

AOM4933
PROFESSIONAL PRACTICES IN AGRICULTURAL OPERATIONS
MANAGEMENT
SPRING 2022

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
 - d. Course site: Canvas e-Learning
 - e. Office hours: MWF 7th and 8th 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, 6th 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. **Class/Laboratory Schedule:** Listed assigned meeting times.

| Date | Lecture | Activity | Assignment | Assignment Due Date |
|------|---------|----------|------------|---------------------|
|------|---------|----------|------------|---------------------|

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|--------|--------------------------------------|---|--|--------|
| 5-Jan | Module 1: The Résumé | Lecture & The "Problem" Résumé | HW1 - Résumé 1st draft | 19-Jan |
| 12-Jan | Module 2: The Cover Letter | Lecture & The "Bad" Cover Letter | HW2 - Cover letter 1st draft | 26-Jan |
| 19-Jan | Module 3: The Job Search | Lecture & Resources | | |
| 26-Jan | No Class | UF Career Showcase (Virtual) | HW3 - UF/CALS Career Fair Assignment | 9-Feb |
| 2-Feb | Module 4: The Interview | Lecture & The "Mock" Interview | | |
| 9-Feb | No Class | Day of Gratitude | | |
| 16-Feb | Module 5: Professional Communication | Lecture & Personalities | | |
| 23-Feb | Module 6: Ethics | Lecture & The "Ethical" Decision | | |
| 2-Mar | Module 7: Conflict Resolution | Lecture & Conflict Resolution | HW4 - Conflict Resolution | 9-Mar |
| 9-Mar | No Class | Spring Break | | |
| 16-Mar | N/A | Professional Headshots | Take portraits | |
| 23-Mar | Module 8: Time Management | Lecture & Time Management | HW5 - Résumé and cover letter final drafts | 23-Mar |
| 30-Mar | Module 9: Presentation Pointers | Lecture & Presentation Pointers Demo | | |
| 6-Apr | Module 10: Building a Career | Lecture & LinkedIn Demo | HW6 - LinkedIn Profile | 13-Apr |
| 13-Apr | Module 11: Leadership | Lecture & Leadership Development | HW7 - Leadership | 21-Apr |
| 20-Apr | Module 12: Importance of Knowledge | Lecture & Continuing Education in Your Career | ePortfolio | 22-Apr |
| 27-Apr | No Class | Finals Week | N/A | |

8. Material and Supply Fees: None

9. Textbooks and Software Required:

Microsoft Office, Free online website development software

10. Recommended Reading:

None

11. Course Module Outline:

- 1 **The Résumé**
- 2 **The Cover Letter**
- 3 **The Job Search**
- 4 **The Interview**
- 5 **Professional Communication**
- 6 **Ethics**
- 7 **Conflict Resolution**
- 8 **Time Management**
- 9 **Presentation Pointers**
- 10 **Building a Career**
- 11 **Importance of Knowledge and Continuing Education**
- 12 **Leadership**

12. Grading:

| | Points | % of Grade |
|------------------------------|---------------|-------------------|
| Homework 7 @ 50 pts. each | 350 | 70% |
| Class Attendance | 100 | 20% |
| Semester e-Portfolio Project | 50 | 10% |
| TOTAL | 500 | 100% |

Grading Scale:

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

For information on current UF policies for assigning grade points, see the Grades and Grading Policies section of the [UF Undergraduate Catalog](#).

13. Assignments: Assignments will be marked down for a sloppy presentation and, if excessive, they may be returned un-graded. All assignments must be typed and are due one week from when assigned. Assignments must be submitted via Canvas by 11:59 PM of due date. Assignments submitted late, but before 5:00 PM on the day following the due date, will be marked down 10 percent. Assignments returned late, before 5:00 PM on the second day following the due date will be marked down 50 percent. No assignments will be accepted after 5:00 PM on the third day following the due date

14. Attendance, Expectations, and Make-up Policy: Attendance (on time) at lectures is expected from all students always and will be recorded at every class meeting. It is the responsibility of the student to make his or her presence known at the end of class to receive attendance credit. There are no exams for this course.

To be successful in this course, students are expected to attend all class meetings. Students who are summoned for jury duty, subpoenaed as a witness, sick or have illness, or who are participating in college-sanctioned activities are excused from class(es) during those events with proper documentation (e.g., doctor's note, jury summons/court appearance, instructor letter, etc.). It is the student's responsibility to contact the instructor(s) in advance of any planned absences, and to make arrangements to make-up and complete assignments.

Additional information and UF policies related to attendance and expectations, can be found at: <https://catalog.ufl.edu/UGRD/academic-regulations/attendance-policies/>

15. COVID Response Statements

For face to face courses a statement informing students of COVID related practices such as: We will have face-to-face instructional sessions to accomplish the student learning objectives of this course. In response to COVID-19, the following policies and requirements are in place to maintain your learning environment and to enhance the safety of our in-classroom interactions.

