

AGED 150 – Agricultural Resources and Computer Applications

Course Description: How to use Internet resources (the World Wide Web and electronic mail). Evaluation of Internet Resources. Using on-line databases. Using word processor and spreadsheet programs for classroom management. Evaluation of alternative micro-computing systems and software used in the classroom. Developing techniques for obtaining resource materials and supplies. Computer and Web-based instruction. Developing and indexing resource materials. Emphasis on Agricultural Education and Communications. (2 lecture, 2 lab hours)

Instructor: Dr. Steven J. Rocca

Office: Agricultural Sciences Building Rm. 112

Office Hours: Mon 2-5pm and Wed 9-11 am or by appointment.

Contact Information: e-mail at srocca@csufresno.edu or call 278-5088.

Class Meeting:	Lecture	M,W	Ag 242	1100-1150
	Lab	Wed	Ag 229	1500-1650

Student Learning Outcomes: Each student will:

- Utilize basic personal computer technology terms.
- Demonstrate how to organize resource materials.
- Perform basic operations using the computers in the Fresno State lab.
- Obtain an e-mail account and use it to communicate with the instructor and peers.
- Effectively search the World Wide Web and evaluate web content.
- Use on-line databases.
- Use Microsoft WORD to write a business letter, mail merge, and maintain a mailing list.
- Use Microsoft Excel to keep grade sheets and department budgets.
- Create and present a basic presentation using Microsoft PowerPoint.
- Locate curriculum material appropriate for use in a high school Ag program.
- Demonstrate knowledge of personal computer systems used for teaching and small businesses.

Required Text and Material:

USB Flash Drive

A Fresno State e-mail account

No Lab fee is charged, however you will need to purchase a printing card

The University provides free email accounts to all students. Students may sign up for email online at <https://zimmer.csufresno.edu/csuf/index.html>. Internet accounts are available for fee at <http://www.fresno.com/cvonline/cvip.html>.

Grading

Student grades will be substantially based on the following. The instructor reserves the right to make adjustments to the course during the semester. Students will be graded on a combination of:

In-class Assignments/Participation (including attendance)	100 points	Grades are determined as follows: Grade: Percent of Total Points A > 90% B 80-89% C 70-79% D 60-69% F < 60%
Lecture Quizzes (2)	100 points	
Pop Quizzes (up to 2 unannounced)	10 points each	
Lab Assignments (12)	25-50 points each	
SAE Electronic Record Project	100 points	
Resource / Research Project	200 points	
Final Exam	100 points	
Lab Practicum Final	200 points	

Subject to Change

This syllabus and schedule are subject to change in the event of extenuating circumstances. If you are absent from class, it is your responsibility to check on announcements made while you were absent.

Course Policies & Safety Issues

Expectations: This is a 3 unit course. It has 2 lecture hours and 2 lab hours. Students may be expected to spend several additional hours per week using the computers in the lab or their personal computer. Students are expected to check their e-mail and the course website several times per week. Written assignments will be typed using word processing software. Regular attendance is required. Unexcused absences will not be forgiven. *Students without prior computer experience should expect to spend additional time preparing.*

Computer Lab Rules: No food or drink is allowed in the room. Please cleanup workspace before leaving the lab. Label your disks with your name and course number in case you forget them. Unless you are otherwise informed, the software on the lab computers is licensed by the school for use only on the lab computers and cannot be copied. Any use of the lab computers outside the scope of the class assignments must be approved by the instructor. Cell phones: To ensure a proper learning environment is maintained during lecture and lab sessions cell phones should be turned off or silent.

Cheating and plagiarism are considered as the most serious offenses in the teaching-learning process, as it erodes the integrity of the student/faculty relationship. Students are reminded the University Policy on Cheating and Plagiarism will be enforced in this class.

If you have special needs as addressed by the Americans with Disabilities Act (ADA) and need course materials in alternate formats, notify me immediately as well as the Disabled Students Services. Reasonable efforts will be made to accommodate your special needs.

Course Management: The course is divided into Lecture, Lab, and On-line components.

Lectures will provide general information on gathering and using resource materials. Students are expected to participate in resource sharing sessions.

Lab period will be devoted to hand-on use of computer tools. Students are expected to attend the lab, however; the lab assignments can be completed on any computer running compatible software.

A portion of the course requires you to use the course website to retrieve assignments and materials and participate in on-line discussion.

If your computer experience is minimal, plan to spend more time in the lab during open hours to practice. If you own a computer, MS-Office software is required to complete the lab assignments. NOTE: CVIP has copies of MS-Office available for a nominal fee.

A substantial portion of the course material will be available and course participation will be accomplished using Blackboard, the campus web course software. Students are expected to use this software to communicate with each other and retrieve their assignments. The course outline, assignments, and grades are posted on the course website. These are dynamic documents and will be changed regularly. Students are expected to check these pages weekly. All course handouts will be available at the instructor's website: <http://blackboard.csufresno.edu>.

