Instructor: Don McGuffin
Email: donald.mcguffin@sfasu.edu
Office Phone: (936) 468-4250
Office: Agricultural Engineering Technology Building, enter on west side
Office Hours: Monday, Wednesday and Friday 9:00 am to 11:00 am or by appointment
Department: Agriculture
Class meeting time and place: MWF 8:00 – 8:50 – Agriculture Building, Room 110.
Lab meeting times and place: M 1:00 – 2:50 & 3:00–4:50, W 1:00-2:50 & 3:00 – 4:50 – Ag Engineering Technology Building, Room 110

As the instructor, I will make myself available regularly. I will reply to emails in a timely manner. However, I do not check my email at night or on weekends so if you email me at these times do not expect a response until the next business day.

Course Description
AGET 1320/1120 is an introductory course designed to acquaint students with a wide range of basic concepts, principles, procedures, and applications of engineering and machinery used in agriculture. Emphasis is on fundamental principles and application to agricultural operations.

Program Learning Outcomes
1. The student will demonstrate competence of technical subject matter (technical)
3. The student will exhibit problem solving skills. (Problem Solving)
4. The student will demonstrate effective communication skills. (Communication)
5. The student will exhibit leadership and other interpersonal skills needed for career placement and advancement. (Leadership)

Student Learning Outcomes
Learn safety procedures associated with Ag Engineering Technology
Learn proper and safe tool usage in Ag Engineering Technology applications
Develop basic understanding of fasteners and their uses
Learn basic plumbing techniques
Calculate concrete volume and cost
Understand and apply basic electrical concepts and principles
Understand basic operating principles of internal combustion engines
Develop basic understanding of agricultural machinery
Identify common framing systems
Learn types of wood and uses
Understand common hot and cold metal working methods
Text and Materials There is no text required for this course. All course materials will be disseminated through lecture and lab portions of this course. Brightspace D2L will be used for much of the delivery of materials for this course.

Course Calendar

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<td>9/4, 9/6, 9/8</td>
<td>Hand Tool ID and Usage</td>
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<td>3</td>
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<td>Building and Structures Basics</td>
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<td>11/6, 11/8, 11/10</td>
<td>Basics of Fencing</td>
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<td>11/13, 11/15, 11/17</td>
<td>Types and Selection of Wood</td>
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<td>11/27, 11/29, 12/1</td>
<td>Cold and Hot Metal Processes</td>
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<td>14</td>
<td>12/4, 12/6, 12/8</td>
<td>Hot Metal Processes, Semester Exam Review</td>
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<td>15</td>
<td>Monday 12/11 – 8 am to 10 am</td>
<td>SEMESTER EXAM</td>
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Course Requirements

Assignments 400 points
Four Major Exams 400 points
Lab Project & Activities 300 points
Semester Exam 100 points
TOTAL 1200 points

Grading Policy

Each assignment, quiz, exam, and lab exercise will be assigned a point value. Grades are calculated on total points earned for the semester. Thus, at the end of the semester the points you earned will be divided by the total points available. This point total will give your grade according to the following scale:

A = 1080 to 1200 points
B = 960 to 1079 points
C = 840 to 959 points
D = 720 to 839 points
F = 719 points and below

** All grades will be posted on the Brightspace D2L Grades page for AGET 1320 **
AGET 1120 LAB REQUIREMENTS
All students will be required to purchase their own personal pair of safety glasses to participate in shop activities. The safety glasses must meet the ANSI Z87.1 standard which specifies that the safety glasses can withstand an impact test. These glasses can be purchased locally at Wal-Mart, Lowe’s, Harbor Freight and other locations. Cost is generally between $2.00 and $10.00. This is considered a necessity for minimal eye protection.

ATTENDANCE AND PUNCTUALITY POLICY (SFA Policy 6.7)
Attendance and punctuality are core skills to have as an engaged student and for a successful career.
Attendance will be taken for each class meeting.
When possible, excused absences can be approved before the actual absence. Excuses can be provided as a hard copy or electronically. As per SFASU policy, documentation for excused absences is due within ten days of the absence.

For reference, below are examples of excused absences.
1. Approved university activities (require documentation from sponsor and advanced notice, see below)
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 an email memo explaining why the absence should be excused and provide appropriate documentation. This memo must be provided within 10 days of the absence. All other absences will be considered unexcused.

**Excessive absences can lead to poor academic performance.**

** IT WILL BE YOUR RESPONSIBILITY TO MAKE UP ALL ASSIGNMENTS, QUIZZES, TESTS OR LAB ASSIGNMENTS WITHIN ONE WEEK OF THE ABSENCE(S). **

Academic Integrity (4.1)
The Code of Student Conduct and Academic Integrity outlines the prohibited conduct by any student enrolled in a course at SFA. It is the responsibility of all members of all faculty, staff, and students to adhere to and uphold this policy.

