

CO 265

Communications in Agriculture

3 Credits

Instructor: Janet Kerr
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CO 265 Version: 6



Communications in Agriculture

Calendar Description

This course offers an opportunity for agribusiness students to improve their skills in oral communication and to effectively participate in a team environment. During the course students explore leadership, working in groups and the importance of team diversity. Students have the opportunity to make presentations to the class.

Rationale

This is a required course for the Agribusiness program. Communication and Team work are extraordinarily important parts of every enterprise. By gaining a sound knowledge of communication techniques and how to work with others, students (future employees) are able to adapt readily to their workplace.

Employees who can communicate clearly and directly help a business to prosper. Employees who are able to appreciate the skills each person brings to the workplace and more prepared to work in a team environment. They are more prepared to contribute to the success of the business.

Prerequisites

CO 165

Co-Requisites

None

Course Learning Outcomes

Upon successful completion of this course, students will be able to

1. describe the underlying principles that govern the various forms of oral communications.
2. create and present effective business presentations.
3. explain basic types of leadership.
4. describe different personality types, the strengths of each and why a variety of types creates a stronger team.

5. explain the importance of setting group norms and create a group charter.
6. list the five modes of conflict resolution and indicate the benefits of healthy conflict to a team.

Resource Materials

Handout materials may be provided throughout the term to clarify or supplement provided material and simulation exercises.

On-line resource material is available through the D2L course site.

Conduct of Course

The course consists of approximately 42 hours with a combination of lectures and lab work. This course is a combination of lecture and hands on learning. Lectures and assignments are sequenced in level of difficulty. Students are able to develop and strengthen skills as they progress from less difficult to more difficult material.

Evaluation Procedures

Presentations	40%
Exam	10%
Other Assignments	50%

Note: Late assignments, late evaluations, or missed presentations receive a grade of zero.

Grade Equivalents and Course Pass Requirements

A minimum grade of D (50%) (1.00) is required to pass this course.

Letter	F	D	D+	C-	C	C+	B-	B	B+	A-	A	A+
Percent Range	0-49	50-52	53-56	57-59	60-64	65-69	70-74	75-79	80-84	85-89	90-94	95-100
Points	0.00	1.00	1.30	1.70	2.00	2.30	2.70	3.00	3.30	3.70	4.00	4.00

Students must maintain a cumulative grade of C (GPA - Grade Point Average of 2.00) in order to qualify to graduate.

Attendance

Classroom and laboratory attendance is considered vital to the learning process and as significant to the students' evaluation as examinations and reports.

- a. Students having a combination of excused and/or unexcused absence of 20 percent or higher for the scheduled course hours will be required to withdraw and will automatically receive a "RW" (required withdrawal) for the course, regardless of any other evaluation results. (RW is a failing grade.)
- b. An excused absence is one that is verified with your Instructor. Verification should be prior to the absence or the next class day following the absence. Verification of the absence may take the form of a note from your doctor/College nurse regarding illness, or a note from another Instructor regarding a field trip or other activity, or authorization by your Instructor. An unexcused absence is anything NOT verified by the instructor prior to the absence or the next class day following the absence.

NOTE: Any exceptions to the above attendance policy (e.g. timetable conflicts, work-related issues) must be approved in writing by the Department Chair prior to the beginning of the course.

It is the students' responsibility to know their own absentee record.

Normal hours are 8:30 a.m. to 6:30 p.m., with potential for evening courses, exams or extended field trips. Students are expected to be available for classes during these times.

Course Units/Topics

1. Impromptu and prepared speeches.
2. Leadership
3. Teamwork
4. Conflict Resolution



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