the industry of agriculture. Specifically this course will address current trends shaping career opportunities, resume development, interviewing skills, research and development activities, professional organizations, personal investing and retirement planning, community development and service opportunities, and critical issues facing agriculture.

Text: There is no text required for this course.

Program Learner Outcomes:

1. Technical Thinking - The student will demonstrate competence of technical subject matter in the agriculture industry.
2. Communication - The student will demonstrate effective oral and written communication skills.
3. Leadership - The student will exhibit leadership and other interpersonal skills needed for career placement and advancement.
4. Critical Thinking - The student will exhibit problem solving skills based on quantitative and analytical reasoning.
5. Critical Skills - The student will demonstrate knowledge of creating materials to assist in securing a job and career planning.

Cheating/Plagiarism: This course will follow standards set forth by the university regarding cheating and plagiarism.

Late Work: Late work WILL NOT be excepted unless prior arrangements were made or an unpreventable emergency occurred. All late work will receive a reduction of 20% each week it is late. Even one day late will constitute a week so 1-7 days late is a reduction of 20%, 8-14 days late is a reduction of 40%, 15-21 days late is a reduction of 60%, etc…

Grades for the course will be based on the following criteria:
Each assignment, discussion, quiz, exam, and project will be assigned a point value. Grades are calculated on a percentage basis. Thus, at the end of the semester the points you earned divided by the total points available will give you your percentage.

A = 90% to 100%
B = 80% to 89%
C+ = 70% to 79%
D = 60% to 69%
F = below 60%

Attendance:
Attendance is mandatory. Students will sign an attendance sheet each class meeting as record of their attendance. It is each individual student’s responsibility to ensure they sign the daily attendance record, as failure to do so is documented as an absence. For absences to be considered excused, advanced notice is preferred, documentation upon return to class is required. Only excused absences will be allowed to make up missed work, including homework assignments, quizzes, exams, and projects. Absence which are considered excused are 1.) Approved University activities (require documentation from sponsor and advanced notice) 2.) Death or major illness of an immediate family member (requires documentation and notice as soon as possible), 3.) Major illness of yourself (require doctors note). If you miss class for any other reason and feel your absence should be excused you must provide me with a typed memo explaining why the absence should be excused and provide appropriate documentation. This memo must be provided within one week of the absence. All other absence are considered unexcused.

More than two unexcused absences will result in the loss of five percentage points from your final grade average for each additional absences. In other words you are allowed two unexcused absences after two absences you will start losing points on your final grade average.

It is important that you arrive to class on time. If you are more than five minutes late you will be considered absent. If you are tardy (within 5 minutes late) three times it will be considered an unexcused absence.

Make-Up Assignments: There will be no make-up assignments for missed tests or assignments unless you notify me before the test and explain why you can’t be there with proper documentation for your absence (teacher note, etc.). If you have an unforeseen circumstance, you must provide documentation that excuses your absence (doctor’s note, death certificate, police report, etc.) In either case the exam must be taken or arrangements made to take the exam no later than 2 days after the initial exam was scheduled. Failure to follow this procedure will result in a 0 (zero) grade for any missed hour exam. It is your responsibility to make arrangements to take a make-up exam.

Academic Integrity (A-9.1)
Please copy and paste the following information regarding Academic Integrity into your syllabus. In addition, you may include your own guidelines for academic integrity as appropriate.

Academic integrity is a responsibility of all university faculty and students. Faculty members promote academic integrity in multiple ways including instruction on the components of academic honesty, as well as abiding by university policy on penalties for cheating and plagiarism.

**Definition of Academic Dishonesty**
Academic dishonesty includes both cheating and plagiarism. Cheating includes but is not limited to (1) using or attempting to use unauthorized materials to aid in achieving a better grade on a component of a class; (2) the falsification or invention of any information, including citations, on an assigned exercise; and/or (3) helping or attempting to help another in an act of cheating or plagiarism. Plagiarism is presenting the words or ideas of another person as if they were your own. Examples of plagiarism are (1) submitting an assignment as if it were one's own work when, in fact, it is at least partly the work of another; (2) submitting a work that has been purchased or otherwise obtained from an Internet source or another source; and (3) incorporating the words or ideas of an author into one's paper without giving the author due credit.

Please read the complete policy at [http://www.sfasu.edu/policies/academic_integrity.asp](http://www.sfasu.edu/policies/academic_integrity.asp)

**Withheld Grades Semester Grades Policy (A-54)**

*Please copy and paste the following information regarding Withheld Grades into your syllabus.*

Add additional information as needed to meet your departmental or course needs.

Ordinarily, at the discretion of the instructor of record and with the approval of the academic chair/director, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F. If students register for the same course in future terms the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average.

**Students with Disabilities**

*Please copy and paste the following statement and place in your course syllabus.*

To obtain disability related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Human Services Building, and Room 325, 468-3004 / 468-1004 (TDD) as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services in a timely manner may delay your accommodations. For additional information, go to [http://www.sfasu.edu/disabilityservices/](http://www.sfasu.edu/disabilityservices/).
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<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Assignments Due</th>
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<tbody>
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<td>Wednesday 1/17/18</td>
<td>Course Overview and Introductions</td>
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<td>Wednesday 1/24/18</td>
<td>Career Services Presentation</td>
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<td>Wednesday 1/31/18</td>
<td>Graduate School, Career Outlook</td>
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<td>Wednesday 2/7/18</td>
<td>Resumes and Cover Letters</td>
<td>Job Research Paper</td>
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<td>Wednesday 2/14/18</td>
<td>Interviews and Follow Up Letters</td>
<td>Resume and Cover Letter First Draft</td>
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<td>Wednesday 2/21/18</td>
<td>Comparing Job Offers</td>
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<td>Wednesday 2/28/18</td>
<td>Insurance</td>
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<td>Wednesday 3/7/18</td>
<td>Financial Planning</td>
<td>Resume and Cover Letter Final Draft</td>
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<td>Wednesday 3/14/18</td>
<td><strong>Spring Break</strong></td>
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<td>Wednesday 3/21/18</td>
<td>Budgeting and Establishing Credit</td>
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<td>Wednesday 3/28/18</td>
<td>Exam</td>
<td>Weekly Expenditures Reflection</td>
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<td>Wednesday 4/4/18</td>
<td><strong>Career Development Events</strong></td>
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<td>Wednesday 4/11/18</td>
<td>Developing as a Professional</td>
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<td>Wednesday 4/18/18</td>
<td>Service Organizations and Community Development</td>
<td>Mock Interview Critiques</td>
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<td>Wednesday 4/25/18</td>
<td>Alumni Presentation</td>
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<td>Wednesday 5/2/18</td>
<td>Life after SFA</td>
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<td>Monday 5/7/18 1-3 p.m.</td>
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<td>Final Exam</td>
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