



TEXAS TECH UNIVERSITY

College of Agricultural Sciences & Natural Resources™

CASNR MILE Program **AGSC 3301 - Service Leadership in Agricultural Sciences and** **Natural Resources** **Fall 2020**

INSTRUCTOR INFORMATION

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REQUIRED RESOURCES

Students will select a leadership-focused book from the CASNR MILE library and complete a book report. This book will be provided; students are not expected to purchase a book for this course.

COURSE DESCRIPTION

This course serves to enhance students' leadership skills through learning and experiencing agricultural sciences and natural resources service leadership development. Students will plan and participate in a service project during the semester. Students will develop and implement a step-by-step process including (1) determining a need in the community, (2) contacting and communicating with the related organization or individuals who will be involved and/or benefited from the service project, (3) planning for the event, (4) utilizing social media to raise awareness for the service project, and (5) following up with an evaluation of the experience both personally and in relation to those they worked with on the project.

EXPECTED STUDENT LEARNING OUTCOMES

Upon completion of this course, each student will:

- Demonstrate the importance of building relationships with others that are based on trust and respect.
- Assess the differences of others and recognize that such differences lead to richer relationships.
- Demonstrate his/her communication skills with diversified audiences.
- Compare ethical leadership behavior and character.

- Manage conflict situations.

COMMUNICATION AND PARTICIPATION

Class Participation Guidelines

As part of the CASNR MILE Program, students are expected to attend and participate in each of the program's meetings, workshops, agriculture tours, business trips, and team building activities.

Attendance

The attendance policy for all MILE Program courses follows Texas Tech University [Operating Policy 34.04: Academic Regulations Concerning Student Performance](#).

Excused Absences

According to official Texas Tech University policy there are two reasons ONLY for excused absences: (1) pre-arranged university-sponsored functions and (2) religious observances. However, an absence will be excused if it is the result of (3) medical reasons, and (4) death of a close family member (with restrictions).

1. Absence due to officially approved trips. The Texas Tech University Catalog states "department chairpersons, directors, or others responsible for a student representing the university on officially approved trips should notify the MILE program director (via email or official letter) of the departure and return schedules in advance of the trip". If you must miss class for an officially approved university trip, please have your director (faculty/administrator/staff member) contact the MILE program director via email (lindsay.kennedy@ttu.edu) or provide an official letter at least one week in advance of the trip. You will be responsible for all missed information (you must acquire notes from someone in the cohort), but you will not be penalized for missed assignments. Missed assignments may be made up within a reasonable amount of time.
2. "Religious holy day" means a holy day observed by a religion whose places of worship are exempt from property taxation under Texas Tax Code §11.20. A student who intends to observe a religious holy day should make that intention known in writing to the instructor prior to the absence. A student who is absent from classes for the observance of a religious holy day shall be allowed to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence. A student who is excused under section 2 may not be penalized for the absence; however, the instructor may respond appropriately if the student fails to complete the assignment satisfactorily.
3. Medical absences will be considered on a case-by-case basis and MUST have a note from a doctor. Doctor's notes must be presented within one week of the absence, otherwise do not bother. We all get sick and emergencies happen. However, if you must miss class, consider it a professional courtesy to call or email the instructor if you will not attend class. I can and will verify the authenticity of a doctor's note.

4. Bereavement. I am extremely sympathetic to deaths in the family. Absences to attend a family member's funeral will be excused; however, you must provide an obituary/funeral bulletin and proof of relationship within one week of the absence.

Unexcused Absences

Student participants in the CASNR MILE Program are expected to attend all scheduled program events and meetings. All absences will be evaluated by the MILE Program Review Board, which is comprised of CASNR faculty and officials, on a case-by-case basis. Determination of a student's dismissal from the CASNR MILE Program will be left to the Review Board.

Punctuality

Being late is unacceptable professionally and it is unacceptable in this program. Each student is expected to be at every meeting or event prior to the time that it starts. Problems associated with a student's continual tardiness to CASNR MILE events and meetings will be addressed by the MILE Program Review Board.

Discussion Guidelines

Students are expected to participate and actively engage in discussions with their peers, faculty, speakers and other personnel involved with any CASNR MILE event.

