

**AEB 4138: Advanced Agribusiness Management
Sections: 10219 & 26518**

**Class periods: TU 4 (10:40 am – 11:30 am) & TH 4-5 (10:40 am – 12:35 pm)
Online in Canvas & Rolfs 0205
Spring 2020**

Instructor and office hours

Instructor: Ms. Jennifer Clark
Office location: 1191 McCarty Hall A
Office telephone: (352) 294-7636

Email (not Canvas): tspartin@ufl.edu (MUST include "AEB 4138" in subject line)

Office Hours TUE 3 – 4 pm; WED 10 – 11 am & 2 – 3 pm; also by appointment

**To request an office hour appointment; send email to tspartin@ufl.edu (Include AEB 4138) in subject line*

DO NOT USE CANVAS EMAIL – CONTACT THE INSTRUCTOR USING @UFL EMAIL

Teaching Assistants

To be announced via Canvas Announcements after drop/add period ends.

Course Description:

Integration of finance and management to solve problems faced by agricultural firms and agribusinesses. In addition to lectures, students will work in small groups to identify and to analyze case studies from agricultural and rural businesses.

E-Learning Canvas:

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

There is an E-learning Canvas webpage for this course. To access the website, you will need your Gatorlink username and password. E-learning Canvas can be accessed via <http://elearning.ufl.edu>. If you are having difficulties accessing the website, please contact the UF Computing Help Desk directly by calling (352) 392-HELP or via e-mail helpdesk@ufl.edu. You will need your UFID to receive a Helpdesk Ticket Number so that I can help you.

Course Pre-Requisites/ Co-requisites

AEB 3103 and AEB 3144; agribusiness majors

0.1 Course Goals

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

1. The course is designed to provide students with the fundamentals of finance and its applications in agriculture and agribusiness. Consequently, we shall cover a broad range of finance topics and applications.
2. The objectives of the class may be summarized as follows:
3. 1) Highlight the importance of finance in real-world decision-making and the uniqueness of

finance related to agricultural and agribusiness firms.

4. 3
5. 2) Employ fundamental concepts and techniques that are at the heart of financial decision-making. We shall cover various topics including the financial ratios, time value of money, financial statement analysis, capital budgeting, capital structure, investment decisions, credit, banking, agricultural lending, risk management and financial markets.
6. After completing this course, students will be able to:
7. 1) Create coordinated pro forma financial statements;
8. 2) Suggest improvements for liquidity, solvency, profitability, and efficiency ratios using financial statements;
9. 3) Assess investment opportunities using NPV, IRR, MIRR, and sensitivity and scenario analyses;
10. 4) Determine the equity value of a firm using the discounted dividend/discounted cash flow model;
11. 5) Calculate the cost of capital for a food or agricultural firm and interpret its implications for evaluating operating and financial risk;
12. 6) Use the factors that influence optimal capital structure to determine the optimal debt and equity levels for a food or agricultural firm;
13. 7) Develop written documents that effectively and persuasively communicate a stance regarding a business decision;
14. 8) Work in teams to create an effective oral and written presentation for communicating a suggested strategy or decision for a firm.

Additional information about Canvas and a Course Map “Introduction to the Course” video are available in the online Canvas > Syllabus.

0.2 Required Materials

Textbook & Homework Materials (McGraw-Hill Connect)

AEB 4138 students **MUST** acquire required McGraw Hill Connect text & assessment materials to complete graded assignments. The registration includes the textbook:

- Higgins, R.C.. (2019) Analysis for Financial Management, 12e, McGraw-Hill, eBook included with McGraw-Hill Connect subscription.

The best price option to access the McGraw-Hill Connect registration is:

UF All-Access: for a reduced price, you may “Opt-In” UF All Access McGraw-Hill Connect by following the Instructions in Canvas Syllabus online. In this option, payment is transacted through your UFL student account and no payment is immediately required to log in and begin using. Use your UFL email address to register.

**The discounted price ends shortly after the semester begins. Do not delay your registration!*

Option 2: Contact the instructor for other (more expensive) options that may be available.

