

Syllabus

DAGR 0610: Advanced Communication and Leadership
(Winter 2024)

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COURSE DETAILS

Course Title & Number:	Advanced Communication and Leadership – DAGR 0610
Number of Credit Hours:	3
Pre-Requisites:	DAGR 0410

Instructor Contact Information

Instructor(s) Name & Preferred Form of Address:	Kathleen Wilson
Office Hours or Availability:	Available to students on appointment basis as well as Monday the hour following class time.
Email:	Please email me at: Kathleen.wilson@umanitoba.ca Include your course name and code in your email (DAGR 0610) so I know your class and specific outlines.
Contact:	Please contact me via email any time. I will do my best to respond within 24 hours. Should you not hear from me after 3 days, do not hesitate to contact me again requesting follow up.

COURSE DESCRIPTION

U of M Course Calendar Description

A course designed to improve leadership potential and develop advanced communication skills for agricultural industry professionals.

General Course Description

This course is designed to provide students with access to advanced communication skills and potential. Topics discussed will broaden perspectives on communicative forms, understanding cross cultural communication, leadership strengths and challenges, and heighten critical thinking faculties. Any student who has a desire to improve independent work skills, and/or the ability to work cooperatively will benefit from this course.

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.

Course Learning Objectives

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

COURSE MATERIALS AND TECHNOLOGY

Textbook, Readings, Materials

Required Materials:

- **Microsoft Office (Excel/Word/PowerPoint)** – 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 Net ID. <http://www.umanitoba.ca/computing/ist/email/2397.html>

Required Textbook: None

- **Supplementary Readings (not required)** - Farm Management 8th Edition. Kay, Edwards, Duffy

Recommended Materials:

- **Web Camera (Video and Microphone capability)** – Microsoft Teams classes and scheduled FMA meetings

- **Reliable Internet Connection** – Access to a certain level of internet capability will be required to view and complete course material in this course and across the program. Please inform instructor of any technological issues at the beginning of the semester.

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. Please ensure that you are familiar with all functions of this platform. Tutorials on how to use UM Learn are located on its homepage.
- **iClicker** – Will be used to track attendance in T/R lecture periods
- **Microsoft Teams** – For meetings with your FMA outside of regular office hours, please set-up a Teams meeting via email

Note: It is your responsibility to communicate with your instructors well in advance of tests/exams/assignment due dates, of any ongoing technology issues, OR immediately once an issue arises that *may* impact your ability to complete course work

Class Communication

The University requires all students to activate an official University email account. For full details of the Electronic Communication with Students please

visit:[http://umanitoba.ca/admin/governance/media/Electronic Communication with Students Policy - 2014 06 05.pdf](http://umanitoba.ca/admin/governance/media/Electronic_Communication_with_Students_Policy_-_2014_06_05.pdf)

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

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

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

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
- Attend and participate in tutorial sessions every Tuesday and Thursday
- When applicable, watch and complete any pre-recorded lecture content at the start of each week and formulate questions in the weekly tutorial sessions

- To collaborate in an appropriate manner and check with instructor when you are not sure. E.g., consultations with classmates, farm managers, industry professionals is appropriate; overlapping work, not citing sources, calling another's work your own, is inappropriate.
- 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 and respectful manner during in-person lectures, tutorials, instructor/student meetings, etc., and to be good ambassadors of the Ag Diploma program with industry, virtual/in-person tours, or guest lectures.
- To make yourself aware of **Student Accessibility Services** and what they do (see below)
- To respect copyright and ownership of pre-recorded video lectures and live-recorded tutorials in the **Recorded Lectures Policy** (see below)

Attendance at Scheduled classes: Attendance at the interactive classes is crucial for students for students to understand the assignments that build upon each other to develop a comprehensive management plan. Students who have **four or more unexcused absences** for the scheduled classes will receive a **grade of F** in the course. Attendance will be monitored using i-clicker data.

Attendance at Experiential Learning field trips: All students must attend required field trips except under extra-ordinary circumstances. Students with conflicts can submit a request for an accommodation for an alternate learning experience. Written requests for accommodations will be considered by the course instructor to determine alternate experiential learning opportunities if the request is approved. Requests for accommodation must be communicated via email at least one week prior to any scheduled field trip. Students who fail to attend the required experiential learning activities or negotiate satisfactory accommodations with the Instructor will receive a **grade of F** in the course.

I will treat you with respect and would appreciate the same courtesy in return. See [Respectful Work and Learning Environment Policy](#).

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

Please see policies and services students are expected to follow/utilize: ([Section 2.5 ROASS](#)).

I expect you to follow these policies around Class Communication and 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&loaduserredits=False>

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

Recording Synchronous Sessions/Online Lectures

Synchronous sessions will be recorded when possible

This material is copyrighted by The School of Agriculture. No audio or video recording of this material, lectures, or presentations is allowed in any format, openly or surreptitiously, in whole or in part without permission of The School of Agriculture. Course materials (both paper and digital) are for the participant's private study and research, and must not be shared. Violation of these and other Academic Integrity principles, will lead to serious disciplinary action.

