



**University
of Manitoba** | Faculty of Agricultural
and Food Sciences

Syllabus

DAGR 0990

Farm Management Project II

Winter 2022

COURSE DETAILS

Course Title & Number:	DAGR 0990; Farm Management Project 2
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 Monday. 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 8:30am-9:45am using MS Teams. These will be student-directed (Q and A). Tutorials will be recorded and posted afterward.</p>
Pre-Requisites:	DAGR 0980 Farm Management Project 1, Minimum Grade of C,

Instructor Contact Information

Instructor(s) Name & Preferred Form of Address:	Colin Penner Colin
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 MS Teams.</p> <p>I will typically hold set office hours weekly every Tuesday and Thursday from 9:45am until noon. Students can book an appointment during this time. A meeting outside of these office hours can be made by emailing me to set up an appointment.</p>
MS Teams Address	colin.penner@umanitoba.ca
Email:	<p>Colin.penner@umanitoba.ca</p> <p>All email communication must conform to the Communicating with Students university policy.</p> <p>All emails must come from your university email. Emails received from personal accounts will not get a response.</p> <p>Email response time will vary; we will attempt to get back to you by the next business day.</p>
Contact:	<p>Email communication is preferred for initial consultation and brief questions. Supplemental and complex discussions will happen by appointment via Microsoft Teams. Note: When possible, appointments can be made last minute/immediately, if both instructor and student are available.</p>

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
Cole Anderson	Cole.Anderson@umanitoba.ca	By Appointment

COURSE DESCRIPTION**U of M Course Calendar Description**

Refinement 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. Students will present and defend their plan to a panel composed of academics and industry representatives. May not be held with DAGR 0690. Prerequisite: DAGR 0980.

General Course Description**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. The in-depth business knowledge that students gain from going through this process can be transferred to a number of different circumstances. It is also an opportunity for students to begin putting into practice many of the innovative ideas that they will be picking up in their other courses.

Who should take this course?

This course is mandatory for anyone completing a Diploma in Agriculture. It is particularly useful for farm managers and anyone working in the agriculture service industry (Ag lending, sales, agronomy, the feed industry, etc.).

How this course fits into the curriculum

This course assists students in bringing together the knowledge they have acquired throughout the Diploma program and start developing a comprehensive farm plan that moves them from where the farm is today to where they want it to be.

Course Goals

1. Students will develop an awareness of the importance of management skills for successful operation of a farm or other business.
2. Students will have the opportunity to develop their communication, critical thinking and time management skills.
3. Students will obtain a balanced approach between proven concepts and emerging technologies.
4. Students will become more aware of diverse perspectives.

Course Learning Objectives

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.
1. Students will practice the steps involved in creating a comprehensive farm business plan.
 2. Students will demonstrate their technical knowledge and competence in agricultural production and business management.
 3. Students will be introduced to various farm management enterprises and agricultural systems to assist them in identifying and assessing a major structural modification to their farm or case farm.
 4. Students will be introduced to agricultural issues by Farm Management Instructors and will assess the impact on their farm or case farm.
 5. Students will create components of a comprehensive professional farm business plan.
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COURSE MATERIALS AND TECHNOLOGY

Textbook, Readings, Materials

Materials Required: Microsoft Office 2016 is required

Course Technology

It is the general University of Manitoba policy that all technology resources are to be used in a responsible, efficient, ethical and legal manner. The student can use all technology in classroom setting only for educational purposes approved by instructor and/or the University of Manitoba Disability Services. Student should not participate in personal direct electronic messaging / posting activities (e-mail, texting, video or voice chat, wikis, blogs, social networking (e.g. Facebook) online and offline “gaming” during scheduled class time. If student is on call (emergency) the student should switch his/her cell phone on vibrate mode and leave the classroom before using it. (©[S Kondrashov](#). Used with permission)

UM Learn will be used to post course content. Content will be made accessible prior to the start of class or shortly after the conclusion of the class.

EXPECTATIONS AND POLICIES

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 MS Teams 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)

Class Communication:

You are required to obtain and use your University of Manitoba email account for all communication between yourself and the university. All communication must comply with the Electronic Communication with Student Policy:

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

At the end of this section, the policies and services students are expected to follow/utilize need to be included ([Section 2.5 ROASS](#)).

Academic Integrity:

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

YOU CAN EXPECT US TO:

Our academic team all want to see you succeed. We have high expectations but we are willing to match your time and effort that you put into this class. It is important that you understand the content that is presented. This class is designed to aid you in your planning project. The Academic Team will be available to assist you by giving feedback and identifying other resources and sources of information.

COURSE 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.

