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Syllabus

DAGR 0980

Farm Management Project I

Fall 2020

Faculty of Agricultural and Food Sciences
School of Agriculture



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COURSE DETAILS

Course Title & Number:	Farm Management Project I – DAGR 0980
Number of Credit Hours:	3
Class Times & Days of Week:	<p><u>Lecture:</u> The lecture content for the week will be posted weekly every Tuesday. This will typically include a powerpoint, assignment, and assignment instructions which will be pre-recorded (asynchronous).</p> <p><u>Tutorial:</u> There will be one live (synchronous) tutorial weekly every Thursday from 11:30am-12:45pm using Cisco Webex Meetings. These will be student-directed (Q and A). Tutorials will be recorded and posted afterward.</p>
Pre-Requisites:	ABIZ 0470, DAGR 0490, ABIZ 0450 (co-requisite)

Instructor Contact Information

Instructor(s) Name & Preferred Form of Address:	Garrett Sawatzky Garrett
Office Location:	N/A
Office Hours or Availability:	<p>Preferred method is email communication for short questions as well as for booking an appointment ahead of time to meet via Cisco Webex.</p> <p>I will typically hold set office hours weekly every Wednesday and Thursday between 8:30am – 10:30am. Students can book an appointment during this time (Cisco Webex) ahead of time. A meeting outside of these office hours can be made by emailing me to set up an appointment.</p>
Office Phone No.	Webex Room Link: https://umlearn2.webex.com/meet/garrett.sawatzky
Email:	Garrett.Sawatzky@umanitoba.ca <ul style="list-style-type: none">- All email communication must conform to the Communicating with Students university policy.- All emails must come from you university email. Emails received from personal accounts will not get a response.

- Email response time will vary; we will attempt to get back to you by the next business day.

Contact: Email, Cisco Webex via appointment or office hours signup

FARM MANAGEMNT INSTRUCTORS:

FMA	EMAIL	OFFICE HOURS
Garrett Sawatzky	garrett.sawatzky@umanitoba.ca	By Appointment
Colin Penner	colin.penner@umanitoba.ca	By Appointment
Gord McDonald	gordon.mcdonald@umanitoba.ca	By Appointment
Reg Dyck	reginald.dyck@umanitoba.ca	By Appointment
Phil Veldhuis	phillip.veldhuis@umanitoba.ca	By Appointment

Course Description

U of M Course Calendar Description

Development of a comprehensive objectives-driven plan that deals with production and financial management. 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. May not be held with the former DAGR 0690. Prerequisites: ABIZ 0470 and DAGR 0490. Pre- or corequisite: ABIZ 0450. Additionally, students must submit a satisfactory set of financial and production records for the farm they will be basing their project on by June 15th in order to enter DAGR 0980

This is the official start to your Farm Management Project. Your work in the next two semesters (FMP1 and FMP2) will culminate into your Final Presentation next March. It is important to note that while completing your Farm Management Project, no assignment is a one-and-done assignment, as they all build on each other – one must be satisfactorily completed before attempting the next.

General Course Description

Why this course is useful?

This course is useful for anyone working alongside farm managers in the Agriculture Industry as well as future farm managers. In this course, students complete a comprehensive business plan. It allows students to practise sound farm management decisions by utilizing management functions and technical knowledge gathered from courses throughout the program.

Who should take this course?

This course is a mandatory requirement for all Agriculture Diploma students.

How this course fits into the curriculum

The Farm Management Project is the capstone course in the Agriculture Diploma Program. This course allows students to bring together the knowledge acquired throughout the Diploma program into a complete business plan.

Course Goals

1. Students will develop and understand the importance of farm management skills in the areas of farm financials, budgeting, projections, and critical analysis.
2. Students will have the opportunity to develop communication, critical thinking and time-management skills
3. Students will complete and assemble components of a comprehensive farm business plan
4. Students will understand the importance of technological tools for making management decisions

Course Learning Objectives

1. Students will create objectives that will guide decisions made during the farm management project
2. Students will develop critical thinking and analysis skills (risk, historical analysis, structural modification, etc.)
3. Students will create and refine a set of reconciled financial statements (both historical and projected)
4. Students will apply skills in the area of enterprise budgeting and understand the importance of using costs of production for decision making
5. Students will develop business planning skills in the areas of financials, production, and marketing.
6. Students will evaluate and analyze technological decision making tools available to create a technology management plan

Textbook, Readings, and Course Materials

Required Materials:

- *Microsoft Office (Excel/Word)* – All assignments must be completed using Microsoft Excel and Microsoft Word (use of other programs such as numbers, OpenOffice, etc will not be graded). Microsoft Office is free when students sign up for their UM NetID.
<http://www.umanitoba.ca/computing/ist/email/2397.html>

Recommended Materials:

- Computer with Video and Microphone capability – This will allow students to fully participate in Cisco Webex Tutorials
- Reliable Internet Connection – Not always in the student's 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

Required textbook – None

Supplementary readings (not required) – Farm Management 8th Edition. Kay, Edwards, Duffy

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.

