



DOANE UNIVERSITY

Course Syllabus

Course Information

AGR 240

Applied Agribusiness Management

3 Credit Hours

Online Calendar

The calendar lists pertinent dates regarding drop and withdrawal dates.

Communicating With the Instructor

When questions arise throughout the course, please remember to check the following resources for an answer **before** reaching out to me:

1. Course Syllabus
2. Announcements
3. The Question Center discussion board

Question Center Discussion

The Question Center Discussion is a great place for you to ask questions and get answers from your peers and from me. You are encouraged to post your questions here before reaching out directly to me unless it is a time-sensitive matter. If you have questions of a personal nature such as relating to a personal emergency, questioning a grade on an assignment, or something else that needs to be communicated privately, you are welcome to contact me directly via email or phone.

Response Time

If you need to contact me directly, my preference is that you will email me. Please allow 24 hours for me to respond to emails Monday through Friday and 48 hours on the weekend.

If you have a question about the technology being used in the course, please contact the Doane University Service Center for assistance, their contact information is listed later in the syllabus.

Technology Help

If you have a question about the technology being used in the course, please contact the Doane University Service Center for assistance, their contact information is listed later in the syllabus. If there are third-party tools utilized in the course, please reach out to them directly.

Catalog Description

This course requires learners to identify an area or topic important to employers which will mutually benefit the learner and the employer. Once identified, the learners will create a plan of action to address the identified area of improvement. Learners will research the topic, write a report of findings and resources, and present the findings to all interested parties. Upon completion of this course, participants will be able to: 1) generalize a plan of action based on mutually agreed upon area of improvement, 2) analyze research information pertinent to the area of improvement, 3) compose a document that explains research findings, and 4) prepare a presentation for the interested parties.

Course Prerequisites

AGR 100

Course Textbook and Materials

All materials and resources are OER and available in each Module

Learning Objectives and Course Outline

Course Objectives

By the end of the course, you will be able to:

1. Generalize a plan of action based on mutually agreed upon area of improvement,
2. Analyze research information pertinent to the area of improvement
3. Compose a document that explains research findings, and
4. Prepare a presentation for the interested parties.

Course Outline

Module 1				
Module Title: Define and Create Action Plan for Project				
Course Objective (s)	Module Objective(s)	Assessments/Activities <i>in order of completion</i>	Instructional Materials <i>in order of student use</i>	Weekly Time On Task

<p>CO1: Generalize a plan of action based on mutually agreed upon area of improvement</p>	<p>Objectives:</p> <ol style="list-style-type: none"> 1) Identify an agribusiness management topic that will increase your knowledge and improve your job performance. 2) Collaborate with an employer to determine how the chosen agribusiness management topic will benefit the organization. 3) Generalize the topic by defining the research needed to understand and apply the management topic. 4) Define specific objectives that will be researched in Module 2, and will eventually be used as key points in the Module 3 report and the Module 4 presentation. 	<p>Assignments matched to Course Outcomes:</p> <ol style="list-style-type: none"> 1) Students will conduct a personal assessment that will identify key areas of agribusiness management growth – written assessment. 2) Students will meet with an employer to investigate key areas that can be advanced as a result of this project – written summary of the discussion topics. 3) Students will write an action plan that will include: <ol style="list-style-type: none"> (i) A statement of purpose for this project, including the benefits to the student and the employer. (ii) The organizational structure of the project including, but not limited to, <ol style="list-style-type: none"> (a) Steps and timeline for completion of the project (b) Type of research needed. (c) Organizational resources needed. (d) Employer expectations (iii) Breakdown of the important aspects or components of the project based on the (iv) Deliverables to the employer and instructor <p>Discussion</p> <ol style="list-style-type: none"> 1) Yellowdig discussions for students to share what they are discovering and instructor provided resources to help the process 2) 400 points for the course and 20% of the grade (total for all modules) <p>Written Document</p> <ol style="list-style-type: none"> 1) 400 Points and 20% of the total grade; 1) 2 weeks to complete; 2) Module Objectives-1, 2, 3 & 4 3) 15% of the grade 	<p>Online Resources</p> <ul style="list-style-type: none"> • <p>Library Resources</p> <ul style="list-style-type: none"> • <p>Book Resources</p> <ul style="list-style-type: none"> • 	<p>12-14 hrs</p>
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Module 2

