



Course Name: Information Technology in Agriculture

Course Number: AG 111

Credits: 3 Credits

Course Description

Computer use in agriculture and agribusiness; practical experience with computer programs applicable to all agricultural disciplines.

Communication

Please post all course-related questions in the General Discussion Forum so that the whole class may benefit from our conversation. Your questions and comments make the class more fun and interesting. Please email your instructor for matters of a personal nature. I will reply to course-related questions and email within 24-48 hours, and will strive to return your assignments and grades for course activities to you within one week of the due date.

Virtual Office Hours

I will be holding virtual office hours Thursdays from 1-3pm PST. During this time, I will be available to answer questions immediately via email or you can schedule a phone or Skype appointment. To schedule an appointment please email melissa.millhollin@oregonstate.edu or call the main office at 541-737-2661.

Course Credits

This course combines approximately 90 hours of instruction, online activities, and assignments for 3 credits. You will likely spend about 9 hours per week on class activities, similar to the on-campus students. About half of this time is spent viewing the instructional videos and the remaining half is spent working through class activities, interacting with your other colleagues in the course via discussion boards and working on course assignments.

Technical Assistance

If you experience computer difficulties, need help downloading a browser or plug-in, assistance logging into the course, or if you experience any errors or problems while in your online course, contact the OSU Help Desk for assistance. You can call (541) 737-3474, email osuhelpdesk@oregonstate.edu or visit the [OSU Computer Helpdesk](#) online.

Learning Resources

Streaming media, webcam, microphone. Course materials will be provided to you through Canvas during this course.

Note to prospective students: Please check with the OSU Bookstore for up-to-date information for the term you enroll ([OSU Bookstore Website](#) or 800-595-0357). If you purchase course materials from other sources, be very careful to obtain the correct ISBN.

Canvas

This course will be delivered via Canvas where you will interact with your classmates and with your instructor. Within the course Canvas site you will access the learning materials, such as the syllabus, class discussions, assignments, projects, and quizzes. To preview how an online course works, visit the [Ecampus Course Demo](#). For technical assistance, please visit [Ecampus Technical Help](#).

Mesurable Student Learning Outcomes

1. Develop professional business communication skills.
2. Identify language bias in professional communications.
3. Demonstrate proficiency in analyzing data using spreadsheets.
4. Communicate the results of data analysis.
5. Conduct electronic communication in a professional manner.
6. Demonstrate proficiency in managing citations and references in a research document.
7. Identify best practices for research that reduce the incidence of plagiarism.
8. Design professional documents, presentations, and web sites.
9. Demonstrate effective research skills while preparing professional documents.

Prerequisite Skills Needed for Success in this Course

I do not expect you to be a computing expert. However, it will be helpful if you have the skills and knowledge to:

- Navigate to the Internet website for the course.
- Access and view mp4 videos of course material.
- Send and receive email.
- Save and retrieve documents saved in your computer's memory storage drive.

If you are unfamiliar with how to do any of these four things, please let me know as soon as possible as I will be glad to help you get started.

Evaluation of Student Performance

- Discussions – 100 points
- Quizzes – 100 points
- Assignments – 800 points
- Total – 1000 points

Course Content

Due dates for assignments are located in canvas. Additional assignments may be given at instructor's discretion. Point value of assignments subject to change but will be reflected in assignment rubric.

Week	Assignment #	Assignment Title	Total Points Possible	Due Date
Zero week	Discussion Board	Google My Map Entry	10	Sunday 11:59pm
	Discussion Board	Kaltura Intro Video	15	Sunday 11:59pm
Week 1	AG111_01	Professional Email	25	Sunday 11:59pm
	AG111_02	Memo of introduction	30	Sunday 11:59pm
Week 2	AG111_03	Cover Letter Rough Draft	30	Sunday 11:59pm
	AG111_04	Google Drive Rough Draft Cover Letter Upload	10	Sunday 11:59pm
	AG111_05	Google Doc Rough Draft Cover Letter Edits	15	Wednesday 11:59pm
Week 3	AG111_06	Final copy job application cover letter & resume as pdf file	100	Sunday 11:59pm
	AG111_07	Research paper revision (Track Changes)	50	Sunday 11:59pm
Week 4	AG111_08	Create a bibliography	15	Sunday 11:59pm
Week 5	AG111_09	Data analysis project	75	Sunday 11:59pm
Week 6	AG111_10	Research paper	100	Sunday 11:59pm
Week 7	AG111_11	Spreadsheet design	75	Sunday 11:59pm
Week 7	AG111_12	Document merge	50	Sunday 11:59pm
Week 8	AG111_13	PowerPoint presentation	100	Sunday 11:59pm
Week 9	AG111_14	Photo essay using Prezi	50	Sunday 11:59pm
Week 10	AG111_15	Website design	50	Sunday 11:59pm
		Ten Weekly quizzes (10 points each)	100	Weekly, due Wednesday 11:59pm
		Ten Weekly Discussion Postings (10 points each)	100	Weekly, due Friday 11:59pm
Total Course Points			1000	

Discussion Participation

Students are expected to participate in all graded discussions. While there is great flexibility in online courses, this is not a self-paced course. Discussion topics are located in Canvas. You will need to respond to the question posed to you on the discussion board by Sunday at 11 PM (PST) for each week. You will have seven days to respond to each discussion topic. Late discussion posts are not graded and will be awarded zero points.