Course Technology

UM Learn: UM Learn will be used for posting all pre-recorded lectures, assignment material, and other content. It will also be used for submission and grading of assignments.

Cisco Webex Meetings: Cisco Webex will be used for the synchronous tutorial portion of this course as well as for meetings with the instructor or Farm Management Advisors. 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

Expectations: I Expect You To

- Read, understand, and follow along with this course syllabus throughout the semester. This includes being aware of key dates, evaluations, weights, etc. This syllabus will be followed very closely by the instructor
- Seek help/clarification on any concepts that you don't understand well before assignment deadlines
- Regularly watch and complete any pre-recorded lecture content (weekly) and formulate questions in the weekly tutorial sessions
- 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.
- Check your 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 yourself in a professional manner in synchronous tutorials, instructor/student meetings, etc.
- 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:

Each student in this course is expected to abide by the University of Manitoba [Academic Integrity principles](#). Always remember to reference the work of others that you have used. Also be advised that you are required to complete your assignments independently unless otherwise specified. If you are encouraged to work in a team, ensure that your project complies with the academic integrity regulations. You must do your own work during exams. Inappropriate collaborative behavior and violation of other Academic Integrity principles, will lead to the serious [disciplinary action](#). Visit the [Academic Calendar](#), [Student Advocacy](#), and [Academic Integrity](#) web pages for more information and support.

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 100% you 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. If you are unsure, please contact instructor.

Suspected cases of Academic Dishonesty will be brought to the Directors attention at which point it will be investigated. If it is deemed that Academic Dishonesty took place, an 'Academic Dishonesty' note will be placed on the student's academic transcript.

Student Accessibility Services:

The University of Manitoba is committed to providing an accessible academic community. [Students Accessibility Services \(SAS\)](#) offers 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

520 University Centre

Phone: (204) 474-7423

Email: 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 for assignments and provide opportunities to apply and practise course concepts
- To regularly update the class on what the end goal is for each assignment and where it fits in to the Farm Management Project
- To match your time and effort put into succeeding in this course

CLASS SCHEDULE AND COURSE EVALUATION

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 ROASS](#).

IMPORTANT TERM DATES

Date	Item
Sept 16	First Day of Agriculture Diploma Classes
Oct 5	Last Day to drop courses
Oct 6'	Last day to add courses
Oct 14	Classes Cancelled - Virtual Community Building
Nov 9-13	Fall Term Break
Nov 20	Voluntary Withdrawal (VW) Deadline
Dec 9	Last Day of Classes
Dec 10-21	Examination Period
Jan 5-8	Designated Historical Reconciliation Help Period

Assignment	Date Given	Date Due	Weeks to Complete	Weight
FMA Intro Meeting (1)	17-Sep	20-Oct	4	5
Objectives	22-Sep	29-Sep	1	10
Historical Analysis	29-Sep	06-Oct	1	5
Budget Agreement	29-Sep	13-Oct	2	0
Resource Allocation	06-Oct	13-Oct	1	5
Cultural Practises	13-Oct	03-Nov	3	20
1x Budget	20-Oct	27-Oct	1	5
All Budgets	27-Oct	17-Nov	3	25
Risk Analysis	03-Nov	17-Nov	2	5
Marketing Plan	17-Nov	24-Nov	1	10
Proposed Operational Plan	24-Nov	01-Dec	1	10
Historical Reconciliation*	01-Dec	08-Dec	1	P/F

There will be designated time for virtual meetings during the designated lab period (Jan 5-8) for any final additional help on reconciliation. After Jan 8th, advisors will no longer be looking at incomplete Historical Reconciliation assignments