The discounted price with UF All Access is only available through the [Gator1 Central](#) portal using the instructions sent via Canvas Announcement (“Required materials”). The Gator1 Central Portal can be located at: <https://www.bsd.ufl.edu/G1CO/IPay1f/start.aspx?TASK=INCLUDED>

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

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

0.3 Structure of the Course:

This course is intended to provide a *senior-level capstone experience*. As such, the course will be taught with the assumption that students are highly motivated, diligent, and have a level of economic sophistication expected of a senior within the major. This course utilizes the skills acquired in previous courses and is intended to reinforce and strengthen students’ knowledge of management and financial concepts. Through a simulation and case studies, students will analyze decision-making from the perspective of senior-level management. The course is designed to improve students’ critical thinking skills, enhance their written and verbal communication skills, and advance their teamwork skills.

The class is designed such that classroom participation (not only attendance but also active participation) and preparation outside the classroom are necessary for learning and performing well in the course. Lectures will cover the major points of selected chapters. However, unless told otherwise, students are required to read and understand all assigned readings. **It is expected that students will read all materials thoroughly.**

Frequently, the course will be delivered in a flipped classroom style where **students are expected to complete assigned readings prior to class** and be ready for active exploration and discussion to deepen their understanding. The role of the instructor will be to facilitate discussion, add insights from their expertise, moderate classroom activities, and ask probing questions to stimulate students’ creative and critical thinking skills.

0.4 Attendance Policy:

Students are expected to attend all classes. Regular and punctual attendance at all classes is the responsibility of each student. In the event of an absence, it is the responsibility of the student to make up any resulting deficiencies.

I will inform the class in advance if I will not attend a particular class, in which case arrangements will be made for a substitute instructor or other alternatives. However, in case of an absence for which no advance arrangements have been made, students are authorized to leave after a 10-minute wait.

ALL ASSIGNMENTS DUE AT 5:00 PM (EST) ON THE DUE DATE			
COURSE MATERIAL	ACTION	DUE DATE	TIME
Syllabus - Getting Started (Pre-Lessons 0.1-0.10)			
	<i>Opens</i>	Monday, January 11, 2021	9:00 A.M.
HOMEWORK_0 Connect - Getting Started Practice/Review	<i>Due</i>	Friday, January 22, 2021	5:00 P.M.
Syllabus Quiz - Score 20/20 (100%) correct will unlock Module 1 content	<i>Due</i>	Friday, January 22, 2021	5:00 P.M.
COURSE MATERIAL (MUST complete Syllabus Quiz 10/10 to open Module 1)	ACTION	DUE DATE	TIME
Part 1 - Assessing the Financial Health of the Firm (Lessons 1-2)			
CHAPTER 1: Interpreting Financial Statements			
	<i>Opens</i>	Sunday, January 17, 2021	9:00 A.M.
*DISCUSSION Post Module 1 (Final call for responses 5 days later)	<i>Due</i>	Tuesday, January 26, 2021	5:00 P.M.
*HOMEWORK_01	<i>Due</i>	Wednesday, January 27, 2021	5:00 P.M.
*SIMULATION 0 DISCUSSION STRATEGY	<i>Due</i>	Thursday, January 28, 2021	In-class
*Final call for (Discussion) RESPONSES 1	<i>Due</i>	Friday, January 29, 2021	5:00 P.M.
*QUIZ 1	<i>Due</i>	Friday, January 29, 2021	5:00 P.M.
*ACTIVITY 1	<i>Due</i>	Monday, February 01, 2021	5:00 P.M.
CHAPTER 2: Evaluating Financial Performance			
	<i>Opens</i>	Sunday, January 24, 2021	9:00 A.M.
*DISCUSSION Post Module 2 (Final call for responses 5 days later)	<i>Due</i>	Monday, February 01, 2021	5:00 P.M.
*HOMEWORK_02	<i>Due</i>	Wednesday, February 03, 2021	5:00 P.M.
*SIMULATION 1 DECISION	<i>Due</i>	Thursday, February 04, 2021	In-class
*Final call for (Discussion) RESPONSES 2	<i>Due</i>	Friday, February 05, 2021	5:00 P.M.
*QUIZ 2	<i>Due</i>	Friday, February 05, 2021	5:00 P.M.
*ACTIVITY 2	<i>Due</i>	Monday, February 08, 2021	5:00 P.M.
End Module 1	Begin assignments early - do not wait until last minute!		
COURSE MATERIAL	ACTION	DUE DATE	TIME
Part 2 - Planning Future Financial Performance (Lessons 3-4)			
CHAPTER 3: Financial Forecasting			
	<i>Opens</i>	Sunday, January 31, 2021	9:00 A.M.
*DISCUSSION Post Module 3 (Final call for responses 5 days later)	<i>Due</i>	Monday, February 08, 2021	5:00 P.M.
*HOMEWORK_03	<i>Due</i>	Wednesday, February 10, 2021	5:00 P.M.
*SIMULATION 2 DECISION	<i>Due</i>	Thursday, February 11, 2021	In-class
*Final call for (Discussion) RESPONSES 3	<i>Due</i>	Friday, February 12, 2021	5:00 P.M.

