

**AOM4933**  
**PROFESSIONAL PRACTICES IN AGRICULTURAL OPERATIONS**  
**MANAGEMENT**  
**SPRING 2026**  
**IN-PERSON**

1. **Catalog Description:** *1 credit.* Professionalism and interfacing of technical skills. Topics include ethics, continuing education, placement skills and professional development in agricultural operations management.
2. **Instructor:** Dr. Adam Watson
  - a. Office location: 113 Frazier Rogers Hall
  - b. Telephone: 352-294-6740
  - c. E-mail address: [jaw7385@ufl.edu](mailto:jaw7385@ufl.edu)
  - d. Course site: Canvas e-Learning
  - e. Office hours: MWF 7<sup>th</sup> and 8<sup>th</sup> Periods (1:55pm – 3:50pm) or by appointment

Your professor has an open-door policy, so do not hesitate to stop by his office. If he is not in his office, please email him and he will respond. **IMPORTANT:** When contacting the professor, please allow up to 48 hours for a response, not including weekends or holidays.

3. **Meeting Times:** Wednesdays, 6<sup>th</sup> Period (12:50pm – 1:40pm)
4. **Meeting Location:** 110 Frazier Rogers Hall.
5. **Pre-requisites and Co-requisites:** None
6. **Course Objectives:**

The objective of this course is to expose students to some of the many issues that will impart a sense of professional, ethical and societal responsibility upon them, as well as an awareness of the global and international impact of the profession.

Students, upon completing this course, will be able to:

- a. Recognize essential professional practices expected in workplace environments.
  - b. Construct and properly format a résumé and cover letter.
  - c. Evaluate job postings for potential position fit.
  - d. Build a LinkedIn social media profile.
  - e. Apply concepts of ethics, conflict resolution, and time management to professionalism in the workplace.
7. **Technical Support:**

UF Computing Help Desk & Ticket Number: All technical issues require a UF Helpdesk Ticket Number. The UF Helpdesk is available 24 hours a day, 7 days a week. <https://helpdesk.ufl.edu/> | 352-392-4357

## 8. Weekly Course Schedule:

Date	Lecture	Activity	Assignment	Assignment Due Date
14-Jan	Module 1: The Résumé	Lecture & The "Problem" Résumé	HW1 - Résumé 1st draft	25-Jan
21-Jan	Module 2: The Cover Letter	Lecture & The "Bad" Cover Letter	HW2 - Cover letter 1st draft	8-Feb
28-Jan	Module 3: The Job Search	Lecture & Resources		
4-Feb	No Class	UF Career Week (Feb 2-6)	HW3 - Career Fair or Alt. Assignment	8-Mar
11-Feb	Module 4: The Interview	Lecture & The "Mock" Interview		
18-Feb	Guest Lecture	Tom Yeager: Environmental Horticulture		
25-Feb	Module 5: Professional Communication	Lecture & Personalities		
4-Mar	Module 6: Ethics	Lecture & The "Ethical" Decision		
11-Mar	Module 7: Conflict Resolution	Lecture & Conflict Resolution	HW4 - Conflict Resolution	29-Mar
18-Mar	No Class	Spring Break		
25-Mar	Guest Lecture	CCC: Professional Branding and Communication		
1-Apr	Module 8: Time Management	Lecture & Time Management	HW5 - Résumé and cover letter final drafts	5-Apr
8-Apr	Module 9: Presentation Pointers	Lecture & Presentation Pointers Demo		
15-Apr	Module 10: Building a Career	Lecture & LinkedIn Demo	HW6 - LinkedIn Profile	19-Apr
22-Apr	Module 11: Leadership	Lecture & Leadership Development	ePortfolio	22-Apr

**9. Material and Supply Fees:** None

**10. Required Textbooks:** None

**11. Recommended Reading:** None

**12. Software Required:**

- Microsoft Office
- Free online website creation software (e.g., Wix, Google Sites, etc.).

**13. Course Grading Structure:**

	Points	% of Grade
Homework 6 @ 50 pts. each	300	60%
Class Attendance	100	20%
Semester e-Portfolio Project	100	20%
<b>TOTAL</b>	<b>500</b>	<b>100%</b>

#### **14. Grading Scale:**

<b>A</b>	[100.00 – 93.00%]
<b>A-</b>	[92.99 – 90.00%]
<b>B+</b>	[89.99 – 87.00%]
<b>B</b>	[86.99 – 83.00%]
<b>B-</b>	[82.99 – 80.00%]
<b>C+</b>	[79.99 – 77.00%]
<b>C</b>	[76.99 – 73.00%]
<b>C-</b>	[72.99 – 70.00%]
<b>D+</b>	[69.99 – 67.00%]
<b>D</b>	[66.99 – 63.00%]
<b>D-</b>	[62.99 – 60.00%]
<b>E</b>	[59.99 – 0.00%]

#### **15. Academic Policies and Resources:**

Academic policies for this course are consistent with university policies. See <https://syllabus.ufl.edu/syllabus-policy/uf-syllabus-policy-links/>

#### **16. Campus Health and Wellness Resources:**

Visit <https://one.ufl.edu/whole-gator/topics> for resources that are designed to help you thrive physically, mentally, and emotionally at UF.

Please contact [UMatterWeCare](#) for additional and immediate support.

#### **17. Software Use**

All faculty, staff and students of the university are required and expected to obey the laws and legal agreements governing software use. Failure to do so can lead to monetary damages and/or criminal penalties for the individual violator. Because such violations are also against university policies and rules, disciplinary action will be taken as appropriate.

#### **18. Privacy and Accessibility Policies**

- Instructure (Canvas)
  - [Instructure Privacy Policy](#)
  - [Instructure Accessibility](#)
- Zoom
  - [Zoom Privacy Policy](#)
  - [Zoom Accessibility](#)