Faculty and Student Expectations

This is a leadership program that requires students to meet and uphold certain expectations. Students who fulfill the eligibility requirements, complete an application and are selected to the program will be expected to carry themselves professionally and represent Texas Tech University and the College of Agriculture and Natural Resources with the highest level of respect. Students are expected to maintain a 3.0 grade point average throughout the duration of this course and the remainder of the MILE program.

ASSESSMENTS & EVALUATION

Participation/Discussion	15%
Community Service Project	40%
Project Proposal & Action Plan	30%
Evaluation & Reflection	20%
Presentation	50%
Book Review	15%
Session Reflections	15%
Thank You Notes	15%

Assignment Submission:

Assignments will be turned in by the respective due date online through Blackboard.

Book Review

Each student will select a leadership-focused book from the CASNR MILE library. Students will read through the book and write a book review summarizing the contents of the book and discussing their viewpoint and what they learned from the literature.

SERVICE PROJECT

Service Project Plan

Students will plan a service project during the semester by developing and implementing a step-by-step process. Once the team has determined a need in the community, steps should be taken to contact and communicate with the related organization or individuals who will be involved and/or benefited from the service project. Student will then take steps to plan for the event and utilize social media to raise awareness for the service project.

Service Project Execution

When the time comes for the service project, students will be evaluated on the efficiency of their planning and preparation, as well as the execution of the project on the day of.

Service Project Reflection & Surveys

Following the service project, each student will evaluate his/her own experience individually and as a group. Each evaluation should include the student's reflection on the strengths and weaknesses of the group's planning and preparation, how well the project was executed, and what they learned from the experience. Students will also work to survey the organization and/or individuals they worked with to get their feedback on the service project. These evaluations will help students learn what was done well and what can be improved for future projects and events.

Social Media Content Evaluation

Students will utilize social media to raise awareness for the project leading up to the event. On the day of the service project, the team will document their experience through photographs and social media posts to update how the project went and the impact that it had. The social media campaign will be evaluated on the content posted, including captions and photographs for each social media platform, as well as the amount of engagement and response from audiences.

AG TOURS & TRAVEL

There will be two main travel experiences within the second semester of the CASNR MILE Program including (1) an agricultural tour focused on plant, soil and environmental sciences through crop production and (2) a trip to Washington, D.C. to learn more about agricultural policy. Additional information about these trips will be provided during the semester. Each student will write a reflection following each agriculture tour that summarizes their experience, what they learned, and how they can apply that knowledge in their leadership role.

COURSE POLICIES

Dress Code

Dress code is business casual for all workshops, professional meetings, ceremonies and business trips unless the instructor indicates otherwise. If you are not sure, ask a member of the CASNR MILE leadership team before the event

Grade Dispute Policy

At some point in this course, you may disagree with a grade you receive on an assignment. In cases such as this, you should schedule a meeting with the MILE program director to discuss your concerns. Here are some guidelines to follow in the case of a grade dispute:

Before scheduling a meeting to discuss your concerns, review the assignment guidelines so that you fully understand the requirements of the assignment. Bring your graded assignment to the meeting you schedule.

If you still have a concern about the grade you received, e-mail me at cindy.akers@ttu.edu to schedule a meeting. You must do this within seven (7) days of receiving the assignment back. After seven days, no assignment grades will be considered for change.

ACADEMIC INTEGRITY

Academic Misconduct

Academic integrity is taking responsibility for one's own class and/or course work, being individually accountable, and demonstrating intellectual honesty and ethical behavior. Academic integrity is a personal choice to abide by the standards of intellectual honesty and responsibility. Because education is a shared effort to achieve learning through the exchange of ideas, students, faculty, and staff have the collective responsibility to build mutual trust and respect. Ethical behavior and independent thought are essential for the highest level of academic achievement, which then must be measured. Academic achievement includes scholarship, teaching, and learning, all of which are shared endeavors. Grades are a device used to quantify the successful accumulation of knowledge through learning. Adhering to the standards of academic integrity ensures grades are earned honestly. Academic integrity is the foundation upon which students, faculty, and staff build their educational and professional careers. [Texas Tech University ("University") Quality Enhancement Plan, Academic Integrity Task Force, 2010]

Cheating

1. Copying from another student's academic work, test, quiz, or other assignment
2. Receiving assistance from and/or seeking aid from another student or individual to complete academic work, test, quiz, or other assignment without authority.
3. The use or possession of materials or devices during academic work, test, quiz or other assignment which are not authorized by the person administering the academic work, test, quiz, or other assignment.
4. Possessing, using, buying, stealing, transporting, selling or soliciting in whole or in part items including, but not limited to, the contents of an unadministered test, test key,

homework solution, or computer program/software. Possession, at any time, of current or previous course materials without the instructor's permission.