*QUIZ 3	<i>Due</i>	Friday, February 12, 2021	5:00 P.M.
*ACTIVITY 3	<i>Due</i>	Monday, February 15, 2021	5:00 P.M.
CHAPTER 4: Managing Growth	<i>Opens</i>	<i>Sunday, February 07, 2021</i>	<i>9:00 A.M.</i>
*DISCUSSION Post Module 4 (Final call for responses 5 days later)	<i>Due</i>	Monday, February 15, 2021	5:00 P.M.
*SIMULATION 3 DECISION	<i>Due</i>	Thursday, February 18, 2021	In-class
*Final call for (Discussion) RESPONSES 4	<i>Due</i>	Friday, February 19, 2021	5:00 P.M.
*ACTIVITY 4	<i>Due</i>	Monday, February 22, 2021	5:00 P.M.
*HOMEWORK_04	<i>Due</i>	Wednesday, February 24, 2021	5:00 P.M.
*QUIZ 4	<i>Due</i>	Friday, February 26, 2021	5:00 P.M.
Mid-semester Feedback (5 Extra Credit points possible)	<i>Due</i>	Friday, February 26, 2021	5:00 P.M.
End Module 2	Begin assignments early - do not wait until last minute!		
COURSE MATERIAL	ACTION	DUE DATE	TIME
Part 3 - Financing Operations (Lessons 5-6)			
CHAPTER 5: Financial Instruments and Markets	<i>Opens</i>	<i>Sunday, February 14, 2021</i>	<i>9:00 A.M.</i>
*DISCUSSION Post Module 5 (Final call for responses 5 days later)	<i>Due</i>	Monday, February 22, 2021	5:00 P.M.
*Final call for (Discussion) RESPONSES 5	<i>Due</i>	Friday, February 26, 2021	5:00 P.M.
Mid-Semester Feedback Extra Credit	<i>Due</i>	Friday, February 26, 2021	5:00 P.M.
*HOMEWORK_05	<i>Due</i>	Wednesday, March 03, 2021	5:00 P.M.
*SIMULATION 4 DECISION	<i>Due</i>	Thursday, March 04, 2021	In-class
*QUIZ 5	<i>Due</i>	Friday, March 05, 2021	5:00 P.M.
*ACTIVITY 5	<i>Due</i>	Monday, March 08, 2021	5:00 P.M.
CHAPTER 6: The Financing Decision	<i>Opens</i>	<i>Sunday, February 28, 2021</i>	<i>9:00 A.M.</i>
*DISCUSSION Post Module 6 (Final call for responses 5 days later)	<i>Due</i>	Monday, March 08, 2021	5:00 P.M.
*SIMULATION 5 DECISION	<i>Due</i>	Thursday, March 11, 2021	In-class
*Final call for (Discussion) RESPONSES 6	<i>Due</i>	Friday, March 12, 2021	5:00 P.M.
*HOMEWORK_06	<i>Due</i>	Wednesday, March 17, 2021	5:00 P.M.
*SIMULATION 6 DECISION	<i>Due</i>	Thursday, March 18, 2021	In-class
*QUIZ 6	<i>Due</i>	Friday, March 19, 2021	5:00 P.M.
*ACTIVITY 6	<i>Due</i>	Monday, March 22, 2021	5:00 P.M.
End Module 3	Begin assignments early - do not wait until last minute!		