Late Assignments: Assignments that are turned in late, without prior arrangement, will lose 20% (2 letter grades). Lab assignments are due 1 or 2 weeks after assignment is given (See lab assignments for details).

University Policies:

Students with Disabilities: Upon identifying themselves to the instructor and the university, students with disabilities will receive reasonable accommodation for learning and evaluation. For more information, contact Services to Students with Disabilities in Madden Library 1049 (278-2811).

Honor Code: "Members of the CSU Fresno academic community adhere to principles of academic integrity and mutual respect while engaged in university work and related activities." You should:

- a) understand or seek clarification about expectations for academic integrity in this course (including no cheating, plagiarism and inappropriate collaboration)
- b) neither give nor receive unauthorized aid on examinations or other course work that is used by the instructor as the basis of grading.
- c) take responsibility to monitor academic dishonesty in any form and to report it to the instructor or other appropriate official for action.

Cheating and Plagiarism: "Cheating is the actual or attempted practice of fraudulent or deceptive acts for the purpose of improving one's grade or obtaining course credit; such acts also include assisting another student to do so. Typically, such acts occur in relation to examinations. However, it is the intent of this definition that the term 'cheating' not be limited to examination situations only, but that it include any and all actions by a student that are intended to gain an unearned academic advantage by fraudulent or deceptive means. Plagiarism is a specific form of cheating which consists of the misuse of the published and/or unpublished works of others by misrepresenting the material (i.e., their intellectual property) so used as one's own work." Penalties for cheating and plagiarism range from a 0 or F on a particular assignment, through an F for the course, to expulsion from the university. For more information on the University's policy regarding cheating and plagiarism, refer to the Class Schedule (Legal Notices on Cheating and Plagiarism) or the University Catalog (Policies and Regulations)

Copyright policy: Copyright laws and fair use policies protect the rights of those who have produced the material. The copy in this course has been provided for private study, scholarship, or research. Other uses may require permission from the copyright holder. The user of this work

is responsible for adhering to copyright law of the U.S. (Title 17, U.S. Code). To help you familiarize yourself with copyright and fair use policies, the University encourages you to visit its copyright web page:

<http://www.lib.csufresno.edu/libraryinformation/campus/copyright/copyrtpolicyfull.pdf>

Computers: "At California State University, Fresno, computers and communications links to remote resources are recognized as being integral to the education and research experience. Every student is required to have his/her own computer or have other personal access to a workstation (including a modem and a printer) with all the recommended software. The minimum and recommended standards for the workstations and software, which may vary by academic major, are updated periodically and are available from Information Technology Services (<http://www.csufresno.edu/ITS/>) or the University Bookstore. In the curriculum and class assignments, students are presumed to have 24-hour access to a computer workstation and the necessary communication links to the University's information resources."

Disruptive Classroom Behavior: "The classroom is a special environment in which students and faculty come together to promote learning and growth. It is essential to this learning environment that respect for the rights of others seeking to learn, respect for the professionalism of the instructor, and the general goals of academic freedom are maintained. ... Differences of viewpoint or concerns should be expressed in terms which are supportive of the learning process, creating an environment in which students and faculty may learn to reason with clarity and compassion, to share of themselves without losing their identities, and to develop and understanding of the community in which they live . . . Student conduct which disrupts the learning process shall not be tolerated and may lead to disciplinary action and/or removal from class."

Animal Sciences and Agricultural Education Department Core Values

1. Student well-being is primary. Students become extended family. We are here because of the student and for the student. Our interests are to provide a clear path to a brighter future for each student entering our doors.
2. We insist on programmatic Integrity. Everything we do does not deviate from the promise to our students. Our word is our bond. We take the time it takes so it takes less time. We hold to what we stand for.
3. Agriculture is vital to society. Our role in agriculture is vital because agriculture is vital to society. We provide a bridge to future societal success through our students.
4. We stand for progressive education. Our faculty remain current on industry standards, practices, and technologies. We are consistently evaluating and upgrading course material and instructional practices as individuals as well as a department.
5. **We Teach! (Take Every Ag student and Coach Him/Her)** We actively engage students in the process of education. We impart knowledge as well as passion for our scientific disciplines. Faculty/student interaction is imperative. Education is an accumulation of knowledge and relationships.

6. We advise and produce! We have strong industry relationships. Our ability to stay on the cutting edge of industry progression with our advising and teaching allows our graduates an advantage in career placement. Our graduates positively impact the industry.

Who we are:

A worldwide leader in the education of applied agriculture. We impact the industry.

What we represent:

A vehicle of worldwide opportunity to career paths in agriculture and beyond.

Our Points of Difference:

1. Location and Association with Industry:
We are located in the heart of an agricultural industry that feeds 10% of the world population. We specialize in training students to employ applied scientific principles in production agriculture.
2. Faculty:
We advise and teach students, engage students in research, and interact with industry. We prepare students to go where they cannot go themselves. We care!
3. Curriculum:
We teach science and the practical application of science within the industry because of our relationship with industry.