Incompletes

Incomplete (I) grades will be granted only in emergency cases (usually only for a death in the family, major illness or injury, or birth of your child), and if the student has turned in 80% of the points possible (in other words, usually everything but the final paper). If you are having any difficulty that might prevent you completing the coursework, please don't wait until the end of the term; let me know right away.

Guidelines for a Productive and Effective Online Classroom

Students are expected to conduct themselves in the course (e.g., on discussion boards, email) in compliance with the university's regulations regarding civility.

Civility is an essential ingredient for academic discourse. All communications for this course should be conducted constructively, civilly, and respectfully. Differences in beliefs, opinions, and approaches are to be expected. In all you say and do for this course, be professional. Please bring any communications you believe to be in violation of this class policy to the attention of your instructor.

Active interaction with peers and your instructor is essential to success in this online course, paying particular attention to the following:

- Unless indicated otherwise, please complete the readings and view other instructional materials for each week before participating in the discussion board.
- Read your posts carefully before submitting them.
- Be respectful of others and their opinions, valuing diversity in backgrounds, abilities, and experiences.
- Challenging the ideas held by others is an integral aspect of critical thinking and the academic process. Please word your responses carefully, and recognize that others are expected to challenge your ideas. A positive atmosphere of healthy debate is encouraged.

Statement Regarding Students with Disabilities

Accommodations for students with disabilities are determined and approved by Disability Access Services (DAS). If you, as a student, believe you are eligible for accommodations but have not obtained approval please contact DAS immediately at 541-737-4098 or at <http://ds.oregonstate.edu>. DAS notifies students and faculty members of approved academic accommodations and coordinates implementation of those accommodations. While not required, students and faculty members are encouraged to discuss details of the implementation of individual accommodations.

Accessibility of Course Materials

All materials used in this course are accessible. If you require accommodations please contact [Disability Access Services \(DAS\)](#). Additionally, Canvas, the learning management system through which this course is offered, provides a [vendor statement](#) certifying how the platform is accessible to students with disabilities.

Expectations for Student Conduct

Student conduct is governed by the university's policies, as explained in the [Student Conduct Code](#).

Academic Integrity

Students are expected to comply with all regulations pertaining to academic honesty. For further information, visit [Student Conduct and Community Standards](#), or contact the office of Student Conduct and Mediation at 541-737-3656.

OAR 576-015-0020 (2) Academic or Scholarly Dishonesty:

- a) Academic or Scholarly Dishonesty is defined as an act of deception in which a Student seeks to claim credit for the work or effort of another person, or uses unauthorized materials or fabricated information in any academic work or research, either through the Student's own efforts or the efforts of another.
- b) It includes:
 - i) CHEATING - use or attempted use of unauthorized materials, information or study aids, or an act of deceit by which a Student attempts to misrepresent mastery of academic effort or information. This includes but is not limited to unauthorized copying or collaboration on a test or assignment, using prohibited materials and texts, any misuse of an electronic device, or using any deceptive means to gain academic credit.
 - ii) FABRICATION - falsification or invention of any information including but not limited to falsifying research, inventing or exaggerating data, or listing incorrect or fictitious references.
 - iii) ASSISTING - helping another commit an act of academic dishonesty. This includes but is not limited to paying or bribing someone to acquire a test or assignment, changing someone's grades or academic records, taking a test/doing an assignment for someone else by any means, including misuse of an electronic device. It is a violation of Oregon state law to create and offer to sell part or all of an educational assignment to another person (ORS 165.114).
 - iv) TAMPERING - altering or interfering with evaluation instruments or documents.
 - v) PLAGIARISM - representing the words or ideas of another person or presenting someone else's words, ideas, artistry or data as one's own, or using one's own previously submitted work. Plagiarism includes but is not limited to copying another person's work (including unpublished material) without appropriate referencing, presenting someone else's opinions and theories as one's own, or working jointly on a project and then submitting it as one's own.
- c) Academic Dishonesty cases are handled initially by the academic units, following the process outlined in the University's Academic Dishonesty Report Form, and will also be referred to SCCS for action under these rules.

Conduct in this Online Classroom

Students are expected to conduct themselves in the course (e.g., on discussion boards, email postings) in compliance with the [university's regulations regarding civility](#).

Tutoring

[NetTutor](#) is a leading provider of online tutoring and learner support services fully staffed by experienced, trained and monitored tutors. Students connect to live tutors from any computer that has Internet access. NetTutor provides a virtual whiteboard that allows tutors and students to work on problems in a real time environment. They also have an online writing lab where tutors critique and return essays within 24 to 48 hours. Access NetTutor from within your Canvas class by clicking on the Tools button in your course menu.

OSU Student Evaluation of Teaching

Course evaluation results are extremely important and are used to help me improve this course and the learning experience of future students. Results from the 19 multiple choice questions are tabulated anonymously and go directly to instructors and department heads. Student comments on the open-ended questions are compiled and confidentially forwarded to each instructor, per OSU procedures. The online Student Evaluation of Teaching form will be available toward the end of each term, and you will be sent instructions via ONID by the Office of Academic Programs, Assessment, and Accreditation. You will log in to "Student Online Services" to respond to the online questionnaire. The results on the form are anonymous and are not tabulated until after grades are posted.