Date	Class Content & Teaching Strategies	Sync/Async		Required Readings or any Pre-class Preparation	Evaluation		
		Times and attendance			Assignment	Due Date	Value of Final Grade
Jan 6	Syllabus/Historical Reconciliation Discussion	Live Thurs 8:30-9:45			Historical Reconciliation	Jan 13 th	Required
Jan 11	Stress Test	Live Tues 8:30-9:45			Stress Test	Jan 20 th	5%
Jan 13	Stress Test	Live Thurs 8:30-9:45		1 Minute of Ag			
Jan 18	Budgets/Projected Reconciliation	Async. Advisor Mtg			Corrected Budgets	Jan 27 th	5%
Jan 20-26 th	Experiential Learning	No Classes					
Jan 27	Projected Reconciliation	Live Thurs 8:30-9:45		1 Minute of Ag	Projected Reconciliation	Feb 1 st	5%
Feb 1	Structural Modification Part 1	Async. Advisor Mtg			Structural Modification	Feb 8 th	10%
Feb 3	Structural Modification Part 1	Live Thurs 8:30-9:45		1 Minute of Ag			
Feb 8	Ratio Analysis	Async. Advisor Mtg			Ratio Analysis	Feb 15 th	10%
Feb 10	Ratio Analysis	Live Thurs 8:30-9:45		1 Minute of Ag			

Feb 15	Structural Modification Part 2	Live Tues 8:30-9:45	1 Minute of Ag	Structural Modification Part 2	Mar 1st	10%
Feb 17	Structural Modification Part 2	Async. Advisor Mtg		Oral Visual Presentation	For Final Prez	Required
Feb 21-25	Reading Week	No Classes				
Mar 1	Income Tax	Async. Advisor Mtg		Income Tax	Mar 8th	10%
Mar 3	Summary Sheets/Reviewing VMGO	Live Thurs 8:30-9:45	1 Minute of Ag	Draft SS Final SS	Mar 10th Mar 16th	2% 3%
Mar 8	Managing Technology	Async. Advisor Mtg		In SS	Mar 10th	
Mar 10	Sustainability	Live Thurs 8:30-9:45	1 Minute of Ag			
Mar 15	Mock Final Presentation	Live				
Mar 17	Oral Prep	Live Thurs 8:30-9:45	1 Minute of Ag Cleanup			
Mar 17	Voluntary Withdrawal (VW) Deadline					
Mar 21-25	Oral Presentations	No Classes				30%
Mar 29	Continuing Education	Async.		Continuing Ed	Apr 5th	5%
Mar 31	Oral Debrief	Live Thurs 8:30-9:45	1 Minute of Ag Cleanup			
Apr 5	Course Evaluation - Feedback	Live Tues 8:30-9:45				

Oral Presentation Eligibility

Students will be assigned a time to present their Farm Management Project the week of March 21 to 25th. To be eligible to participate in the Oral Presentation the follow criteria must be met:

- Assignments must be completed and submitted on time to the satisfaction of your advisor
- A satisfactory digital summary sheet must be submitted

Voluntary Withdrawal

VW (Voluntary Withdrawal) Deadline is March 17

* 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 enough feedback to make an informed decision with their FMA whether or not it is in their best interest to continue

* 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.

COURSE ASSESSMENT

Assignment	Due Date	Value of Final Grade
Historical Reconciliation	January 13	Required
Stress Test	January 20	5%
Corrected Budgets	January 27	5%
Projected Reconciliation	February 1	5%
Structural Mod Part 1	February 8	10%
Ratio Analysis	February 15	10%
Structural Mod Part 2	March 1	10%
Income Tax	March 8	10%
Oral Visual Presentation	For Final Presentation	Required
Managing Technology	March 10	Required
Draft Summary Sheets	March 10	2%
Final Summary Sheets	March 16	3%
Final Presentation		30%
Continuing Education	March 30	5%
1 Minute of Current Ag	See schedule	5%

100%

It is important to note that Historical Reconciliation is due by January 13th. If you did not receive a mark in DAGR 0980 for your Historical Reconciliation you must discuss this with your advisor. You cannot successfully complete the assignments in DAGR 0990 without it.

Grading

Letter Grade	Percentage out of 100	Final Grade Point
A+	≥95	4.5
A	≥90 <95	4.0
B+	≥85 <90	3.5
B	≥80 <85	3.0
C+	≥75 <80	2.5
C	≥70 <75	2.0
D	≥60 <70	1.0
F	Less than 50	0

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

No formal style is required; however, students are to identify the individual farmers and industry representatives that provide information and identify the source/s in all assignments. Student are encouraged to consult with their assigned FMA for clarification for referencing for any assignment.

Assignment Feedback

Grades will be loaded on UM Learn for students to access. It is important that you regularly monitor your grades that are posted and notify your FMA of any discrepancies as soon as possible. Concerns about grades on any individual assignment are to be directed to your FMA before proceeding with any formal grade appeal. Students have 10 working days to make a formal grade appeal once any term work is made available to them.

