

Human Resources Management in Agribusiness

AEB 4424

Online Course Syllabus

Instructor: Ms. Jennifer Clark
Office location: 1191 MCCA Office telephone: (352) 294-7636
Preferred email: tspartin@ufl.edu (*AEB 4424 course number MUST BE in subject line*)
Office hours: Mondays 10 am – 12 noon; Wednesdays 4 – 5 pm: or email for appointment

Program Assistant: Ms. Erin Connelly
Office location: 1170(a) MCCA Office telephone: (352) 294-7640
Teaching Assistant(s) will be announced via email in Canvas after drop/add period ends

Course Description & Location

<http://lss.at.ufl.edu>

(3 credits) Issues involved in the strategic and effective management of human resources in agribusiness. Human resource management concepts and techniques designed to improve agribusiness organizational teamwork, productivity, performance and enterprise success. Course explores the unique aspects of labor management and includes application through use of case problems, triad and video techniques.

Course Objectives

At the conclusion of this course, the successful student will be able to:

1. Evaluate the many activities that fall under the term “human resource management” and explain why these activities can be the responsibility of front-line managers with an active role in strategic planning and decision-making within an organization
2. Apply federal laws governing the recruitment, selection, and management of employees
3. Recognize HR management techniques in the context of motivational, feedback, and change management theory and procedures
4. Outline procedures associated with conflict resolution, discipline, and termination
5. Gain proficiency in team-building, business communication, and change management skills in HR

Required Text

Noe, R.A., Hollenbeck, J.R., Gerhart, B., Wright, P.M., Fundamentals of Human Resource Management, 7e, McGraw-Hill, New York, NY ([ISBN 978-1259686702](https://www.mhhe.com/0130239799)).

The textbook is required to complete the course. Purchase at the UF bookstore, online, or at your local bookstore; rental options may be available. Information in earlier editions of the textbook is not warranted for graded assignments.

Students are responsible for downloading the most current (free) version of Adobe Acrobat Reader to access course readings:

- Adobe Reader [for PC](#)
- Adobe Reader [for Mac](#)

Course Content**MODULE 1: The Human Resource Environment**

- Lesson 1 Managing human resources
- Lesson 2 Trends in human resource management
- Lesson 3 Providing equal employment opportunity and a safe workplace
- Lesson 4 Analyzing work and designing jobs

MODULE 2: Acquiring, Training, and Developing Human Resources

- Lesson 5 Planning for and recruiting human resources
- Lesson 6 Selecting employees and placing them in jobs
- Lesson 7 Training employees
- Lesson 8 Developing employees for future success

MODULE 3: Assessing and Improving Performance

- Lesson 9 Creating and maintaining high-performance organizations
- Lesson 10 Managing employees' performance
- Lesson 11 Separating and retaining employees

MODULE 4: Compensating Human Resources

- Lesson 12 Establishing a pay structure
- Lesson 13 Recognizing employee contributions with pay
- Lesson 14 Providing employee benefits

MODULE 5: Meeting Other HR Goals

- Lesson 15 Collective bargaining and labor relations
- Lesson 16 Managing human resources globally

MODULE 6: Developing Your Management Skills

- Lesson 17 Verbal & non-verbal communication; learning to listen
- Lesson 18 Motivation theory
- Lesson 19 Feedback, conflict & change behavior

***Refer to the class website for specific reading assignments for each Module.**

Due Dates

The due dates for all assignments and assessments are provided in Canvas > Syllabus tab (webpage can be printed) or dates can be programmed into your calendar or a mobile device. The instructor reserves the right to adjust the deadlines, if necessary. All graded assignments are made available to students at least one week before an assignment is due, therefore, the Due Dates, Missed Assignment, and Extenuating Circumstances policies will be enforced..

Assignments Due & Missed Assignment Policy

All assignments are due at 5:00 pm Eastern Standard time. In the case of other scheduled work requirements, extra-curricular activities, or other non-academic obligations, students should plan to submit graded assignments at least one day earlier than the due date so that there is sufficient time to verify successful “Submission Turned In! via Canvas.

Note that each assignment “category” Discussions, Assignments, and Quizzes permit a drop of lowest score for final grade calculation and therefore will serve as a missed assignment consideration. There is NO OTHER late consideration for these assignments UNLESS the Extenuating Circumstances exception applies to your specific circumstances.

*If you habitually procrastinate, schedule your assignment due dates in your planner at least one day early to avoid issues.

Extenuating Circumstances Policy

Exceptions to the Late Assignment Policy reflect excused University events that fall under the 12-day rule or are of a serious nature. These exceptions are referred to as “Extenuating Circumstances” and require formal, letter-head documentation from a physician, hospital, UF faculty/academic advisor, or as an email from the [UF Dean of Students Office](#) that is sent to the instructor’s UF email address, within 24 hours of assignment deadline. A health-clinic note on the day an assignment is due does not warrant extenuating circumstances and the missed assignment policy (above) will apply.

***Print a copy of the DUE DATES or use personal reminders (e.g., calendar, mobile device) to stay organized.**

Student Responsibility for Online Submissions

All students are responsible for ensuring their own assignment files are uploaded to the Learning Management System (i.e., “Canvas”). The instructor cannot be responsible for internet connections or failures therefore, you must verify that your assignment has been uploaded and saved in Canvas.

Students are strongly advised against using wireless connections to complete Exams or upload assignments.

Wireless connections have been problematic in previous semesters with students losing all points due to upload failure. It is recommended that you locate a hard-wired connection on campus or public library to submit graded assignments. TO REPEAT, wireless connections are problematic and quizzes or assignment uploads may not be saved (without any warning) and therefore locating a hard-wired connection is recommended to submit any graded assignments.