COURSE MATERIAL	ACTION	DUE DATE	TIME
Part 4 - Evaluating Investment Opportunities (Lessons 7-9)			
CHAPTER 7: Discounted Cash Flow Techniques	<i>Opens</i>	Sunday, March 07, 2021	9:00 A.M.
*DISCUSSION Post Module 7 (Final call for responses 5 days later)	<i>Due</i>	Monday, March 22, 2021	5:00 P.M.
*HOMEWORK_07	<i>Due</i>	Thursday, March 25, 2021	5:00 P.M.
*Final call for (Discussion) RESPONSES 7	<i>Due</i>	Friday, March 26, 2021	5:00 P.M.
*QUIZ 7	<i>Due</i>	Friday, March 26, 2021	5:00 P.M.
*ACTIVITY 7	<i>Due</i>	Monday, March 29, 2021	5:00 P.M.
CHAPTER 8: Risk Analysis in Investment Decisions	<i>Opens</i>	Sunday, March 14, 2021	9:00 A.M.
*DISCUSSION Post Module 8 (Final call for responses 5 days later)	<i>Due</i>	Monday, March 29, 2021	5:00 P.M.
*SIMULATION 7 DECISION	<i>Due</i>	Thursday, April 01, 2021	In-class
*Final call for (Discussion) RESPONSES 8	<i>Due</i>	Friday, April 02, 2021	5:00 P.M.
*HOMEWORK_08	<i>Due</i>	Wednesday, April 07, 2021	5:00 P.M.
*SIMULATION 8 DECISION	<i>Due</i>	Thursday, April 08, 2021	In-class
*QUIZ 8	<i>Due</i>	Friday, April 09, 2021	5:00 P.M.
*ACTIVITY 8	<i>Due</i>	Monday, April 12, 2021	5:00 P.M.
CHAPTER 9: Business Valuation and Corporate Restructuring	<i>Opens</i>	Sunday, March 28, 2021	9:00 A.M.
*DISCUSSION Post Module 9 (Final call for responses 5 days later)	<i>Due</i>	Monday, April 12, 2021	5:00 P.M.
*HOMEWORK_09	<i>Due</i>	Wednesday, April 14, 2021	5:00 P.M.
*FINAL PRESENTATIONS	<i>Due</i>	Thursday, April 15, 2021	In-class
*Final call for (Discussion) RESPONSES 9	<i>Due</i>	Friday, April 16, 2021	5:00 P.M.
*QUIZ 9	<i>Due</i>	Friday, April 16, 2021	5:00 P.M.
*ACTIVITY 9	<i>Due</i>	Monday, April 19, 2021	5:00 P.M.
*FINAL PRESENTATIONS	<i>Due</i>	Tuesday, April 20, 2021	In-class
End-of-semester Feedback (5 Extra Credit points possible)	<i>Due</i>	Wednesday, April 21, 2021	5:00 P.M.
UF course evaluation	<i>Due</i>	Wednesday, April 21, 2021	5:00 P.M.
End Module 4	Thank you for completing the course evaluation!		

*Graded Assignment

"My Choices" Grading Policy

I understand that life events happen to all of us. To expect that they won't this semester is just not practical. Getting a sore throat or the flu, family responsibilities, a job interview, a vacation or other personal celebrations can cause you to miss an assignment. Students are advised to manage these situations and not "wait until the last minute" (i.e., the "last hour") before an assignment is due to try to submit their assignments.

To help you manage "life events" that are bound to occur during the semester, I've made all assignments available for you to work on for at least 2 weeks in fall, spring semesters; and at least 1 week in summer semester. This means that "extra time" has already been built into the course design to account for those of you who work or are involved with academic projects or other extra-curricular activities. This flexibility also provides you with planning time to work on assignments so that minor illness, a sore throat, holidays, family vacations, job interviews, or other day-to-day unexpected events that happen, will not derail your efforts to be successful. It is critically important that you organize your time now and schedule time in your planner for reading, studying, and working on assignments in this class. Do not expect that you will have time later to be proactive and manage your time!