EXPECTATIONS:

YOU CAN EXPECT ME TO: In this section, communicate in a narrative or bullet point format what students can expect of you as an instructor. For example:

- 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)

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 ROASS](#).

Date	Class Content & Teaching Strategies	Sync/Async Times and attendance	Required Readings or any Pre-class Preparation	Evaluation	
				Type of Assessment	Value of Final Grade
Jan. 8	Course Introduction & Project Introduction Communication, Leadership, Professionalism	2:30-5:15	Review syllabus in preparation for class	Leadership Assignment #1- prepared and presented.	5%
				Participation (Ongoing)	25%
Jan. 15	Land Acknowledgement Conversation Contracts and responsibility Resume/Cover Letter Assignment #2 Review	2:30-5:15	Research your Treaty #		
Jan 22	Experiential Learning Week	No Classes			
Jan 29	Project Outline Overview Assignment #2 presented by students	2:30-5:15		Assignment #2 due and presented	5%
Feb 5	Professional Networking and social media Project Development	2:30-5:15			
Feb 12	Effective Communication Leadership Styles	2:30-5:15		Assignment #3 Due Project Outline Due	5% 15%
Feb 19	WINTER BREAK	No Classes			
Feb 26	Land Acknowledgement Follow up Class Project Seminar	2:30-5:15		Assignment #4 Due	5%
Mar 4	Volunteerism/ Risks associated with being a board member.	2:30-5:15			

	Cross Cultural Communications, Canadian Values in Communication DEI				
Mar 11	Cross Cultural Communications in Agricultural business Communicating as an Agricultural Professional	2:30-5:15	Eric Vielfaure		
Mar 17	Voluntary Withdrawal Deadline	----			
Mar 18	Professionalism Panel Being a Board Member	2:30-5:15	Meagan Robinson		
Mar 25	Course Evaluation	2:30-5:15		Final Assignment and Presentation Due	10% 25%
Apr. 1	Student Presentations	2:30-5:15		Assignment #5 Due	5%

Voluntary Withdrawal

In this area indicate the last day to drop the class and receive 100% refund and the last day to withdraw with no refund. Make a note that students who did not drop the course by the deadline would be assigned a final grade. Point out that the withdrawal courses will be recorded on official transcript. Ask students to refer to the [Registrar's Office](#) web page for more information. Also identify if you are willing to discuss student's progress and strategies for improvement prior the withdrawal date.

COURSE ASSESSMENT

ASSIGNMENT DESCRIPTIONS: All assignment descriptions will be uploaded in advance on our UMLearn portal for the course. Rubrics, assessment protocols and grading will be discussed as a class throughout and developed together when possible.

This course is very self-guided, and 50% of the grade is derived from a student led project that will be discussed on the first day of the course.

A guideline of evaluation methods can be found below, a further breakdown of each assignment can be found on UMLearn:

Grade Evaluation	Value of Final Grade
Written Leadership Assignments	25% (5 x5%)
Project Outline	15%
Written Report for Final Project	10%
Presentation and Visuals for Final Project	25%
Participation/Contribution (Rationale)	25%

Grading

Letter Grade	Percentage out of 100	Grade Point Range	Final Grade Point
A+	96-100	4.25-4.5	4.5
A	90-95	3.75-4.24	4.0
B+	85-89	3.25-3.74	3.5
B	80-84	2.75-3.24	3.0
C+	70-79	2.25-2.74	2.5
C	60-69	2.0-2.24	2.0
D	50-59	Less than 2.0	1.0
F	Less than 50		0

Referencing Style

Referencing standards will be discussed in class.

Assignment Feedback

Students will be provided with a combination of formative (i.e., comments) and summative (i.e., grade) evaluation. Students will receive graded feedback within a reasonable timeframe following submission. Late assignments may take longer to return.

Assignment Extension and Late Submission Policy

Assignments must 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.

Academic Integrity

Each student in this course is expected to complete their coursework and programs of study with integrity by making a commitment to the six fundamental values of honesty, trust, fairness, respect, responsibility, and courage. <http://umanitoba.ca/student-supports/academic-supports/academic-integrity>

Academic integrity looks like referencing the work of others that you have used and completing your assignments independently unless otherwise specified

If you are encouraged to work in a team, ensure that your project is completed with integrity. You must also do your own work during exams. Plagiarism, duplicate submission, cheating on quizzes, tests, and exams, inappropriate collaboration, academic fraud, and personation are in violation of the Student Discipline Bylaw and will lead to the serious [disciplinary action](#). Visit the [Academic Calendar](#), [Student Advocacy](#), and [Academic Integrity](#) web pages for more information and support.

Refer to specific course requirements for academic integrity for individual 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;
- V. All work should be completed independently unless otherwise specified;
- VI. Sharing of notes and other materials, such as assignment and exam questions that were provided by the instructor is prohibited, unless otherwise stated. This means that you are not allowed to upload the instructor's intellectual property to a note-sharing or tutoring website without explicit permission.

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

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)****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.