Module Title: Research Project Topic

Course Objective(s)	Module Objective(s)	Assessments/Activities in order of completion	Instructional Materials <i>in order of student use</i>	Weekly Time On Task
<p>CO2: Analyze research information pertinent to the area of improvement</p>	<p>Objectives:</p> <ol style="list-style-type: none"> 1) Identify the research needed for each objective from Module 1. 2) Conduct the research on each objective using resources from reputable sources, preferably resources from industry specialists. 3) Outline the research information and data will be shared with the instructor and the company. 4) Organize the research data chosen in an organized and coherent structure so the information can be easily accessed, referenced, and applied to the summary prepared in Module 3. 	<p>Assignments matched to Course Outcomes:</p> <ol style="list-style-type: none"> 1) Prepare an outline of findings from the research conducted on each objective. 2) Provide a list of references formatted in APA 7.0 format. 3) If objectives need to be altered based on the research, provide a written statement as to why the readers should consider the change. <p>Discussion</p> <ol style="list-style-type: none"> 1) Yellowdig discussions for students to share what they are discovering and instructor provided resources to help the process 2) 400 points for the course and 20% of the grade (total for all modules) <p>Written Document</p> <ol style="list-style-type: none"> 1) 400 Points and 20% of the total grade; 2) 2 weeks to complete; 3) Module Objectives-1, 2, 3 & 4 	<p>Online Resources</p> <ul style="list-style-type: none"> • <p>Library Resources</p> <ul style="list-style-type: none"> • <p>Book Resources</p> <ul style="list-style-type: none"> • 	<p>12-14 hrs</p>

Module 3

Module Title: Writing a summary document

Course Objective(s)	Module Objective(s)	Assessments/Activities <i>in order of completion</i>	Instructional Materials <i>in order of student use</i>	Weekly Time On Task
<p>CO3: Compose a document that explains research findings</p>	<p>Objectives:</p> <ol style="list-style-type: none"> 1) Summarize the information and data collected in Module 2 into an organized report. 2) Introduce the topic and strategy to the reader. 3) Summarize each objective individually using data and information collected. 4) Provide the readers with a written report pulling the information from each objective into a concise conclusion. 	<p>Assignments matched to Course Outcomes:</p> <ol style="list-style-type: none"> 1) Write a report that has the following sections: <ol style="list-style-type: none"> (i) Topic Explanation - what is the topic and why it was chosen. (ii) Research Objectives - Listed (iii) Introduction – what was discovered. (iv) Key Findings – discussed by objective. (v) Summary – how will the research help the learner and the company going forward. (vi) Literature Review <p>Discussion</p> <ol style="list-style-type: none"> 1) Yellowdig discussions for students to share what they are discovering and instructor provided resources to help the process 2) 400 points for the course and 20% of the grade (total for all modules) <p>Written Document</p> <ol style="list-style-type: none"> 1) 400 Points and 20% of the total grade; 2) 3 weeks to complete; 3) Module Objectives-1, 2, 3 & 4 	<p>Online Resources</p> <ul style="list-style-type: none"> • <p>Library Resources</p> <ul style="list-style-type: none"> • <p>Book Resources</p> <ul style="list-style-type: none"> • 	<p>12-14 hrs</p>

Module 4

Module Title: Present research findings				
Course Objective(s)	Module Objective(s)	Assessments/Activities <i>in order of completion</i>	Instructional Materials <i>in order of student use</i>	Weekly Time On Task
CO4: Prepare a presentation for the interested parties	Objectives: 1) Condense report information into presentable material 2) Demonstrate ability to organize thoughts 3) Summarize the research findings 4) Share findings and action plan orally	Assignments matched to Course Outcomes: 1) Prepare an outline of the the presentation material 2) Develop a presentation using PowerPoint or some other presentation software. 3) Present the research findings and outcomes to the employer. Discussion 1) Yellowdig discussions for students to share what they are discovering and instructor provided resources to help the process 2) 400 points for the course and 20% of the grade (total for all modules) Written Document 1) 400 Points and 20% of the total grade; 2) 1 weeks to complete; 3) Module Objectives-1, 2, 3 & 4	Online Resources • Library Resources • Book Resources •	12-14 hrs