5. Obtaining by any means, or coercing another person to obtain items including, but not limited to, an unadministered test, test key, homework solution or computer program/software, or information about an unadministered test, test key, homework solution or computer program.
6. Transmitting or receiving information about the contents of academic work, test, quiz, or other assignment with another individual who has completed or will complete the academic work, test, quiz, or other assignment without authority.
7. Substituting for another person, or permitting another person to substitute for oneself in order to take a course, take a test, quiz or other assignment or sign in/register attendance.
8. Taking, keeping, misplacing, damaging or altering the property of the University or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct.
9. Falsifying research data, laboratory reports, and/or other academic work offered for credit.
10. Failing to comply with instructions given by the person administering the academic work, test, quiz or other assignment.

Plagiarism

1. The representation of words, ideas, illustrations, structure, computer code, other expression or media of another as one's own and/or failing to properly cite direct, paraphrased or summarized materials.
2. Self-plagiarism which involves the submission of the same academic work more than once without the prior permission of the instructor and/or failure to correctly cite previous work written by the same student.

Collusion

The unauthorized collaboration with another individual to complete academic work, test, quiz, or other assignment, providing unauthorized assistance to another student, allowing another student access to completed academic work, and/or conspiring with another person to commit a violation of academic dishonesty.

Falsifying academic records

1. Altering or assisting in the altering of any official record of the University and/or submitting false information.
2. Omitting requested information that is required for, or related to, any official record of the University.

Misrepresenting facts

1. Providing false grades, falsifying information on a resume, or falsifying other academic information.
2. Providing false or misleading information in an effort to injure another student academically or financially.
3. Providing false or misleading information or official documentation in an effort to receive a postponement or an extension on academic work, test, quiz, other assignment, or credit for attendance in order to obtain an academic or financial benefit for oneself or another individual.

NOTE: Examples include, but are not limited to, fabricated, altered, misleading, or falsified documentation for medical excuses family and personal emergencies, and signing into class and failing to remain the entire time.

Violation of Professional Standards

Any act or attempted act that violates specific Professional Standards or a published Code of Ethics. *NOTE: Students are held accountable under this policy based on their college or school of enrollment, declared major, degree program, and/or pre-professional program.*

Civility in the Classroom

Students are expected to assist in maintaining a classroom environment that is conducive to learning. In order to ensure that all students have an opportunity to gain from time spent in the class, unless otherwise approved by the instructor, students are prohibited from using cellular phones, text messaging devices, pagers or engaging in any other form of distraction. Inappropriate behavior in the classroom shall result in, minimally, a request to leave class.

Students with Disabilities

Any student who, because of a disability, may require special arrangements in order to meet the course requirements should contact the instructor as soon as possible to make any necessary arrangements. Students should present appropriate verification from Student Disability Services during the instructor's office hours. Please note instructors are not allowed to provide classroom accommodations to a student until appropriate verification from Student Disability Services has been provided. For additional information, you may contact the Student Disability Services office in 335 West Hall or 806-742-2405 or visit their web site at <http://www.depts.ttu.edu/sds/>.

Office of the Ombudsman

The Office of the Ombudsman is available to assist students with any conflict or problem that has to do with being a student at Texas Tech University. You may visit the Ombudsman in Room 232E of the Student Union Building or call 742-SAFE (<http://www.depts.ttu.edu/studentresolutioncenter/>).

Technical Support

IT Help Central: 806-742-HELP or email ithelpcentral@ttu.edu

Blackboard 24/7 Student Support: <https://studentservices.elearning.ttu.edu/>