



University of Manitoba
Faculty of Agricultural and Food Sciences
Department: School of Agriculture

Introductory Farm Management

DAGR 0480

Fall 2020

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COURSE DETAILS

Course Title & Number:	Introductory Farm Management DAGR 0480
Number of Credit Hours:	3
Course Delivery:	<p><i>Asynchronous:</i> The pre-recorded content for the week will be posted every Monday morning. Students should be prepared to commit a minimum of 30 mins to watch these videos which supply the content for the rest of the week.</p> <p><i>Synchronous:</i> There will be a live tutorial weekly on Wednesdays from 10:30-11:20 using Cisco Webex Meetings found on UMLearn. Tutorials will be recorded and posted.</p> <p><i>Discussions:</i> There will be a group discussion post due every Friday at 11:20am on UMLearn</p>
Meetings with Advisor	Each student will be assigned a Farm Management Advisor (FMA) for this course. Students will be required to schedule and participate in 2 mandatory interviews/meetings during the term using Cisco Webex. These meetings will work toward developing the plan for the Farm Management Project.
Field Trip:	There is a required virtual field trip on October 14 th . Participation is mandatory.
Pre-Requisites:	None

Instructor Contact Information

Instructor(s) Name:	Jacque Manaire
Preferred Form of Address:	Jacque
Email:	Jacque.manaigre@umanitoba.ca
	<p>All email communication must conform to the Communicating with Students university policy. It must come from a university email. Emails from personal accounts will not get a response.</p> <p>Email response time will vary, we will attempt to get back to you within the next business day.</p>

Emails must remain professional and should respect the instructor's time.

Office Hours or Availability: Preferred method is email communication for short questions as well as for booking an appointment ahead of time to meet via Cisco Webex.

I will typically hold set office hours weekly every Monday and Friday between 10:30-11:20. Students can book an appointment for this on Cisco Webex ahead of time. A meeting outside of these office hours can be made by emailing me to set up an appointment.

Farm Management Advisors:

Phil Veldhuis	
Email Address	Phillip.veldhuis@umanitoba.ca
Reg Dyck	
Email Address	Reginald.Dyck@umanitoba.ca

Students will be required to schedule and participate in 2 mandatory interviews/meetings during the term with their assigned Farm Management Advisor (FMA) through Cisco Webex. Additional meeting may be required. More information about scheduling will be posted on UM Learn.

Undergraduate Calendar Description

DAGR 0480 Introductory Farm Management Credit Hours 3

Students will be introduced to the various roles that are carried out by farm managers. Students will be required to attend interview sessions outside of scheduled classes with an assigned Farm Management Advisor. The Advisor will support students as they apply their management skills and knowledge to a real farm business or a case farm. There will be one full day field trip. May not be held with the former DAGR 0680.

General Course Information

Why this course is useful?

This course is especially useful for anyone either who will be managing a farm or who will be working in close collaboration with someone who is because it provides a framework for developing a business plan for a farm.

Who should take this course?

This course is mandatory for anyone completing a Diploma in Agriculture.

How this course fits into the curriculum

This course will provide an introduction to farm management functions and will assist students in identifying a farm that they will use to bring together the knowledge they acquire throughout the Diploma program complete an comprehensive analysis of a farm and develop an integrated management plan for that farm.

Course Goals

1. Students will develop an awareness of the many management functions that are carried out on a farm operation.
2. Students will work with their Farm Management Advisor to assess options and select a farm or case farm for their management project that will be meet their academic, personal and career objectives.
3. Students will develop their communication and decision making skills.
4. Students will become aware of resources available to support management decision making.

Intended Learning Outcomes

Learning outcomes assist:

- i) Students to identify the knowledge, skills, attitudes and personal attributes expected of them to successfully complete their program of studies;
- ii) Faculty to develop learning goals and objectives in their courses and programs, in prioritizing and focusing the learning experiences, and in the selection of appropriate assessment tools and;
- iii) Potential students and outside agencies to assess the quality of our academic programs.

These learning outcomes include:

Students will identify and describe many management functions involved in operating a farm and agribusinesses.

Students will develop an introductory understanding of the complex skills and knowledge required by successful farm managers for decision making.

Using Copyrighted Material

Please respect copyright. We will use copyrighted content in this course. I have ensured that the content I use is appropriately acknowledged and is copied in accordance with copyright laws and University guidelines. Copyrighted works, including those created by me, 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 by the speaker.

Textbook, Readings, Materials

Materials Required:

Microsoft Office - <http://www.umanitoba.ca/computing/ist/email/2397.html>

- **Microsoft Excel (use of other programs such as Numbers, OpenOffice, GoogleDocs, etc. will not be graded)*

Textbook(s) – Authors, Titles, Edition: None

Supplementary Reading: Kay, Ronald D. and William M. Edwards, Patricia A. Duffy, Farm Management, 8th Edition, Toronto: McGraw – Hill Higher Education, 2014.

Course Technology

UM Learn: UM Learn will be used for posting all pre-recorded lectures, discussions, and other content. It will also be used for evaluation such as quizzes and assignments.