Course Requirements

This is an online course and there will **not be any face-to-face class sessions**. All communications, submissions of assignments, course interactions, and posting of grades will utilize Canvas LMS (<https://doane.instructure.com>). You must have a **reliable internet connection** throughout the duration of the course.

Attendance/Participation

Attendance in an online course means logging into Canvas regularly and participating in all of the activities that are posted in the course. In addition, check your Doane University email account regularly, as I may send important information about the course.

Class Preparation

Preparation for class means reading the assigned readings and reviewing all information required for that module. You should plan to work on this course every day. Regular engagement is expected for online courses.

Netiquette Guidelines

At heart, Netiquette (etiquette for the Internet) is simple, good manners and business courtesy. Some of it may seem basic, but some infringements can result in major problems for others or can create an unintended insult to another user. The guidelines are adapted from The Core Rules of Netiquette by Virginia Shea (1994). For more information, please review the [Netiquette Guidelines](#) in the Student Resource Center.

Computer Requirements

For the successful use of Canvas please refer to Doane University's [minimum computer requirements](#). This also includes:

- Reliable computer and internet connection
- A web browser (Chrome or Mozilla Firefox)
- Adobe Acrobat Reader (free)
- Word processing software—Microsoft Word or Google Docs
- Webcam and mic*

*For privacy purposes, use of a webcam is **optional** during video conferencing and recording.

Campus Network or Canvas Outage

When access to Canvas is not available for an extended period of time (greater than one entire evening - 6 pm until 11 pm) you can reasonably expect that the due date for assignments will be changed to the next day.

Drop and Add Dates

If you feel it is necessary to withdraw from the course, please contact your advisor for full details on the types of withdrawals that are available and their procedures.

Federal requirements state that students must complete 75% of the coursework to be eligible to receive an incomplete for the course. If students fall more than two weeks behind, they cannot meet this requirement.

Academic Integrity

Fundamental to our mission, our core values, and our reputation, Doane University adheres to high academic standards. Students of Doane University are expected to conduct themselves in a manner reflecting personal and professional integrity. Disciplinary actions may be taken against students whose academic behavior is not congruent with the expectations of the University. Students are responsible for adhering to the standards detailed in this policy. Not being familiar with these standards does not mean that the students will not be accountable for adherence to them. Additional details on the Academic Integrity policy for violating academic integrity are published in the undergraduate and graduate catalogs. Please review [Doane University's Academic Integrity Policy](#).

Course Grading

Submitting Assignments

All assignments, unless otherwise communicated to me, must be submitted via Canvas. Each assignment will have a designated place to submit your work. All materials, assignments, and deadlines are subject to change without prior notice. It is your responsibility to stay in touch with me and review the course site, including Announcements, regularly to learn about changes to assignments or due dates.

Grading Scale

Assignment of letter grades is based on a percentage of points earned. The letter grade will correspond with the percentages achieved. All course requirements must be completed before a grade is assigned.

Grading Scheme

The following outlines the weighted breakdown for how grades will be calculated:

Assignment Category	Total Points	Grade Weighting
Discussion - Yellowdig	800	20%
Module 1 Assignments	600	20%
Module 2 Assignments	600	20%
Module 3 Assignments	600	20%
Module 4 Assignments	600	20%
Totals	3200	100%

Late or Missed Assignments

Include your Late/Missed Assignments Policy: Example All assignments must be completed and turned in to finish the course. Unless you discuss a late assignment with me prior to the assignment due date, your assignment will lose 20% each day it is late.

ALL assignments must be finished and turned in to complete the course. Unless the instructor is notified BEFORE the assignment is due and provides an opportunity for the student to submit his/her assignment late, points may be taken off for a late assignment.

