



**University
of Manitoba**

**Faculty of Agricultural and Food Sciences
School of Agriculture
Fall 2020**

COURSE DETAILS

Course Name and Number Skills for Agricultural Communication and Decision Making (DAGR 0410)

Number of Credit Hours: 4 credit hours

Class Times, Days of the Week & Locations: **Classes (K01)**
Online Learning- UMLearn
Two asynchronous lectures posted weekly
Friday 9:30 am synchronous lecture

Labs
Posted weekly on UMLearn

Instructor Contact Information

Instructors	Kathleen Wilson (Course Coordinator) 248 Agriculture Building E-mail: Kathleen.Wilson@umanitoba.ca Easton Sellers, 248 Agriculture Building Email: Easton.Sellers@umanitoba.ca
Other Members of Academic Team	Reg Dyck Instructor, School of Agriculture Phil Veldhuis Instructor, School of Agriculture

All email communication must conform to the University of Manitoba's [Communicating with Students](#) policy.

Students must use their University of Manitoba e-mail account to contact instructors.

Course Description

DAGR 0410 Skills for Agricultural Communication and Decision Making Cr.Hrs. 4
(Lab required) A course designed to improve critical thinking and abilities in written and oral communication to support student success in their academic careers and as agricultural industry professionals.

General Course Information

How to use this syllabus:

Students are expected to refer regularly to this document that communicates the roles and responsibilities of students and the academic team, course schedule, and the student requirements for successful completion of the course. Students are expected to request clarification as needed and comply with the University Policies contained within.

Course Goals

This course has three goals:

- To provide students with opportunities to practice and further develop their communication (written and verbal) and critical thinking skills
- To provide examples and evidence for students to understand the importance of communication as an agricultural management tool.
- To help students develop the ability to match communication tools with various audiences, messages and goals.
- To learn and use various decision making tools/strategies when making decisions

Intended Learning Outcomes

Upon completion of this course, you should be able to:

- Evaluate the effectiveness of communication tools, strategies and messages
- Differentiate between internal and external messages in the agriculture industry
- Explain how to develop and deliver effective agriculture messages to the public
- Predict the intended audience and compose an appropriate communication message for a specific group
- Assess agricultural advocacy messages
- Compose effective written communication messages
- Implement strong verbal communication skills when involved with active learning in class, during labs and team building activities
- Experiment with taking on different perspectives to further develop critical thinking skills
- Apply critical thinking skills to determine the validity of information and ideas
- Interpret how agricultural research benefits producers and consumers
- Differentiate between scientific research and anecdotal evidence

Using Copyrighted Material

Please respect copyright. The course content is appropriately acknowledged and is copied in accordance with copyright laws and University guidelines. Copyrighted works, including those created by the Academic Team, are made available for private study and research and must not be distributed in any format without permission. Do not upload copyrighted works to a learning management system (such as UM Learn), or any website, unless an exception to the Copyright Act applies or written permission has been confirmed. For more information, see the University's Copyright Office website at <http://umanitoba.ca/copyright/> or contact um_copyright@umanitoba.ca.

Recording Class Lectures

No audio or video recording of lectures or presentations is allowed in any format, openly or surreptitiously, in whole or in part without permission from instructors.

Textbook, Readings, Materials

There is no assigned textbook for this course.

All course information, assignments and readings will be provided to students in class or through UM Learn.

Course Technology

On-line course information - Course information is available for students to access through UM Learn. To access the UM Learn site, please follow along with the following steps:

- 1) Using the web browsers Google Chrome or Firefox, please go to the UM Learn log in page-
<https://universityofmanitoba.desire2learn.com/d2l/login>
- 2) Use the same information to access your student web-mail account for your log in user name and password
- 3) Locate the name of this course DAGR-0410-K01- Communication and Learning Skills, and click on it to gain access to course content.
- 4) Locate the orange horizontal “Navigation Bar” and click on “Resources” and then “Content” from the drop down menu to view course content.

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Class Communication

The University requires all students to activate an official University email account. For full details of the Electronic Communication with Students please visit:
[http://umanitoba.ca/admin/governance/media/Electronic Communication with Students Policy - 2014 06 05.pdf](http://umanitoba.ca/admin/governance/media/Electronic_Communication_with_Students_Policy_-_2014_06_05.pdf)

Please note that all communication between the academic team and you as a student must comply with the electronic communication with student policy

([http://umanitoba.ca/admin/governance/governing_documents/community/electronic communication with students policy.html](http://umanitoba.ca/admin/governance/governing_documents/community/electronic_communication_with_students_policy.html)).

You are required to obtain and use your University of Manitoba email account for all communication between yourself and the university.