Assignments Always Due at 5:00 pm (EST)

All assignments are due at 5:00 pm Eastern Standard Time (EST), unless specifically noted otherwise in an Announcement (5:01 is "LATE"). Do not wait until the "last minute" (i.e., within the last hour before an assignment is due) to submit graded work as technical issues are an uncontrollable possibility in an online class and students are responsible for submitting online assignments on time.

If you are a high-achieving student, you should plan to submit assignments at least one day early to avoid technical issues or unexpected life events. If you work or have other commitments this semester (e.g., extra-curricular academic activities, other non-academic obligations) you should ALWAYS plan to submit graded assignments early. High-achieving students (students who expect to earn an A) adhere to the "best practice" of submitting assignments at least one day earlier than the due date in order to manage avoidable technical issues.

Because of the extended availability of all assignments, pre-planned during the semester, it is a "choice" to organize your schedule at the beginning of the semester, manage your time, and be aware of due dates. Extra time has already been built into the course to accommodate busy schedules or unexpected life events. Therefore it is a "choice" to submit late work UNLESS serious extenuating circumstances apply.

The instructor reserves the right to adjust the deadlines, if necessary, and changes will be communicated via Canvas > Announcements. All assignments are available for at least one week before the due date; therefore, "extra time" has already been built into assignment due dates to account for planned/unplanned circumstances. It is the student's responsibility to stay up-to-date by reading Canvas Announcements on a regular basis.

"My Choices" refers to your "choice" to submit late work, wait until the "last minute" to complete assignments, or miss assignment submissions entirely. These circumstances in "My Choices" refers to "Late Submissions" and "Missed Assignments".

Late Submissions (5:01 pm on due date is "late")

Late submissions will incur a **20% per day penalty deduction** (from total Assignment Points Possible) for each 24-hour period an assignment is submitted beyond the due date, unless Extenuating Circumstances apply. (*“Note that in fall/spring, Late Submissions will apply to Module 6 assignments; however, due to the compressed nature of summer B semester, Late Submission does not apply to Module 6 assignments - final deadline for Module 6 assignments in summer B is on the due date posted in the Syllabus.*

Late Submission grading example:

Assignment is due on Wednesday @ 5:00 pm

- Assignment submitted prior to Wednesday @ 5:00 pm (100% possible point consideration)
- Assignment submitted during time period 5:01 pm Wednesday - 5:00 pm Thursday (20% point deduction from total possible points)
- Assignment submitted during time period 5:01 pm Thursday - 5:00 pm Friday (40% point deduction from total possible points)
- Assignment submitted during time period 5:01 pm Friday - 5:00 pm Saturday (60% point deduction from total possible points)
- Assignment submitted during time period 5:01 pm Saturday - 5:00 pm Sunday (80% point deduction from total possible points)
- Assignment submitted during time period 5:01 pm Sunday - 5:00 pm Monday (100% point deduction from total possible points, which means no credit received)

I understand that real-life events may impact your ability to complete all graded work this semester. Your semester grade will not be unduly penalized for late work unless late submissions are a habitual occurrence, as discussed in Missed Assignment section. Please see me if you would like to discuss strategies for being successful in an online class.

Missed Assignments (Applies to Discussion, Activity, Homework, and Quiz; does not apply to Simulation Decisions OR Final Presentation)

A total of nine (9) graded Discussion, Activity, Homework, and Quizzes are to be completed in AEB 4138 and these assignments are referred to as “Category” assignments. For “Category” assignments (e.g., Discussion, Homework, Activity, and Quiz), the lowest score will be dropped in the final grade calculation (refer to section 0.5 Grades for schematic). This dropped lowest score for each category (for Category assignments) will serve as missed assignment consideration UNLESS the Extenuating Circumstances Exception applies to your specific circumstances.

A total of forty-two (42) class periods require attendance participation (Tuesday period 4 & Thursday periods 4-5). Two periods will be dropped in final grade calculation (Thursday counts as 2 periods) and this serves as an ‘excused’ absence. Additional absences require documentation. The final group presentation is required for all students to receive a grade in AEB 4138.