Assignment & Assessment Feedback

Please allow 1-3 days for feedback on assignments. Be sure to review all of my feedback, as this will help you reflect on what you have learned while receiving suggestions for improvement.

Grade Appeals

Students who believe that their grade was miscalculated due to a mathematical error should contact the instructor within **ten (10) days of the grade posting**. A student is encouraged to talk with their advisor to offer an assessment of the concern and to clarify the steps of the appeal process. More information is published in the [Undergraduate and Graduate Catalogs](#).

Studying and Preparation Time

The course requires you to spend time preparing and completing assignments. A three-credit course requires 144 hours of student work. Therefore expect to spend approximately 9 hours a week preparing for and actively participating in this 16-week course.

Tutor Me

Students will have access to a free tutor me service within their Canvas account. You can connect with a live free tutor or submit a paper to get feedback before submitting.

Proctoring

It may be used in your course to proctor quizzes and exams.

Rewrites

Students may submit their assignments ahead of their due date for review by the instructor as long as the assignment is provided a minimum of three days prior to the course due date. The instructor will provide feedback on the assignment for consideration by the student.

Submitting Assignments

All assignments, unless otherwise announced by the instructor, MUST be submitted via Canvas. Each assignment will have a designated place to submit the assignment. Support and Services

Technical Support

If you are in need of technical assistance, please access the [Self-Service Portal](#). You may reach the help desk at 402-826-8411 or by email at helpdesk@doane.edu.

Accessibility Statement

In compliance with the Rehabilitation Act of 1973, Section 504, and the Americans with Disabilities Act of 1990, professional disability specialists and support staff at Doane University facilitate a comprehensive range of academic support services and accommodations for qualified students with disabilities. Doane University staff coordinate student transitions from high schools and community colleges, conduct in-service training for faculty and staff, enable the resolution of accessibility issues,

conduct community outreach, and facilitate collaboration among Doane University staff on disability policies, procedures, and accommodations.

Accommodations & Disability Services

[Doane University's Disability Services Office](#) will provide guidance on accommodations and universal access. To request accommodations please complete the [Self-Identification Form](#) and visit the website for additional information as soon as possible.

Academic Support

Doane University offers all of its students access to [Academic Support](#) services.

Title IX Requirements: Mandatory Reporting

At Doane, all university employees, including faculty, are considered Mandatory Reporters. As a Mandatory Reporter, I am required to report incidents of sexual misconduct and relationship violence to the Title IX Coordinator and, thus, cannot guarantee confidentiality. This means that if you tell me about an incident of sexual harassment, sexual assault, domestic violence, dating violence, stalking and/or other forms of prohibited discrimination, I have to share the information with the University's Title IX Coordinator. My report does not mean that you are officially reporting the incident. This process is in place to ensure you have access to and are able to receive the support and resources you need. For additional information, including confidential resources, please visit the [Campus Advocacy, Prevention, and Education \(CAPE\) Project](#).

Anti-Harassment Policy

Doane University, referred to as the "University", is committed to providing a safe and non-discriminatory learning, living, and working environment for all members of the University community. This policy addresses the University's responsibilities under Title IX, the Violence Against Women Reauthorization Act of 2013, and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act"). More information is published in the [Student Handbooks](#).

Instructional Technology Accessibility and Privacy Policies

[Technology accessibility and privacy policies](#) are available on the Student Resource Center within the Canvas LMS.

Syllabus Addendum & Disclaimer

I (the instructor) view the course syllabus as an educational contract between myself and each student. Every effort will be made to avoid changing the course schedule but the possibility exists that unforeseen events will make syllabus changes necessary. I reserve the right to make changes to the syllabus as deemed necessary. Students will be notified in a timely manner of any syllabus changes via email or in the course site Announcements. Please remember to check your Doane University email and the course site Announcements often.

Syllabus Changes

The instructor and Doane University reserve the right to make changes as necessary to this course syllabus. All students will be notified of any changes.

Syllabus Addendum

Each student is responsible for being aware of the policies, resources, and expectations as specified in the [Doane Syllabus Addendum](#).