Cisco Webex Meetings: Cisco Webex will be used for the tutorial portion of this course as well as for meetings with instructor. It is a good idea for students to take a look at Webex ahead of time and take note of the features such as muting, sharing screen, raising hand, etc.

Technology: A device with video and audio (mic) capabilities will be beneficial for learning and communication

Reliable Internet Connection – Not always in the students control but will allow for much better experience participating in tutorials and meetings, as well as for downloading/buffering pre-recorded video files. Please inform instructor of any technical/connectivity issues at the beginning of the semester

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

Please note that all communication between the instructor 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). You are required to obtain and use your U of M email account for all communication between yourself and the university.

Expectations: I Expect You To

Students are expected to:

- Seek clarification from Instructors if required, regarding the contents of this course outline
- Watch video lectures and participate in discussions on UMLearn
- Serve as good ambassadors for the Agriculture Diploma program
- Utilize professional communication with students, staff, and industry partners
- Regularly watch and complete any pre-recorded lecture content (weekly)
- Be aware of when you are muted vs unmuted in Cisco Webex Meetings tutorials to prevent disruption
- Regularly access UM Learn site for course information, due dates, news items, grades, etc.
- Regularly check their University of Manitoba e-mail account daily to access course information.
- To reply and create new emails with UM email addresses only (http://umanitoba.ca/admin/governance/governing_documents/community/electronic_communication_with_students_policy.html.)
- To conduct themselves in a professional manner in synchronous tutorials, instructor/student meetings, etc.
- Actively participate in all group work
- I expect you to follow these policies around Academic Integrity (see below)
- To make yourself aware of Student Accessibility Services and what they do (see below)

Academic Integrity:

In addition to the general information about academic integrity and student discipline that you provide (Schedule "A" Policies and Resources), references to specific course requirements for individual work and group work, such as:

- (i) Group projects are subject to the rules of academic dishonesty;
- (ii) Group members must ensure that a group project adheres to the principles of academic integrity.
- (iii) Students should also be made aware of any specific instructions concerning study groups and individual assignments;
- (iv) The limits of collaboration on assignments should be defined as explicitly as possible; and
- (v) All work is to be completed independently unless otherwise specified.

Plagiarism or any other form of cheating in examinations, term tests or academic work is subject to serious academic penalty. Cheating in examinations or tests may take the form of copying from another student or bringing unauthorized materials into the exam room. Exam cheating can also include exam impersonation. A student found guilty of contributing to cheating in examinations or term assignments is also subject to serious academic penalty. Students should acquaint themselves with the University's policy on plagiarism; cheating, exam impersonation and duplicate submission (see of the University of Manitoba Undergraduate Calendar). Students should contact the Instructor if they have any questions or require clarification about academic integrity issues.

Inappropriate Collaboration:

When is collaboration inappropriate?

When students work together or share information without specific instructions by the professor, this constitutes inappropriate collaboration. This applies to in-class or take-home tests, papers, labs, or homework assignments; basically, any assignment that will be submitted for a grade. Students should not collaborate unless the professor has given specific instructions about group work and when this is permissible.

Assignments: Work submitted for assignments must be your own, i.e., not the work of anyone else. Consultation with other students is permissible; however, each student must submit their own assignment containing their own work.

Quizzes: UM Learn Quizzes are to be completed and submitted individually.

Students Accessibility Services

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

520 University Centre

204 474 7423

Student_accessibility@umanitoba.ca

Expectations: You Can Expect Me To

- Be sufficiently available for communication for any questions you have via email and Cisco Webex Meetings
- To reply to emails in a timely and clear manner
- To provide clear, detailed explanations and instructions in lectures and labs and provide opportunities to apply and practise course concepts
- To match your time and effort put into succeeding in this course

Class Schedule

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

Sept 16	First day of Agriculture Diploma Classes
Oct 5	Last day to drop courses
Oct 6	Last day to add courses
Oct 14	Virtual Field Trip
Nov 10-13	Fall Term Break
Nov 20	Voluntary Withdrawal (VW) Deadline
Dec 9	Last Day of Classes
Dec 10-21	Examination Period