Summary of “Category” assignments with dropped grade(s) as summarized from the Syllabus:

- Discussions 1-9 [9 @ 100 points each; drop lowest score] for a total of 800 possible Discussion points counted towards final grade.
- Activities 1-9 [9 @ 100 points each; drop lowest score] for a total of 800 possible Activity points counted towards final grade.
- Homework 1-9 [9 @ 100 points each; drop lowest score] for a total of 800 possible HW points counted towards final grade.
- Quizzes 1-9 [9 @ 100 points each; drop lowest score] for a total of 800 possible Quiz points counted towards final grade.
- Attendance 42 [42 @ 5 points each; drop two periods] for a total of 200 possible attendance points counted towards final grade.
- Final presentation [1 @ 100 points] all students must complete to receive a grade in AEB 4138.
- Semester grade is out of 3,500 total possible points (refer to Syllabus 0.5 Grades breakdown)

I understand that real-life events may impact your ability to complete all graded work this semester. Your semester grade will not be unduly penalized unless you fail to communicate with me regarding your inability to meet attendance expectations. End of the semester pleas for make-up work cannot be accommodated in this course.

**If you foresee difficulty with the due dates or if this is your first online course, please make an appointment with the instructor early in the semester to discuss online course strategies in order to avoid problematic consequences.*

Extenuating Circumstances Exception (Excused Absence to make up work)

Rarely does an excuse qualify as an Extenuating Circumstance (“Excused Absence) as these events are considered to be of a serious nature that require intervention preventing you from an extended period of time away from campus (e.g., hospitalization, serious and/or recurrent illness, death of a family member).

Extenuating Circumstances DOES NOT include the variety of "life" events such as: a job interview, non-emergency family situations such as vacation or travel, a cold or sore throat, OR wireless connectivity issues when attempting to complete graded assignments.

A health-clinic note on the day an assignment is due does not warrant extenuating circumstances and the “Missed Assignment” Policy (above) will apply.

Extenuating Circumstances DOES require the intervention of a professional advisor and Letterhead Documentation must be received by the instructor within 24 hours of an assignment deadline (see below); otherwise the "Missed Assignment" (Dropped Score) policy applies. The Twelve-Day Rule (Links to an external site.) falls within the Extenuating Circumstances policy, as published in the UF Undergraduate Student Catalog.

In order to be excused from class, an in-class assignment or quiz or activity, or allowed to submit an assignment late, you must notify me in advance and secure my permission. The only acceptable reasons to request an excuse are:

- Medical emergency (ordinary doctor's visit is not acceptable; proper documentation justifying the excuse will be required).
- Significant personal or professional commitment (e.g., field trip for another course; military duty; interview; religious holidays; participation in official university activities such as music performances, athletic competition or debate; court-imposed legal obligations (jury duty or subpoena; court appearance for traffic tickets or arrests will not be excused). Eligibility depends on instructor's judgment, and hence prior permission is a must. Students will not be excused from group presentations as group presentations are scheduled based on students' availability. Assignments are due on their due date and assignments must be submitted on their due date or prior to their due date even if the student is excused from class on the assignment due date.
- Genuine family emergency (again, proper documentation/verification from will be needed).
- Given that case study assignments are posted well in advance of their due dates, university athletes or students engaging in approved professional or personal commitments are expected to submit assignments by their stated due dates. Under certain circumstances, I will allow make-up assignments or extensions when the assignment is missed due to official university sporting events pending ample WRITTEN notification in advance (at least 7 days prior). Club/recreational sports are not granted the same courtesy.
- Students who are excused from class will have their participation grades calculated using only the possible points for the days on which they were not excused. In other words, their grade will be based only on the points for which they have not been excused.
- Excused students will be permitted to make up in-class assignments/quizzes when feasible (see below). Students should contact Ms. Clark on the first day that they return to class after their absence to make arrangements to complete make-up in-class assignments/quizzes.

Documentation must be submitted no later than the first day you return to class. Simply emailing Dr. Kropp that you will not be in class does not count as documentation. Should you experience a significant hardship/illness (e.g. diagnosis of a terminal/chronic disease of you or a close family member; e.g., depression; Crohn's disease, cancer, etc.) during the semester that negatively affects your performance in the course or has the potential to negatively affect your performance in the course, you must inform Dr. Kropp as soon as possible such that appropriate accommodations can be made. You will be asked to obtain documentation from the Dean of Students Office regarding your circumstances. Providing documentation at the end of the semester and seeking retroactive accommodations is not possible.