COURSE SCHEDULE

Week	Date	Day	Platform	Type	Topic	Assignment	Due Date	Weight
0	Sept 17	R	Webex	Intro	Introduction/Syllabus	FMA Intro Meetings	Tues, Oct 20	5
1	Sept 22	T	Pre-Recorded	Lecture	Objectives	Objectives	Tues, Sept 29	10
	Sept 24	R	Webex	Tutorial	Objectives			
2	Sept 29	T	Pre-Recorded	Lecture	Historical Analysis	1) Historical Analysis	Tues, Oct 6	5
	Oct 1	R	Webex	Tutorial	Historical Analysis	2) Budget Agreement	Tues, Oct 13	
3	Oct 6	T	Pre-Recorded	Lecture	Resource Allocation	Resource Allocation	Tues, Oct 13	5
	Oct 8	R	Webex	Tutorial	Resource Allocation			
4	Oct 13	T	Pre-Recorded	Lecture	Enterprise Budgeting	B1: Cultural Practises	Tues, Nov 3	20
	Oct 15	R	Webex	Tutorial	B1: Cultural Practises			
5	Oct 20	T	Pre-Recorded	Lecture	Enterprise Budgeting	B2: 1x Budget	Tues, Oct 27	5
	Oct 22	R	Webex	Tutorial	B2: 1x Budget			
6	Oct 27	T	Pre-Recorded	Lecture	Enterprise Budgeting	B3: All Budgets	Tues, Nov 17	25
	Oct 29	R	Webex	Tutorial	B3: All Budgets			
7	Nov 3	T	Pre-Recorded	Lecture	Risk Analysis	Risk Analysis	Tues, Nov 17	5
	Nov 5	R	Webex	Tutorial	Risk/Budgets			
-	Nov 10	T	NO LECTURE - FALL TERM BREAK					
	Nov 12	R	NO LAB - FALL TERM BREAK					
8	Nov 17	T	Pre-Recorded	Lecture	Marketing	Marketing Plan	Tues, Nov 24	10
	Nov 19	R	Webex	Tutorial	Marketing Plan			
9	Nov 24	T	Pre-Recorded	Lecture	Proposed Operational Plan	Proposed Op. Plan	Tues, Dec 1	10
	Nov 26	R	Webex	Tutorial	Proposed Operational Plan			
10	Dec 1	T	Pre-Recorded	Lecture	FarmPlanner	Historical Rec.	Tues, Dec 8	P/F
	Dec 3	R	Webex	Tutorial	Historical Reconciliation			
11	Dec 8	T	Webex	Lecture	Historical Reconciliation			

Last day of classes: Dec 9th

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Assignment Expectations

Microsoft Excel and Microsoft word will be used to complete course assignments. Assignment deadlines are firm. Assignments will be due Tuesdays at 11:30am on UM Learn, any assignments that are not in the assignment folder before then or are in an unreadable/unopenable format will be given a grade of zero. If extra-ordinary circumstances arise such as family, illness, etc, an exception will be considered with proper documentation. After you submit your assignment, always double check: 1) your assignment made it into the folder successfully by checking your UM email for a submission confirmation. 2) your assignment is in the correct file type and is openable by viewing and opening the submission yourself after submission.

Grading

Grade Assessment		
Letter Grade	Percentage out of 100	Final Grade Point
A+	95-100	4.5
A	88-94	4.0
B+	82-87	3.5
B	74-81	3.0
C+	66-73	2.5
C	60-65	2.0
D	50-59	1.0
F	Less than 50	0

* A minimum grade of C is required to get into DAGR 0990 – Farm Management Project II

* It is important that you monitor your marks closely on UM Learn. Contact instructor/Advisor if needed regarding grade entries.

Voluntary Withdrawal

Last day to drop the class and receive 100% refund → Oct 5

VW (Voluntary Withdrawal) Deadline → Nov 20

* Drop a class before the VW deadline in order to prevent your final grade from being assigned and put on academic transcript. If a student VWs before the VW deadline a VW will be shown on their academic transcript.

* Prior to the VW deadline, students should have received grading feedback up to 6 assignments

* If you are unsure or have concerns about your grade, please contact your instructor who will discuss current standing and help identify strategies for improvement prior to the VW deadline. Please refer to the [Registrar's Office](#) web page for more information.

ASSIGNMENT DESCRIPTIONS

Assignments: Assignments, instructions, and all necessary content will be posted weekly on Tuesdays.

Referencing Style

There is no specific type of referencing required for this course but **referencing is required** any time information is sourced for an assignment including from a farm manager, student, magazine, internet webpage, etc. This should be included at the end of each assignment.

Assignment Feedback

Assignments: Assignments will be marked with feedback posted within a maximum of two weeks. Feedback type will be one of the following: 1) Comments entered into each student's 'evaluation' dialogue box, 2) A completed rubric uploaded into the student's assignment submission.

Assignment Extension and Late Submission Policy

Assignments that are late will be given a grade of **zero**. Assignments submitted that are not formatted correctly and can not be opened/accessed by Instructor will be given a grade of **zero**.

Exceptions to this would include family, health, or other extraordinary circumstances with supporting documentation (e.g., doctor's note or similar).

Non-medical Extensions may be granted if students communicate **in advance** with their Instructor and provide supporting documentation to warrant an extension. When no extension is granted, late assignments will be assigned a grade of **zero**.

When submitting anything to UM Learn, always make sure you are selecting the correct file and double check to make sure you've received a 'submission confirmation' email from UM LEARN to ensure it made it into the assignment dropbox.

UNIVERSITY SUPPORT OFFICES & POLICIES

Schedule "A" – Academic Supports and Resources:

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/1tJ0bB4>. 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.

Schedule "B" - Mental Health Supports and Resources

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

Live Well @ UofM

For comprehensive information about the full range of health and wellness resources available on campus, visit the Live Well @ UofM site:

<http://umanitoba.ca/student/livewell/index.html>

Schedule “C” - 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.

Schedules “D” - University and Unit policies, procedures, and supplemental 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