



UNIVERSITY
OF MANITOBA

Faculty of Agricultural and Food Sciences

School of Agriculture

COURSE DETAILS

Course Title & Number:	Advanced Communication and Leadership - DAGR 0610
Number of Credit Hours:	3 credit hours
Class Times & Days of Week & Locations:	9:00 – 10:15 a.m. Monday, Wednesday Online Learning- CISCO WEBEX
Course Description	A course designed to improve leadership potential and communication skills.
Pre-Requisites:	None

ACADEMIC TEAM

Instructors

Kathleen Wilson (Lead Instructor, Course Coordinator)
Room 248 Agriculture Building
kathleen.wilson@umanitoba.ca
Office Hours: to be announced

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 instructors, 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

1. Students will have the opportunity to develop advanced communication skills.
2. Students will have the opportunity to develop leadership skills.
3. Students will have the opportunity to develop professional skills for an agricultural career (agribusiness, agricultural and rural organizations).
4. Students will gain valuable skills related to self-assessment, motivation and project design.

Intended Learning Outcomes

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

- assess your own leadership potential and identify personal leadership goals
- identify leadership roles and opportunities for emerging agricultural and rural leaders
- communicate effectively and professionally with agricultural community members and industry leaders
- demonstrate knowledge and skills for serving on rural and agricultural boards/organizations
- prepare and deliver a professional presentation designed to share learning experiences with fellow students

Using Copyrighted Material

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

Members of the Academic team, the School of Agriculture and the University of Manitoba hold copyright over the course materials, presentations and lectures which form part of this course. 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. Course materials (both paper and digital) are for the participant's private study and research.

Textbook, Readings, Materials

Course information, assignments and readings will be provided to students in class and/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 username and password
- 3) Locate the name of this course- DAGR-0610 AO1- Advanced Communications and Leadership 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.
- 5) Must have access to internet and computer with camera and microphone for online learning.



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 course instructors 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.

Attendance/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.”

Expectations: We Expect You To

Student Responsibilities:

- Attend classes and actively participate in activities
 - Notify the Lead Instructor if you are unable to attend class.
 - Regularly access the DAGR 0610 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 including the [Respectful Work and Learning Environment Policy](#).
 - Listen attentively and do not disturb others during class
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- Use professional, clear communication when e-mailing instructors and classmates
 - Serve as good ambassadors for the Agriculture Diploma program and the agricultural community

Academic Integrity:

All course work is to be completed individually. 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.

See more information about Academic Integrity here-

<http://crscalprod1.cc.umanitoba.ca/Catalog/ViewCatalog.aspx?pageid=viewcatalog&catalogid=300&chapterid=3755&topicgroupid=20145&loadusercredits=False>

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 Instructors To

- Support students in meeting their individual learning goals.
- Facilitate students in developing professional relationships in the agricultural community
- Provide opportunities for all students to develop their communication skills in a safe environment understanding that students are at various stages of skill development
- Meet with students virtually to clarify course content or assist with learning activities outside of class hours (please e-mail your request and suggested meeting time to instructor)

Class Schedule

This schedule is subject to change. Changes will be posted on UM Learn.

Day	Date	Topic	Presenter
Wednesday	Jan 6	Course Introduction & Project Introduction	Kathleen
Monday	Jan 11	Communication, Leadership, Professionalism	Kathleen (assignment 1 presented)
Wednesday	Jan 13	Land Acknowledgement Conversation	Kathleen (assignment 1 due)
Monday	Jan 18	Communication, Leadership, Professionalism	Kathleen
	Jan 20	Project Outline	Kathleen (assignment 2 Presented)
	Jan 25 & 27	Cancelled – “field trips”- KAP AGM, Media scrum	Online Discussion Forum
	Feb 1	Assignment 2 presented by students	Student Seminar (assignment 2 DUE) (Assignment 3 presented)
	Feb 3	Professional Networking and Social Media	Student Seminar
	Feb 8	Project Development	Kathleen (Assignment 4 presented)
	Feb 10	Effective Communication	Joanne Baker (Assignment 3 Due)
	Feb 15	Louis Riel Day	n/a
	Feb 17	Winter Term Break	n/a
	Feb 22	Leadership Styles	Joanne Baker (Assignment 4 due)
	Feb 24	Volunteerism – how to Volunteer panel	Panel-TBA Student Seminar
	Mar 1	Cross Cultural Communications, Canadian Values in Communication	Kathleen Wilson
	Mar 3	Land Acknowledgement Follow up Class	Kathleen Wilson
	Mar 8	Cross Cultural Communications in Agricultural busines	Guest- TBA- Eric Vielfaure Cargill Grains Merchandizing Leader
	Mar 10	Voluntary Withdrawal Date	

	Mar 10	Communicating as an Agricultural Professional	Kathleen and student seminar re. last presenter
	Mar 15	Project Seminar	Kathleen
	Mar 17	Professionalism Panel Being a Board Member	Guest Panel TBA
	Mar 22	Student Presentations	Kathleen
	Mar 24	Student Presentations	Kathleen
	Mar 29	Course Evaluation	Kathleen

Course Evaluation Methods

Students will be provided with multiple opportunities to demonstrate their understanding of course content and practice their communication skills with feedback throughout the course.

Evaluation Methods

Grade Evaluation	Value of Final Grade
Written Assignments	
Leadership Assignments	25% (5 x 5%)
Individual Project	50%
Participation/Contribution (rationale)	25%

Grading

Letter Grade		Percentage out of 100	Final Grade Point
A+	Exceptional	96-100	4.5
A	Excellent	90-95	4.0
B+	Very Good	85-89	3.5
B	Good	80-84	3.0
C+	Satisfactory	70-79	2.5
C	Adequate	60-69	2.0
D	Marginal	50-59	1.0
F	Failure	Less than 50	0

Referencing Style

Referencing standards for this course will be discussed in class.

Assignment Grading Times

The voluntary withdrawal date for the Winter 2021 term is **Wednesday, March 10**.

Assignment Extension and Late Submission Policy

A paper copy must be submitted on the stated due date before class begins. Assignments must also be submitted to the course drop box by the submission deadline posted on UM Learn.

At the instructor's discretion late submissions may be accepted upon request. Students must e-mail the instructor providing a legitimate with a legitimate reason for the request as soon as possible. Requests made after the due date will not receive approval.

No late assignments will be accepted without prior approval; students will receive a grade of zero for late assignments.

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/>

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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