- You are required to wear approved face coverings at all times during class and within buildings. Following and enforcing these policies and requirements are all of our responsibility. Failure to do so will lead to a report to the Office of Student Conduct and Conflict Resolution.
- This course has been assigned a physical classroom with enough capacity to maintain physical distancing (6 feet between individuals) requirements. Please utilize designated seats and maintain appropriate spacing between students. Please do not move desks or stations.
- Sanitizing supplies are available in the classroom if you wish to wipe down your desks prior to sitting down and at the end of the class.
- Follow your instructor's guidance on how to enter and exit the classroom. Practice physical distancing to the extent possible when entering and exiting the classroom.

- If you are experiencing COVID-19 symptoms ([Click here for guidance from the CDC on symptoms of coronavirus](#)), please use the UF Health screening system and follow the instructions on whether you are able to attend class. [Click here for UF Health guidance on what to do if you have been exposed to or are experiencing Covid-19 symptoms.](#)
 - Course materials will be provided to you with an excused absence, and you will be given a reasonable amount of time to make up work. [Find more information in the university attendance policies.](#)

For online course with recorded materials a statement informing students of privacy related issues such as:

Our class sessions may be audio visually recorded for students in the class to refer back and for enrolled students who are unable to attend live. Students who participate with their camera engaged or utilize a profile image are agreeing to have their video or image recorded. If you are unwilling to consent to have your profile or video image recorded, be sure to keep your camera off and do not use a profile image. Likewise, students who un-mute during class and participate orally are agreeing to have their voices recorded. If you are not willing to consent to have your voice recorded during class, you will need to keep your mute button activated and communicate exclusively using the "chat" feature, which allows students to type questions and comments live. The chat will not be recorded or shared. As in all courses, unauthorized recording and unauthorized sharing of recorded materials is prohibited.

16. Online Course Evaluation Process: Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Guidance on how to give feedback in a professional and respectful manner is available at <https://gatorevals.aa.ufl.edu/students/>. Students will be notified when the evaluation period opens, and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via <https://ufl.bluera.com/ufl/>. Summaries of course evaluation results are available to students at <https://gatorevals.aa.ufl.edu/public-results/>.

17. Academic Honesty Policy: All students admitted to the University of Florida have signed a statement of academic honesty committing themselves to be honest in all academic work and understanding that failure to comply with this commitment will result in disciplinary action. This statement is a reminder to uphold your obligation as a UF student and to be honest in all work submitted and exams taken in this course and all others. All work must be original and completed individually.

As a student at the University of Florida, you have committed yourself to uphold the Honor Code, which includes the following pledge: *“We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity.”* You are expected to exhibit behavior consistent with this commitment to the UF academic community, and on all work submitted for credit at the University of Florida, the following pledge is either

required or implied: *"On my honor, I have neither given nor received unauthorized aid in doing this assignment."*

It is assumed that you will complete all work independently in each course unless the instructor provides explicit permission for you to collaborate on course tasks (e.g. assignments, papers, quizzes, exams). Furthermore, as part of your obligation to uphold the Honor Code, you should report any condition that facilitates academic misconduct to appropriate personnel. It is your individual responsibility to know and comply with all university policies and procedures regarding academic integrity and the Student Honor Code. Violations of the Honor Code at the University of Florida will not be tolerated. Violations will be reported to the Dean of Students Office for consideration of disciplinary action. For more information [View the Student Conduct and Honor Codes](#)

- 18. Services for Students with Disabilities:** The Disability Resource Center coordinates the needed accommodations of students with disabilities. This includes registering disabilities, recommending academic accommodations within the classroom, accessing special adaptive computer equipment, providing interpretation services and mediating faculty-student disability related issues. Students requesting classroom accommodation must first register with the Dean of Students Office. The Dean of Students Office will provide documentation to the student who must then provide this documentation to the Instructor when requesting accommodation.

0001 Reid Hall, 352-392-8565, [Disability Resource Center](#)

- 19. Campus Helping Services:** Students experiencing crises or personal problems that interfere with their general wellbeing are encouraged to utilize the university's counseling resources. The Counseling & Wellness Center provides confidential counseling services at no cost for currently enrolled students. Resources are available on campus for students having personal problems or lacking clear career or academic goals, which interfere with their academic performance.

- [University Counseling & Wellness Center](#), 3190 Radio Road, 352-392-1575,
Counseling Services
Groups and Workshops
Outreach and Consultation
Self-Help Library
Wellness Coaching
- *U Matter We Care*, www.umatter.ufl.edu/
- [Career Resource Center](#), First Floor JWRU, 392-1601

Student Complaints:

Residential course: Dean of Students Office [UF Complaints Policy](#)

Online course: Distance Learning [Student Complaint Process](#)

- 20. Software Use:** All faculty, staff and student 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.