Letterhead Documentation

Letterhead documentation DOES mean the submission of a formal, business letter on letterhead (or a UF email from advisor or UF Dean of Students). It must include relevant dates for the excuse submitted within 24 hours of a missed assignment.

Letterhead documentation does NOT include a note or email from:

- your Mom (or Dad or Aunt, Uncle, cousin, Uncle who is a lawyer, best friend, boss, etc

- a walk-in clinic or the Student Health Center the day an assignment is due because you had a cold, overslept, had computer problems, or a job interview on a due date...these types of excuses do NOT satisfy the criteria for extenuating circumstances and the dropped score(s) policy will apply.

To submit your letterhead documentation, contact the UF Dean of Students Office to formally submit a request for Instructor Notification (Links to an external site.).

Request an Instructor Notification

If you need support for consideration of an Extenuating Circumstance including family emergencies or other matters of very serious nature, please contact the UF Dean of Students, U-Matter Care Team and **request an Instructor**

Notification: <https://care.dso.ufl.edu/instructor-notifications/>

Student Responsibility for Online Submissions

Students are responsible for verifying assignments are successfully uploaded into Canvas. Wireless connections good for watching lectures or reading materials, but are problematic for quizzes or assignments because uploads may not be saved (without warning). The instructor cannot be responsible for internet connections or failures. **Be advised that your choice to use a wireless connection to complete quizzes or upload assignments is problematic and may negatively affect performance.** A hard-wired connection can be located at any UF computer lab on campus or any public library to submit graded assignments. Locating a hard-wired connection greatly reduces the instance of technical issues.

Contact the instructor early if you foresee difficulty with maintaining a hard-wired connection (e.g., military service or internship abroad).

UF Computing Help Desk & Ticket Number

All technical issues require a UF Helpdesk Ticket Number. If you have a technical issue and do not have a ticket number, you will be redirected to the Contact the UF Computing Help Desk at <http://helpdesk.ufl.edu/> for technical assistance. Any technical problems require the following UF Computing Help Desk Ticket Number procedure:

- Contact the UF Computing Help Desk and obtain a UF Computing Helpdesk Ticket Number issued AT LEAST ONE HOUR prior to assignment due date
- Send an email to the instructor's UFL email address before the assignment is due,

If you are a high-achieving student who expects to earn an A in this class, do not wait until the "last minute" to submit assignments (i.e., the "last hour" before an assignment is due).

No student should rely on a wireless connection to submit online assignments (hardwired computers are available at any UF computer lab or any public library). Wireless connections are unreliable, especially at peak times close to assignment due dates.

Ask me if you have questions about any of the information in the Syllabus, I am here as a source of support in your academic efforts and want you to be successful. I can help you identify strategies for your success in an online class at UF!

0.5 Grades

The following information explains how semester grades are calculated in this class. It is important that you recognize shared responsibility in the communication process to use information provided and to ask when you have questions.

Grading rubric

Your semester grade will be determined as follows:

Assignment Category	Possible points each Assignment	Possible Gradebook Points	Applicable Policies
Discussion/Responses (9); drop lowest score	100	(8) Discussion/Responses points (lowest score dropped) equals a total of 800 points possible for this category	<i>"My Choices Grading"</i> <i>"Missed Assignment"</i>
Agribusiness Simulation Game & Excel Activities (9); drop lowest score	100	(8) Activities points (lowest score dropped) equals a total of 800 points possible for this category	<i>"My Choices Grading"</i> <i>"Missed Assignment"</i>
Homework (9); drop lowest score	100	(8) Homework assignment points (lowest score dropped) equals a total of 800 points possible for this category	<i>"My Choices Grading"</i> <i>"Missed Assignment"</i>
Quizzes (9); drop lowest score	100	(8) Quizzes points (lowest score dropped) equals a total of 800 points possible for this category	<i>"My Choices Grading"</i> <i>"Missed Assignment"</i>
Attendance participation (42); drop two periods as 'excused'	5 points per session	(40) Attendance participation Quizzes points (lowest score dropped) equals a total of 200 points possible for this category	<i>"Can miss any (2) periods as 'excused' but additional absence requires documentation"</i>
Final presentation	100	(1) Group presentation; details of each will be shared in class	<i>"No missed assignments"</i>
TOTAL		3,500 TOTAL POINTS POSSIBLE	