Special consideration cannot be granted so it is the student’s responsibility to verify their work and submissions. Hard-wired connections can be located at any UF computer lab or any public library. Contact the instructor early in the semester if you foresee difficulty with this requirement (e.g., military service or internship abroad). Additional information is available in Canvas Module 0, “Technical Issues”.

UF Computing Help Desk

Contact the [UF Computing Help Desk](#) for any technical assistance/questions, or if you are unsure about the status of your upload.

Any assignment technical problems require a UF Computing Help Desk ticket number PRIOR TO assignment due date for discussion. UF Help Desk contact phone is (352) 392-4357 or email: helpdesk@ufl.edu

Additional detailed information is available in Canvas Module 0, “Technical Issues”.

Grading Rubric

Your semester grade will be determined as follows:	Points Possible
Discussion Posts & Responses (6 @ 40 possible points; drop lowest module grade)	200
Assignments (6 Assignments @ 30 points each); drop lowest grade	150
Quizzes (6 Quizzes @ 50 points each); drop lowest grade	250
<hr/>	
TOTAL	600
Syllabus Quiz (5 possible points extra credit)	
Mid-semester Course Feedback (5 possible points extra credit)	
End of semester Course Feedback (5 possible points extra credit)	
TOTAL NUMBER OF POINTS AVAILABLE THIS SEMESTER: 615 points	
* Late assignments not accepted, except in the case of extenuating circumstances. Refer to Module 0.1.4 in Canvas for details & UF ticket number protocol	
* Technical problems require a UF Helpdesk ticket number issued at least ONE HOUR prior to assignment deadline; do not to wait until the last minute to submit graded assignments.	

All assignments are due at 5:00 pm Eastern Standard Time unless specifically noted otherwise.

Grade Calculation

Your final grade for the course will be determined by the total of all points earned during the semester divided by 600 total points. Letter grades are rounded to two (2) decimal points and will be awarded accordingly:

A	≥ 93
A-	90.00 – 92.99
B+	87.00 – 89.99
B	83.00 – 86.99
B-	80.00 - 82.99
C+	77.00 – 79.99
C	73.00 – 76.99
C-	70.00 – 72.99
D+	67.00 – 69.99
D	63.00 – 66.99
D-	60.00 – 62.99
E	≤ 59.99

If you have a dispute about a grade posted on E-learning, you must contact the professor within one week after the grade is posted. After that, there will be no appeal on posted grades. Please be advised that this is your responsibility to do so within the time limit.

A grade calculator is provided on the last page of this document to assist you with managing your grade calculation throughout the semester.

Note that a grade of C or better is required to earn Gen Ed credit.

UF grading policy:
<https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>

UF POLICIES and ASSISTANCE

Grades and Grade Points

For information on current UF policies for assigning grade points, see <https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>

Absences and Make-Up Work

Requirements for class attendance and make-up exams, assignments and other work are consistent with university policies that can be found at: <https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>.

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 <https://evaluations.ufl.edu>. 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 <https://evaluations.ufl.edu/results>.

Academic Honesty

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 regarding the Student Honor Code, please see: <http://www.dso.ufl.edu/SCCR/honorcodes/honorcode.php>.

Software Use

All faculty, staff and students 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.

Campus Helping Resources

Students experiencing crises or personal problems that interfere with their general well-being 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, www.counseling.ufl.edu/cwc/
 - Counseling Services
 - Groups and Workshops
 - Outreach and Consultation
 - Self-Help Library
 - Wellness Coaching

- U Matter We Care, www.umatter.ufl.edu/
- Career Resource Center, First Floor JWRU, 392-1601, www.crc.ufl.edu/

Student Complaints

- Residential Course: https://www.dso.ufl.edu/documents/UF_Complaints_policy.pdf
- Online Course: <http://www.distance.ufl.edu/student-complaint-process>

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, www.dso.ufl.edu/drc/

Additional information to help you succeed this semester:

1. Check your UF email regularly; students are responsible for email announcements in Canvas. Additional contact information is contained in Canvas Module 0 “Getting Started” pages.
2. All assignments are open-book/ open-notes. You may discuss any assignment with a friend BEFORE you begin an assignment and complete all written responses in your own words, explaining YOUR OWN reasoning. Failure to write independently is considered academic dishonesty – similar written responses will be submitted to Dean of Students Office for review.
3. While Assignments are not difficult, they are designed to motivate your thinking. Do not wait until the last minute to begin assignments or your grades will suffer due to inadequate reflection of topics assigned.
4. Quizzes will contain information provided in the lecture, textbook, and assigned readings.
5. Be aware of Due Dates for and organize your efforts to avoid last-minute uploads or technical problems requiring a UF Help Desk Ticket Number. Refer to UF Help Desk Ticket Number protocol for details.
6. YOU ARE STRONGLY ADVISED not to procrastinate submitting assignments. The “Missed Assignment” lowest score drop policy is intended to protect you from negative implications of life events that do happen during the semester (e.g., computer problems, forgetting assignments, family emergencies, job interviews, family responsibilities). Avoid waiting until the “last minute.” Students in previous semesters who have procrastinated at the beginning of the semester generally experience frustration and negative impacts to their semester grade as life events will continue to occur throughout the semester.
7. Please ASK if you have questions or concerns, I’m here as a resource for you and want you to be successful in your academic efforts!
8. Treat this class as you would any in-residence (in-person) class with relevant expectations and time commitment dedicated as appropriate.

All University of Florida Policies will be upheld at all times.