Articles IV, VI, and VII of the new Code of Student Conduct and Academic Integrity outline the violations and procedures concerning academic conduct, including cheating, plagiarism, collusion, and misrepresentation.
Cheating includes, but is not limited to:
(1) Copying from the test paper (or other assignment) of another student
(2) Possession and/or use during a test of materials that are not authorized by the person giving the test
(3) Using, obtaining, or attempting to obtain by any means the whole or any part of a non-administered test, test key, homework solution, or computer program, or using a test that has been administered in prior classes or semesters without permission of the Faculty member
(4) Substituting for another person, or permitting another person to substitute for one’s self, to take a test
(5) Falsifying research data, laboratory reports, and/or other records or academic work offered for credit
(6) Using any sort of unauthorized resources or technology in completion of educational activities.

Plagiarism is the appropriation of material that is attributable in whole or in part to another source or the use of one’s own previous work in another context without citing that it was used previously, without any indication of the original source, including words, ideas, illustrations, structure, computer code, and other expression or media, and presenting that material as one’s own academic work being offered for credit or in conjunction with a program course or degree requirements.

Collusion is the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any provision of the rules on academic dishonesty, including disclosing and/or distributing the contents of an exam.

Misrepresentation is providing false grades or résumés; providing false or misleading information in an effort to receive a postponement or an extension on a test, quiz, or other assignment for the purpose of obtaining an academic or financial benefit for oneself or another individual or to injure another student academically or financially.

**Student Conduct**
Students are expected to assist in maintaining a classroom environment which is conducive to learning. In order to assure that all students have an opportunity to gain from time spent in class, unless otherwise approved by the instructor, students are prohibited from using cellular phones or beepers, eating in class, making offensive remarks, reading newspapers, sleeping, or engaging in any other form of distraction. Inappropriate behavior in the classroom shall result in, minimally, a request to leave the classroom. The use of all tobacco and vape products (included but not limited to cigarettes, cigars, pipes, smokeless tobacco, e-cigarettes, vaporizers, vape pens, hookahs, blunts, pipes, snuff, and all other tobacco or vape related products) is prohibited on all property that is owned, leased, occupied, or controlled by SFASU.
Acceptable Classroom Behavior
Classroom behavior should not interfere with the instructor’s ability to conduct the class or the ability of other students to learn from the instructional program (see Student Conduct Code, policy D-34.1). Unacceptable or disruptive behavior will not be tolerated. Students who disrupt the learning environment may be asked to leave class and may be subject to judicial, academic, or other penalties. This prohibition applies to all instructional forums. The instructor shall have full discretion over what is appropriate/inappropriate in all instructional forums. Students who do not attend classes regularly or who perform poorly may be referred to the SSC Campus Early Alerts program [http://www.sfasu.edu/judicial/earlyalert.asp](http://www.sfasu.edu/judicial/earlyalert.asp). This program provides students with recommendations or other assistance that is available to help SFA students succeed.

Responsible Use of Technology
It is expected that all students will only use cell phones, PDAs, laptop or tablet computers, MP3 players, and related devices outside of class time or when appropriate in class. Answering a cell phone, texting, listening to music, or using a laptop/tablet for matters unrelated to the course may be grounds for dismissal from class or other penalties.

Withheld Grades Semester Grades Policy (5.5)

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 coursework 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 to compute the grade point average. For additional information, go to [https://www.sfasu.edu/policies/course-grades-5.5.pdf](https://www.sfasu.edu/policies/course-grades-5.5.pdf).

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 promptly may delay your accommodations. For additional information, go to [http://www.sfasu.edu/disabilityservices/](http://www.sfasu.edu/disabilityservices/)
**Student Wellness and Well-Being**

SFA values students’ overall well-being, mental health and the role it plays in academic and overall student success. Students may experience stressors that can impact both their academic experience and their personal well-being. These may include academic pressure and challenges associated with relationships, emotional well-being, alcohol and other drugs, identities, finances, etc.

If you are experiencing concerns, seeking help, SFA provides a variety of resources to support students’ mental health and wellness. Many of these resources are free, and all of them are confidential.

**On-campus Resources**
The Dean of Students Office (Rusk Building, 3rd floor lobby) [www.sfasu.edu/deanofstudents](http://www.sfasu.edu/deanofstudents)
936.468.7249
dos@sfasu.edu

SFA Human Services Counseling Clinic Human Services, Room 202
[www.sfasu.edu/humanservices/139.asp](http://www.sfasu.edu/humanservices/139.asp)
936.468.1041

The Health and Wellness Hub “The Hub”
Location: corner of E. College and Raguet St.
To support the health and well-being of every Lumberjack, the Health and Wellness Hub offers comprehensive services that treat the whole person – mind, body and spirit. Services include:
- Health Services
- Counseling Services
- Student Outreach and Support
- Food Pantry
- Wellness Coaching
- Alcohol and Other Drug Education [www.sfasu.edu/thehub](http://www.sfasu.edu/thehub)
  936.468.4008
  thehub@sfasu.edu

**Crisis Resources**
- Burke 24-hour crisis line: 1.800.392.8343
- National Suicide Crisis Prevention: 9-8-8
- Suicide Prevention Lifeline: 1.800.273.TALK (8255)
- johCrisis Text Line: Text HELLO to 741-741