Day	Date	Week	Platform	Topic
Wed Fri	16-Sept 18-Sept	1	Pre-recorded UMLearn Discussion Webex	Syllabus "Finish the sentence..." Introductions
Mon Wed Fri	21-Sept 23-Sept 25-Sept	2	Pre-recorded Webex UMLearn Discussion	Leadership/Farm Management Management Project Overview 3 Goals
Mon Wed Fri	28-Sept 30-Sept 02-Oct	3	Pre-recorded Webex UMLearn Discussion	GOMV Discuss 3 goals from last week/Student Question Period for Assignment Good Managers
Mon Wed Fri	05-Oct 07-Oct 09-Oct	4	Pre-recorded Webex UMLearn Discussion	Management Decision Making/Styles/Qualities Breakout groups: Qualities/Styles for Managers SWOT for Ag Diploma
Mon Wed Fri	12-Oct 14-Oct 16-Oct	5	UMLearn Discussion	<u>No class – Thanksgiving</u> Virtual Field Trip Field Trip
Mon Wed Fri	19-Oct 21-Oct 23-Oct	6	Pre-recorded Webex	Motivating Thru Management/Def Successful Farms Breakout groups: Group Success Assignment Group Success Assignment working period
Mon Wed Fri	26-Oct 28-Oct 30-Oct	7	Pre-recorded Webex UMLearn Discussion	Business Structures TBD Which Business Structure would you choose? Why
Mon Wed Fri	02-Nov 04-Nov 06-Nov	8	Pre-recorded Webex UMLearn Discussion	Human Resource Management TBD Does HR fit in Agriculture? Why or Why not?
Mon Wed Fri	09-Nov 11-Nov 13-Nov	9		<u>No classes – Fall Term Break</u>
Mon Wed Fri	16-Nov 18-Nov 20-Nov	10	Pre-recorded Webex UMLearn Discussion	Networking/Leadership in Industry Look at industry groups in ag Assignment working period
Mon Wed Fri	23-Nov 25-Nov 27-Nov	11	Pre-recorded Webex UMLearn Discussion	Payroll TBD TBD
Mon Wed Fri	30-Nov 02-Dec 04-Dec	12		Final Prez

Mon Wed	07-Dec 09-Dec	13	Final Prez
10-Dec thru 21-Dec Agriculture Diploma Examination Period			

Grading

Date	Week	Topic	Assignment Type and Value	Value	Due Date
16-Sept	1	Introductions	Individual Discussion board "finish the sentence"	2%	21-Sept
21-Sept	2	Farm Mgmt	Group Discussion board "3 Goals" Get To Know You Survey	2% 3%	25-Sept 25-Sept
28-Sept	3	GOMV	Group Discussion board "Good Manager" Individual GOMV assignment	2% 10%	02-Oct 07-Oct
05-Oct	4	Management decision making	Group Discussion board "SWOT in Ag Diploma" Individual SWOT assignment	2% 10%	09-Oct 14-Oct
19-Oct	6	Successful Farms	Group Success in Ag Diploma Presentation Assignment	10%	28-Oct
26-Oct	7	Business Structures	Group Discussion board "Business Structure" Individual Business Structure Assignment	2% 10%	30-Oct 04-Nov
02-Nov	8	HR	Group Discussion board "HR in agriculture" Individual HR assignment	2% 10%	06-Nov 18-Nov
23-Nov	10	Industry Leadership	Group Industry Leadership Assignment	5%	25-Nov
30-Nov	12	Farm Mgmt Project	Farm Management Proposal	10%	30-Nov
30-Nov	12 13		Final Presentations	20%	30-Nov – 09-Dec

Rubrics will be provided along with the assignment and will be posted on UM Learn.

Drop Box for Assignments – All assignments to be submitted to the Drop Box on UM Learn

1. Survey 3%
2. UMLearn Discussion Board posts (6 at 2%) 12%
3. Leadership assignment 5%

4. Assignments (6 at 10%) 60%
5. Final Presentation 20%
1. UM Learn Discussion board posts: Discussion topic will be made available on Monday mornings and will be due on the Friday. All group members are required to participate.
 2. Assignments: Will cover the content discussed in the lecture and/or field trip. Assignments and corresponding rubrics will be posted on UM Learn. All assignments are to be submitted to “Assignments” on UM Learn. Assignments and grades will be returned via UM Learn.

Interviews

Each student will be required to schedule and attend two interviews/consultations, 15 minutes in length, with their assigned Farm Management Advisor. **Failure to attend the two interviews/consultations will result in the student receiving a grade of F (incomplete) for the course.**

Schedule (Subject to Change)

Interview	Purpose
#1	Gather information on agriculture background, goals for the program, and business plan
#2	Discuss components and potential outline of the business plan

Final Schedule and more details will be posted on UM Learn

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	≥70 <80	Satisfactory
C	2.0	≥60 <70	Adequate – Required for DAGR 0490
D	1.0	≥50 <60	Marginal
F	0	<50	Failure

*** A minimum grade of C in this course is required to take DAGR 0490 – Applied Farm Management**

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.

If you feel that the mark that you have received on any assignment is incorrect, please contact the instructor as soon as possible.

Referencing Style

Will be communicated with each assignment

Assignment Grading Times

Assignments will be graded, handed back and comments (when applicable) given within two weeks.

Assignment Extension and Late Submission Policy

Assignments that are late will be given a grade of zero.

Files that are not formatted correctly, or have technical problems that prohibit the Instructor from accessing will be considered late, and therefore given a grade of zero.

Accommodations for late submissions may be granted. Students must communicate **in advance** with the Instructor and provide supporting documentation to warrant an extension. When no extension is granted, late assignments will be assigned a grade of zero.

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 205 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: <http://bit.ly/WcEbA1> or name: <http://bit.ly/1tJObB4>. In addition, 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

Section (c) sample: re: A notice with respect to 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 of 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 behavior 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/media/Intellectual_Property_Policy_-_2013_10_01.pdf

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 web site <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