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

Syllabus Quiz	100% -> Opens Module 1
Mid-semester Course Feedback	5 possible points extra credit

End of semester Course Feedback	5 possible points extra credit
Participation in discussion	5 possible points extra credit

*Note that the extra credit points serve as a "rounding" aspect for marginal grades "so close" to being rounded up to the next grade (e.g., B- to a B). No other rounding or extra credit is offered during the semester. Your carefully considered feedback is genuinely appreciated.

Grade Calculation

Your final grade for the course is determined by the total of all points earned during the semester divided by 500 total points. Letter grades are calculated in Canvas at 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 feel that an error has been made in the grading of an assignment or quiz, you are encouraged to submit the assignment/quiz for a re-grade. Please note that the entire assignment/quiz will be reviewed for accuracy. Re-grade requests must be submitted no more than one week after the assignment/quiz in question was returned to you. After that, there will be no appeal on posted grades. Please put the assignment/quiz in an envelope (or email the instructor) along with a typed explanation of the issue in question. Please be advised that this is your responsibility to do so within the time limit.

Refer to the Grading Rubric above to calculate your points earned; do not rely on the Canvas Gradebook prior to the end of the semester. An email will be sent when final grades are calculated in Canvas.

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>

Steps to calculate your grades are provided in Canvas in the online Syllabus

Class Participation and Effort:

As previously stated, students are expected to attend all classes. In addition to attending class, students are expected to participate and exert effort in learning the material both in class and outside of class. While you must attend class to be able to participate, simply showing up will not suffice. Thus, class participation and effort will be based on:

Participation: Attending class and **actively** participating in activities, asking questions, and providing comments. Obviously, you cannot participate if you do not attend class. Contributing to conversations in other classes and on the job is a critical skill. You can take steps to improve your participation. If you tend to be a non-participant, I encourage you to prepare questions or jot down a few key points before class and make an effort to speak up in class. If you tend to 'dominate' discussions, learn to let other people contribute.

Arriving on time: Arriving late impedes your learning as well as the learning of your classmates. Tardiness will be noted and will negatively affect your grade.

Engagement: Use of cell phones, laptops, etc. for non-note taking purposes during class impedes your learning as well as the learning of your classmates. Engaging in these activities will negatively affect your grade (see **Emailing, Text Messaging, Instant Messaging, Facebook, Smokeless Tobacco, Vaping, Etc.** section below).

Energy spent on assignments: Assignments are designed to be learning experiences. To learn you must get outside your comfort zone, and hence the assignments are designed to be challenging and make you uncomfortable. The case study assignments cannot be completed the night before. Rushed, sloppy, and incomplete assignments indicate a lack of effort.

Utilizing office hours/seeking assistance from Ms.Clark or the TA: Office hours are designed to give students an opportunity to obtain additional assistance and clarification. Students are encouraged to attend office hours; however, it is expected that students exerted some effort in attempting to find the answer prior to arriving at office hours. Students are expected to have read the assignment and required readings, attempted the assignment, and come with specific questions. I recognize that my office hours may not be convenient to all students, and hence I encourage students to also ask questions in class or via email.

Notes:

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.

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. Additional information can be found at www.dso.ufl.edu/drc/

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 Connections Center, First Floor JWRU, 392-1601, www.crc.ufl.edu/*

Complaint Resolution Procedure

Each online distance learning program has a process for, and will make every attempt to resolve, student complaints within its academic and administrative departments at the program level. See <http://distance.ufl.edu/student-complaints> for more details.

If you have any questions about content you do not see answered in the syllabus, please ask.

By enrolling in this course, you are agreeing to the terms outlined in this syllabus.

University of Florida Policies upheld at all times.

GO GATORS!!!