Expectations: We Expect You To

Students are expected to:

- View all lecture and lab material, and participate actively in learning activities
- Share your own experiences as they relate to the topic under discussion, ask questions for clarification, and challenge a practice or idea presented in class
- Regularly access DAGR 0410 K01 UM Learn site to access course information
- Regularly access University of Manitoba student e-mail to access course information
- Seek clarification from Instructors regarding the contents of this course outline if required
- Be aware of and comply with University of Manitoba Policies and Procedures
- Listen attentively and not disturb or distract others by talking, texting, or using other electronics for entertainment purposes. Students are expected to restrict their wireless computer or phone activity to subjects about the topics under discussion
- Use professional, clear communication when e-mailing instructors and classmates
- Serve as good ambassadors for the Agriculture Diploma program and the Agricultural Community
- Make arrangements to obtain information presented when extraordinary circumstances prevent attendance at classes
- Comply with University of Manitoba Policies and Procedures (eg. [Respectful Work and Learning Environment Policy](#).)

Academic Integrity:

We will be learning more about what Academic Integrity means for learning at the university level within this course, but here are some basic guidelines for submitting course work that meet the standards at University of Manitoba:

All course work is to be completed individually for this course, unless you are specifically asked to collaborate with classmates. Inappropriate collaboration will be monitored by instructors and graders on all work submitted within the course. All course work submitted must be created specifically for this course by the student whose name is on the work.

Group or Team projects are also subject to the same rules of academic dishonesty.

See more information about Academic Integrity here-
<http://umanitoba.ca/student/academicintegrity/>

Attendance and Participation

From the University of Manitoba Academic Calendar:

“Regular attendance is expected of all students in the course. An instructor may initiate procedures to debar a student from attending classes and from final examinations and/or from receiving credit where unexcused absences exceed those permitted by faculty or school regulations. A student may be debarred from class, laboratories, and examinations by action of the dean/director for persistent non-attendance, failure to produce assignments to the satisfaction of the instructor, and/or unsafe clinical practice or practicum. Students so debarred will have failed that course.”

Regular participation is a requirement for this course. Students who do not meet requirements may, after written warning, be debarred from taking the final examination. Any student so debarred will receive a grade of F in the course.

Expectations: You Can Expect the Academic Team To

- Clearly explain what is necessary to succeed in this course
- Support students in meeting their individual learning goals
- Facilitate the development of students’ communication skills, critical thinking skills and evidence-based decision making abilities through the course and learning activities
- Provide opportunities for students to practice and develop their written and verbal communication skills in a safe environment, understanding that students are at various stages of skill development
- Connect with students to clarify course content or assist with learning activities outside of class hours
- Use all the tools at our disposal to help you succeed in this course and your program

Class Schedule

This schedule is subject to change at the discretion of the instructors and/or based on the learning needs of the students, but such changes are subject to Section 2.8 of the – [ROASS-Procedure](#)).

Schedule Overview

The schedule is subject to change , any changes will be communicated on UM Learn site.

Monday 7th and Wednesday the 9th is an Synchronous class. *****

Week	Date	Lab	Lecture
1	Wednesday, September 16		Course Overview & Academic Support Resources (KW)
	Friday, September 18		Synchronous Q & A

2	Monday, September 21		Communication - Messages, Medium, Audience (KW)
	Wednesday, September 23	Lab1: Analyzing communication messages	Communication & Critical Thinking Skills for Academic Success (KW)
	Friday, September 25		Synchronous Q & A
3	Monday, September 28		Appropriate Collaboration & Professional Conduct (KW)
	Wednesday, September 30	Lab 2: Avengers	Working Successfully in Teams (KW)
	Friday, October 2		Synchronous Q & A
4	Monday, October 5		Assignment Introduction
	Wednesday, October 7	Lab 3: Professional Business Communication	Professional Business Communication
	Friday, October 9		Synchronous Q & A
5	Monday, October 12	Thanksgiving	
	Wednesday, October 14	No Lab this week	No Classes- Field Trip
	Friday, October 16		Synchronous Q & A/Assignment Focus
6	Monday, October 19		Public Trust
	Wednesday, October 21	Lab 4: Public Trust and Social Media	Social Media
	Friday, October 23		Synchronous Q & A
7	Monday, October 26		Networking
	Wednesday, October 28	Lab 5: Presentation Skills	Presentation Skills
	Friday, October 30		Synchronous Q & A
8	Monday, November 2		Ag Organizations (T. Green & J.Ayre)
	Wednesday, November 4	Lab 6: Leadership and management skills	Communication Skills for Leadership & Management (M. Rogalsky)
	Friday, November 6		Midterm Review
	November 9-13		WEEK OFF
9	Monday, November 16		Midterm
	Wednesday, November 18	Lab 7: Difficult conversations activity	Difficult Conversations (L. Sprung)
	Friday, November 20		Synchronous Q&A VW Deadline

