

**AOM4933**  
**PROFESSIONAL PRACTICES IN AGRICULTURAL OPERATIONS**  
**MANAGEMENT**  
**SPRING 2020**

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: 263 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. **Class/Laboratory Schedule:** Listed assigned meeting times.

<b>Week</b>	<b>Date</b>	<b>Module</b>	<b>Activity</b>
1	8-Jan	Module 1: The Résumé	Lecture & The "Problem" Résumé

2	15-Jan	Module 2: The Cover Letter	Lecture & The "Bad" Cover Letter
3	22-Jan	N/A	UF Career Showcase
4	29-Jan	Module 3: The Job Search	Lecture & Resources
5	5-Feb	Module 4: The Interview	Lecture & The "Mock" Interview
6	12-Feb	Module 5: Professional Communication	Lecture & Personalities
7	19-Feb	Module 6: Ethics	Lecture & The "Ethical" Decision
8	26-Feb	N/A	Professional Photos
9	4-Mar	Module 7: Conflict Resolution	Lecture & Conflict Resolution
10	11-Mar	Spring Break	No Class
11	18-Mar	Module 8: Time Management	Lecture & Time Management
12	25-Mar	Module 9: Presentation Pointers	Lecture & Presentation Pointers Demo
13	1-Apr	Module 10: Building a Career	Lecture & LinkedIn Demo
14	8-Apr	Module 11: Importance of Knowledge	Lecture & Continuing Education in Your Career
15	15-Apr	Module 12: Leadership	Lecture & Leadership Development
16	22-Apr	Module 13: Sustainability & Corporate Social Responsibility	Lecture & Corporate Social Responsibility

**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**
- 13 **Sustainability and Corporate Social Responsibility**

**12. 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. Additional information and UF policies related to attendance and expectations, can be found in the [Undergraduate Catalog](#).

**13. Grading:**

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

**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](#).

**14. 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

**15. Online Course Evaluation Process:** Student assessment of instruction is an important part of efforts to improve teaching and learning. At the end of the semester, students are expected to provide feedback on the quality of instruction in this course using a standard set of university and college criteria. These evaluations are conducted online at [Gator Rater](#). Evaluations are typically open for students to complete during the last two or three weeks of the semester; students will be notified of the specific times when they are open. Summary results of these assessments are available to students at [Gator Rater](#).

**16. 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](#)

**17. 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](#)

**18. 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/](http://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](#)

**19. 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.