Instructor: Candis Carraway  
Phone: (936)468-4425  
Email: carrawaycl@sfasu.edu  
Office Hours: Wednesdays 8:30-11:30 or 4:00-5:00 (or by scheduled appointment)  
Office: Ag Building, Room 112  
Department: Agriculture  
Class Time and Place: Wednesday from 1:00 p.m. to 2:50 p.m. in Agriculture 117

Course Description: This is a special topics course that will explore aspects of managing youth organizations in Agricultural Education. Topics will include Developing a Program of Activities, promoting the program, student leadership training, fundraising, and development of policies.

Course Credit Justification: This is a two credit course and meets for lecture/class two hours per week. Students are expected to spend two hours each week preparing for class by reading assigned articles/procedures/rules or watching assigned videos. They are expected to spend at least an additional two hours per week completing assignments.

Text: There is no text required for this course. All materials will be provided.

Program Learner Outcomes:

1. Technical Thinking - The student will demonstrate competence of technical subject matter in agricultural education.
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 managing youth organizations in agricultural education.

Student Learning Outcomes:

1. Create a Social Media Plan for a youth organization.
2. Write a newsletter article.
3. Plan a recruitment/retention activity.
4. Prepare a meeting agenda.
5. Create a Community Service Activity Plan.
**Cheating/Plagiarism:** This course will follow standards set forth by the university regarding cheating and plagiarism. In the case a student is found to have cheated or plagiarized they will fail the course.

**Academic Integrity (A-9.1)**
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)

**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 result in 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**. Attendance will be taken and recorded by the instructor or TA. 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. Absences 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 (requires a doctor’s 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 absences are considered unexcused.

More than two unexcused absences will result in the loss of ten percentage points (a letter grade) from your final grade average for each additional absence. 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.

Withheld Grades Semester Grades Policy (A-54)
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
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/.
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Assignments:

**Quizzes:** (500 points – 100 points per quiz) In total five quizzes will be taken on D2L and will count 100 points for each quiz. Students will be required to take the quizzes outside of class time.

**Social Media Plan Proposal:** (100 points) Each student will prepare a social media plan for a youth organization scenario. More details will be provided.
Recruitment/Retention Activity Plan: (100 points) Each student will create a plan for a recruitment or retention activity for a youth organization. More details will be provided on the assignment sheet.

Meeting Agenda: (50 points) Each student will prepare a meeting agenda utilizing proper order of business based on parliamentary procedure. More details will be provided on the assignment sheet.

Alumni Newsletter Proposal: (50 points) In order to practice the public relations skills learned in this course each student will write an article that could be included in an alumni newsletter. For this assignment each student will propose two possible article topics. A proposal format will be provided.

Officer Training Plan: (100 points) Each student will create an Officer Training Plan for this course. More details will be provided on the assignment sheet.

Community Service Activity Plan: (100 points) Each group of students will create a Community Service Plan. More details will be provided on the assignment sheet.

Program of Activities Form 1 and 2: (100 points) Each student will complete Form 1 and 2 of a Program of Activities. More information will be provided during the Program of Activities lecture.

Alumni Newsletter First Draft: (100 points) Each student will turn in a rough draft of an Alumni Newsletter article. This paper will be edited and feedback provided before the final draft is due.

CDE Reflection Paper: (100 points) Each student will be required to assist with one of the 17 Career Development Events that we host in Nacogdoches. Each student will write a reflection of the Career Development Event that they assisted in conducting. More details will be provided on the assignment sheet.

Alumni Newsletter Final Draft: (100 points) Each student will revise their Alumni Newsletter article and then resubmit it.