10	Monday, November 23		Decision Making & Farm Management (PV)
	Wednesday, November 25	Lab 8: Using decision making frameworks on the farm	Decision Making & Farm Management (PV)
	Friday, November 27		Synchronous Q & A
11	Monday, November 30		Responding to False Information
	Wednesday, December 2	Lab 9: Review and Reflection	Course Review/Evaluation (KW)
	Friday, December 4		Synchronous Q & A
12	Monday, December 7		Exam Review (KW)
	Wednesday, December 9		Exam Review (KW)

Course Evaluation Methods

	Value of Final Grade
Writing Assignment – Initial Technical Assessment	Pass/Fail*
Academic Integrity Quiz	Pass/Fail*
Weekly Lab Exercises*	30%
Writing Assignment – Mentorship “Field Trip”	15%
Midterm exam	10%
Final exam	25%
Homeroom Participation	5%
Class Participation in discussion and activities	15%

*Students must obtain a minimum of 18/30 for the lab exercises to earn a passing grade in this course.

**All students are required to make a presentation to earn a passing grade in this course.

Grading

Letter Grade	Grade Point Value	Mark Range	
A+	4.5	≥95	Exceptional
A	4.0	≥90 <95	Excellent
B+	3.5	≥85 <90	Very Good
B	3.0	≥80 <85	Good
C+	2.5	≥75 <80	Satisfactory
C	2.0	≥70 <75	Adequate
D	1.0	≥60 <70	Marginal
F	0	<60	Failure

The grade of “D” is regarded as marginal in most courses by all faculties and schools. It contributes to decreasing a term, degree or cumulative Grade Point Average to less than 2.0.

Referencing Style

Information will be posted on the UM Learn course site.

Assignment Extension and Late Submission Policy

All assignments are to be submitted on UMLearn

Assignments that are late, cannot be opened, are not the correct submission type, etc. will be given a grade of zero.

Extensions may be granted if students communicate **in advance** with the Instructor and provide supporting documentation to warrant an extension.

Schedule “A” – Policies and Resources for Students

Student Accessibility Services

If you are a student with a disability, please contact SAS for academic accommodation supports and services such as note-taking, interpreting, assistive technology and exam accommodations. Students who have, or think they may have, a disability (e.g. mental illness, learning, medical, hearing, injury-related, visual) are invited to contact SAS to arrange a confidential consultation.

Student Accessibility Services website:

<http://umanitoba.ca/student/saa/accessibility/>

520 University Centre

204 474 7423

Student_accessibility@umanitoba.ca

Writing and Learning Support

The Academic Learning Centre (ALC) offers services that may be helpful to you throughout your academic program. Through the ALC, you can meet with a learning specialist to discuss concerns such as time management, learning strategies, and test-taking strategies. The ALC also offers peer supported study groups called Supplemental Instruction (SI) for certain courses that students have typically found difficult. In these study groups, students have opportunities to ask questions, compare notes, discuss content, solve practice problems, and develop new study strategies in a group-learning format.

You can also meet one-to-one with a writing tutor who can give you feedback at any stage of the writing process, whether you are just beginning to work on a written assignment or already have a draft. If you are interested in meeting with a writing tutor, reserve your appointment two to three days in advance of the time you would like to meet. Also, plan to meet with a writing tutor a few days before your paper is due so that you have time to work with the tutor's feedback.

These Academic Learning Centre services are free for U of M students. For more information, please visit the Academic Learning Centre website at

<http://umanitoba.ca/student/academiclearning/>

You can also contact the Academic Learning Centre by calling 204-480-1481 or by visiting 201 Tier Building.

University of Manitoba Libraries (UML)

As the primary contact for all research needs, your liaison librarian can play a vital role when completing academic papers and assignments. Liaisons can answer questions about managing citations, or locating appropriate resources, and will address any other concerns you may have, regarding the research process. Liaisons can be contacted by email or phone, and are also available to meet with you in person. A complete list of liaison librarians can be found by subject or by name: <http://bit.ly/1tJ0bB4>. Also, general library assistance is provided in person at 19 University Libraries, located on both the Fort Garry and Bannatyne campuses, as well as in many Winnipeg hospitals. For a listing of all libraries, please consult the following: <http://bit.ly/1sXe6RA>. When working remotely, students can also receive help online, via the Ask-a-Librarian chat found on the Libraries' homepage: www.umanitoba.ca/libraries.

