

## AGRI 1171 Course Policies

### Please note:

- Moodle and The Hub maintenance is performed Fridays between 5 a.m. and 7 a.m.
- Student Help Resources are available at the top left corner of course home page.
- Each Monday starts a new module with students moving through the modules together. Students will be able to view the next week's module on the Saturday morning before the module. If a student needs to work further in advance, please contact the instructor.

### Instructor information

<b>Instructor:</b> Annie Erichsen	If you need to see me or talk to me at a different time, you can drop-in or we can set-up a virtual chat session.
<b>Contact information:</b> Please message me through Moodle Messages	If you cannot get in contact with me through Moodle, you may contact me at aerichsen@southeast.edu or (402) 228-3468
<b>My physical and virtual office hours:</b> 11-12 p.m.	Building: ADA, Office: A106C, Southeast Community College Beatrice, NE 68520  Please feel free to contact me through Moodle with any questions you may have. I will answer all messages within 24 hours Monday through Friday unless otherwise advised.

### About this course

This 10 week course introduces students to technology applications that are used for solving agricultural problems with emphasis on logical and systematic decision making. Establishing a basic understanding of GPS/GIS and the overall usage in agriculture.

#### Expectations for Students:

Students are expected to complete the provided readings; assignments; exercises; quizzes; and entered into a discussion with other classmates in a professional and timely manner.

The course is structured into weekly modules and organized into these categories:

- **Introduction:** A brief description of the topics that will be covered in the modules.
- **Readings and Resources:** Lists the chapters and any additional resources to read.
- **Assignments:** Lists all assignments that are due for weekly modules.
- **Exercises:** Lists all textbook exercises that are due for weekly modules.
- **Quizzes:** Over module material.
- **Due Dates for all activities can be found in the course calendar**

## Readings

Online resources

The tutorials and instructions for the class are based on MS Word 2013; however Office Libre or Google Docs can be used to create most projects.

## Resource Materials

USB for face to face courses

## Software

The instructions are based on Microsoft office 2014. Students may use Google Docs or Libre Office for a majority of the projects HOWEVER MS Publisher has no free substitute. Students will need access to a program that can create a creating card.

## Discussion Forums

The discussion board forums are an opportunity to share knowledge and have thoughtful discussions about a given topic. The questions raised will be general in nature and ask you to think deeply. This is a time to share local knowledge on how geospatial technology is being used in your field, national trends, new areas of interests, etc. ***Please post your initial response by the due date listed in the Course Calendar. Students should then respond to at least one classmates' initial posts.***

## Grading Rubric for Discussion forums and responses

	Exemplary	Proficient	Meets expectations	Needs Improvement	No grade
<b>Quality and Length of Initial Post</b>	<b>10 points</b> Good discussion of course readings Contains 10 or more sentences Fully addresses all aspects of the question. Demonstrates excellent critical thinking skills through multiple examples and ideas.	<b>9 points</b> Good discussion of course readings. Contains 8 or more sentences Addresses most aspects of the discussion. Demonstrates adequate critical thinking through some examples and ideas	<b>8 points</b> Adequate discussion of course readings. Contains 7 or more sentences Minimally addresses aspects of the discussion. Demonstrates adequate critical thinking through some examples and ideas	<b>7 points</b> Minimally addresses discussion points. Needs to expand discussion; contains 6 or less sentences. Needs to demonstrate more critical thinking	<b>0 points</b> No discussion post or plagiarized other people's work
<b>Grammar and punctuation</b>	<b>5 points</b> No spelling errors. Uses full sentences with proper grammar.	<b>4 points</b> 1-2 spelling errors. Adequate use of full sentences with proper grammar.	<b>3 points</b> 3 spelling errors. Need to use full sentences with proper grammar.	<b>2 points</b> 4 or more spelling errors Needs to be grammatically correct.	<b>0 points</b> No discussion post or plagiarized other people's work

Quality of length of Response Postings	5 points	4 points	3 points	2 points	0 points
	Responded to at least 1 other student. Responses are highly reflective, insightful and add to the discussion. Consists of at least 4 sentences.	Responded to at least 1 other student. Responses are reflective, insightful and add to the discussion. Consist of a 3 sentences	Responded to at least 1 other student. Responses are minimally reflective or insightful. Comments need to add more to the discussion in a meaningful way.	Responded to at least 1 other student. Inadequate responses comments need to add more to the discussion in a meaningful way.	No discussion post or plagiarized other people's work

**Discussion Post Etiquette. Information from: Netiquette: Ground Rules for Online Discussions,**  
<http://teaching.colostate.edu/tips/tip.cfm?tipid=128>

**Participate:** This is a shared learning environment. No lurking in the cyberspace background.

**Be Patient:** Read everything in the discussion thread before replying. This will help you avoid repeating something someone else has already contributed. Acknowledge the points made with which you agree and suggest alternatives for those with which you don't.

**Be Brief:** You want to be clear—and to articulate your point—without being preachy or pompous. Be direct.

**Use Proper Writing Style:** Correct spelling, grammatical construction and sentence structure are expected in all discussions.

**Cite Your Sources:** Another big must! If your contribution to the conversation includes the intellectual property (authored material) of others, e.g., books, newspaper, magazine, or journal articles—online or in print—they must be given proper attribution.

**Respect Diversity:** It's an ethnically rich and diverse, multi-cultural world in which we live. Use no language that is—or that could be construed to be—offensive toward others.

**NO YELLING!** Step carefully. Beware the electronic footprint you leave behind. Using bold upper-case letters is bad form, like stomping around and yelling at somebody (**NOT TO MENTION BEING HARD ON THE EYE**).

**No Flaming!** Criticism must be constructive, well-meaning, and well-articulated. The academic environment expects higher-order language.

**Lastly, Remember: You Can't Un-Ring the Bell.** Language is your only tool in an online environment. Be mindful. How others perceive you will be largely—as always—up to you. Once you've hit the send button, you've rung the bell.

**Hint:** Read your post out loud before hitting the send button. This will tell you a lot about whether your grammar and sentence structure are correct, your tone is appropriate, and your contribution clear or not.

## Assignment Rubrics

**This is the grading rubric for the projects.** Students will complete the exercise tasks, save, then upload the completed task to the assignment area in the appropriate module. .

	<b>Proficient</b>	<b>Meets minimal expectations</b>	<b>Needs Improvement</b>	<b>No grade</b>
<b>Quality of submission</b>	<b>10 points</b> Completed all tasks in the assignment	<b>9 points</b> One element of assignment is missing	<b>8 points</b> More than one element of the assignment is missing.	<b>0 points</b> No assignment posted or plagiarized other people's work
<b>Grammar and punctuation</b> <b>Timeliness of submission</b>	<b>10 points</b> No misspellings or punctuation errors Posted by due date	<b>9 points</b> 1 misspelling or punctuation error Posted by due date	<b>8 points</b> More than one misspelling or punctuation error Posted by due date	<b>0 points</b> No assignment posted or plagiarized other people's work