Assignment Extension and Late Submission Policy

Assignments that are late will be assigned a grade of zero. If Instructors are not able to access assignment files that are submitted due to technical issues, formatting or other problems a grade of zero will be assigned.

Extensions may be granted if students communicate **in advance** with their FMA and provide supporting documentation to warrant an extension. When no extension is granted, late assignments will be assigned a grade of zero. Individual FMAs grant extensions in consultation with the course Instructor to ensure consistency with accommodations.

Assignments that are to be submitted in paper copy are due at the start of class to bin provided. Students not in attendance must make other arrangements in advance with their FMA.

Assignments that are to be submitted electronically are to be submitted in the drop box provided on UM Learn prior to the start of class. All assignments must have a cover page that includes: Student name,

Assignment name, Advisor name and Date Submitted, the files should be submitted using Microsoft Word or Excel unless otherwise noted.

All assignments must be completed “satisfactorily” to receive a passing grade in the course.

LEARNER SUPPORT

Schedule “A”

Writing and Learning Support

The Academic Learning Centre (ALC) offers writing and learning supports to help you throughout your academic program. These supports are offered online during the Covid-19 pandemic.

Make an appointment with an ALC 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. The ALC also has an English as an Additional Language (EAL) specialist available to work with students on improving their English-language academic writing skills.

Consult an ALC learning specialist or attend an academic skills workshop to improve your time management, learning strategies and test-taking strategies. Get support in select courses by making an appointment with an ALC content tutor. The ALC also offers peer-facilitated study groups called Supplemental Instruction (SI) for certain courses that students have typically found difficult. In SI study groups, students ask questions, compare notes, discuss content, solve practice problems, and develop new study strategies in a group-learning format.

In addition to one-to-one and group sessions, you can also find writing and study tip sheets and videos on the ALC website.

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/>

Contact the Academic Learning Centre by calling 204-480-1481 or emailing academic_learning@umanitoba.ca. Bannatyne students can contact the Bannatyne Student Services office at 204-272-3190.

University of Manitoba Libraries (UML)

Research begins at [UM Libraries](#). [Learn at the Libraries](#) is a great place to start, with information for students on academic writing, how to search the library, evaluating resources, and writing citations. 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 locating appropriate resources or managing citations, 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 online. When working remotely, students can also receive help online through [Ask Us!](#) chat. For further detail about the libraries’ services and collections, [visit the libraries’ web site](#). Regularly check our [COVID-19 Update](#) page for available library services and access to resources for Fall 2020

Section (b) sample: re: A statement regarding mental health that includes referral information:

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 UMSU University Centre or S211 Medical Services Building

(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.

<http://umanitoba.ca/student/case-manager/index.html>

520 UMSU University Centre

(204) 474-7423 (Student Support Intake Assistant)

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. Note that due to fire displacement, UHS is unable to provide in-person medical care on the Fort Garry Campus until October, 2020.

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

(204) 474-8411 (Business hours or after hours/urgent calls)

Health and Wellness

Contact our Health and Wellness Educator if you are seeking information on health topics, including physical and mental health concerns, alcohol and substance use harms, or sexual violence. You can also access peer support from a *Healthy U* peer health educator.

Health and Wellness Educator

<https://umanitoba.ca/student/health-wellness/welcome-about.html>

britt.harvey@umanitoba.ca

469 UMSU University Centre

(204) 295-9032

Sexual Violence Resource Centre

Contact SVRC if you have experienced sexual violence or are seeking information about how to help somebody else. SVRC provides inclusive, survivor-centred, trauma-informed services, such as consultation, referrals, safety planning, and a range of on-site supports, including counselling by Klinik.

Sexual Violence Resource Centre

<https://umanitoba.ca/student-supports/sexual-violence-support-and-education>

svrc@umanitoba.ca

537 UMSU University Centre

(204) 474-6562 (Sexual Violence Intake and Triage Specialist)

Student Services at Bannatyne Campus

Contact SS@BC to access a full range of resources and supports for learners at the Rady Faculty of Health Sciences. Services are provided through a one-stop hub that includes a range of supports for personal and academic success, including counselling, mental health consultation, and spiritual care.

Student Services at Bannatyne Campus

<https://umanitoba.ca/student-supports/student-services-bannatyne-campus>

bcss@umanitoba.ca

S211 Medical Services Building

(204) 272-3190 (Intake and Triage Specialist)

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.

Section (d) sample: re: A statement directing the student to University and Unit policies, procedures, and supplemental information available on-line:

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:

https://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 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

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.

Note: You hold the copyright to all of your course material that you prepare and present. Course materials (both paper and digital) are for the participant's private study and research and should not be shared.