Instructor: Candis Carraway
Phone: (936)468-4425
Email: carrawaycl@sfasu.edu
Office: Ag Building, Room 112
Office Hours: Monday & Wednesdays 8:00-10:00 & 1:30-2:30 or by appointment
Department: Agriculture
Class Time and Place  Wednesday from 3:00 to 4:50 in Agriculture 117

Course Description: This course will explore aspects of managing youth organizations in Agricultural Education. Topics will include developing a Program of Activities, promoting the program through public relations, student leadership training, planning meetings, 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.

In this course you are not allowed to use ChatGPT or other AI programs. The use of such a program shall be considered cheating and can result in failing the course. There is technology built into this course that can detect the use of ChatGPT or other AI programs.

**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.

Reference: HOP policy 04-106
**Late Work:** Late work **WILL NOT** be accepted 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…

**Make-Up Tests/Quizzes:** There will be no make-up tests/quizzes for missed tests or quizzes unless you notify me before the test/quiz 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 test/quiz must be taken or arrangements made to take the exam/quiz no later than 2 days after the initial exam/quiz was scheduled. Failure to follow this procedure will result in a 0 (zero) grade for any missed exam/quiz. It is your responsibility to make arrangements to take a make-up exam.

**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%

**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.

**Electronics:** Research published in April 2016 (The Pen Is Mightier than the Keyboard: Advantages of Longhand over Laptop Note Taking), researchers found that when students use computers or tablets to take notes in class, they performed worse than their handwriting counterparts. Why? Because typing forces you to copy verbatim while hand writers are forced to synthesize and process information because they write slower. WOW! Also, computers are distracting to other students. I’ve seen students Snapchat in class, and I’ve even gotten emails from students DURING class! Therefore, computers, tablets, phones, electronic devices, etc. will not be allowed to be used in class.
You are about to be in the professional world and employers do not want you on your electronics all day. This semester can start your transition into a professional and detox from electronics/cellphones. NO ELECTRONICS/CELL PHONES during class (Dr. Carraway’s version).

**Attendance:**
Attendance is **mandatory**. Attendance will be taken each time the class meets. 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 absences. All other absence are considered unexcused.

**More than two unexcused absences will result in the loss of ten percentage points 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.

**Student Responsibilities:**
- Attend all lectures (See Attendance above) and actively participate in class discussions
- Read required materials **prior to lecture**
- Restrict discussion in class to material in hand and related topic
- Meet all announced deadlines for assignments

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/

**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 the 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, including electronic/online
forums, classroom meetings, labs, discussion groups, field trips, etc. The instructor shall have full discretion over what behavior is appropriate/inappropriate in the classroom. Students who do not attend class regularly or who perform poorly on class projects/exams may be referred to the Early Alert Program http://www.sfasu.edu/judicial/earlyalert.asp. This program provides students with recommendations for resources or other assistance that is available to help SFA students succeed.

**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/](http://www.sfasu.edu/disabilityservices/).

SFASU values students’ mental health and the role it plays in academic and overall student success. 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:**

**SFASU Counseling Services**
www.sfasu.edu/counselingservices
3rd Floor Rusk Building
936-468-2401

**SFASU Human Services Counseling Clinic**
www.sfasu.edu/humanservices/139.asp
Human Services Room 202
936-468-1041

Burke 24-hour crisis line 1(800) 392-8343
Suicide Prevention Lifeline 1(800) 273-TALK (8255)
Crisis Text Line: Text HELLO to 741-741
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