For 24/7 mental health support, contact the Mobile Crisis Service at 204-940-1781.

Student Counselling Centre

Contact SCC if you are concerned about any aspect of your mental health, including anxiety, stress, or depression, or for help with relationships or other life concerns. SCC offers crisis services as well as individual, couple, and group counselling. *Student Counselling*

Centre: <http://umanitoba.ca/student/counselling/index.html>

474 University Centre or S207 Medical Services
(204) 474-8592

Student Support Case Management

Contact the Student Support Case Management team if you are concerned about yourself or another student and don't know where to turn. SSCM helps connect students with on and off campus resources, provides safety planning, and offers other supports, including consultation, educational workshops, and referral to the STATIS threat assessment team.

Student Support Intake Assistant <http://umanitoba.ca/student/case-manager/index.html>

520 University Centre
(204) 474-7423

University Health Service

Contact UHS for any medical concerns, including mental health problems. UHS offers a full range of medical services to students, including psychiatric consultation.

University Health Service <http://umanitoba.ca/student/health/>

104 University Centre, Fort Garry Campus
(204) 474-8411 (Business hours or after hours/urgent calls)

Health and Wellness

Contact our Health and Wellness Educator if you are interested in information on a broad range of health topics, including physical and mental health concerns, alcohol and substance use harms, and sexual assault.

Health and Wellness Educator <http://umanitoba.ca/student/health-wellness/welcome.html>

Katie.Kutryk@umanitoba.ca

469 University Centre
(204) 295-9032

Notice Regarding Copyright

All students are required to respect copyright as per Canada's *Copyright Act*. Staff and students play a key role in the University's copyright compliance as we balance user rights for educational purposes with the rights of content creators from around the world. The Copyright Office provides copyright resources and support for all members of the University of Manitoba community.

Visit <http://umanitoba.ca/copyright> for more information.

Your rights and responsibilities

As a student at the University of Manitoba, you have rights and responsibilities. It is important for you to know what you can expect from the University as a student and to understand what the University expects from you. Become familiar with the policies and procedures of the University and the regulations that are specific to your faculty, college or school.

The [Academic Calendar](http://umanitoba.ca/student/records/academiccalendar.html) <http://umanitoba.ca/student/records/academiccalendar.html> is one important source of information. View the sections *University Policies and Procedures* and *General Academic Regulations*.

While all of the information contained in these two sections is important, the following information is highlighted.

- If you have questions about your grades, talk to your instructor. There is a process for term work and final **grade appeals**. Note that you have the right to access your final examination scripts. See the Registrar's Office website for more information including appeal deadline dates and the appeal form <http://umanitoba.ca/registrar/>
- You are expected to view the General Academic Regulation section within the Academic Calendar and specifically read the **Academic Integrity** regulation. Consult the course syllabus or ask your instructor for additional information about demonstrating academic integrity in your academic work. Visit the Academic Integrity Site for tools and support <http://umanitoba.ca/academicintegrity/> View the **Student Academic Misconduct** procedure for more information.
- The University is committed to a respectful work and learning environment. You have the right to be treated with respect, and you are expected to conduct yourself in an appropriate, respectful manner. Policies governing behaviour include the:

Respectful Work and Learning Environment

http://umanitoba.ca/admin/governance/governing_documents/community/230.html

Student Discipline

http://umanitoba.ca/admin/governance/governing_documents/students/student_discipline.html

and

Violent or Threatening Behaviour

http://umanitoba.ca/admin/governance/governing_documents/community/669.html

- If you experience **Sexual Assault** or know a member of the University community who has, it is important to know there is a policy that provides information about the supports available to those who disclose and outlines a process for reporting. The **Sexual Assault** policy may be found at http://umanitoba.ca/admin/governance/governing_documents/community/230.html
More information and resources can be found by reviewing the Sexual Assault site <http://umanitoba.ca/student/sexual-assault/>
- For information about rights and responsibilities regarding **Intellectual Property** view the policy http://umanitoba.ca/admin/governance/governing_documents/community/235.html

For information on regulations that are specific to your academic program, read the section in the Academic Calendar and on the respective faculty/college/school website

<http://umanitoba.ca/faculties/>

Contact an **Academic Advisor** within our faculty/college or school for questions about your academic program and regulations <http://umanitoba.ca/academic-advisors/>

Student Advocacy

Contact Student Advocacy if you want to know more about your rights and responsibilities as a student, have questions about policies and procedures, and/or want support in dealing with academic or discipline concerns.

<http://umanitoba.ca/student/advocacy/>

520 University Centre

204 474 7423

student_advocacy@umanitoba.ca