

SYLLABUS

CLARENDON COLLEGE

Division of Science and Health

Course Number: AGMG 1444

Course Name: Agriculture Records Management

Credit Hours: 4

Semester: Fall 2024

Classroom Location: Courson RFO Center

Instructor: Tye M. Chesser

Office# 806-874-4840

Course Description: Examination of the principles of agricultural records and bookkeeping with emphasis on utilization and interpretation of farm and ranch accounts.

Required Instructional Materials: No text books required.

Other Relevant Materials: At least a 1 inch 3 ring notebook, paper, pen, pencil and a small pocket notebook for field trip notes. A pocket calculator is required.

Student Requirements:

- Due to the coursework and pace of the program, it is imperative that prospective students possess an agricultural background.
- The Ranch and Feedlot Operations Program accepts only a limited number of students for its one-year program. Students must apply and request an interview with the program faculty between **September 1 and May 1** to be accepted into the following year's program.
- The RFO certificate program is a TSI-waived program, and students are not required to take the TSI unless they want to seek an Associate of Applied Science Degree in Ranch and Feedlot Operations.
- Complete applications for admission to Clarendon College.

Methods of instruction:

- Lecture
- Videotape
- Demonstrations
- Presentations
- Peer review
- Readings
- Internet
- Field trips

Course Objectives: Emphasize the importance of records to any livestock operation. Knowing and working with financial institutions in order to obtain credit.

Grading Policies:

- Courses in the RFO Program are considered a block. This means if a student receives an F in one of the courses, that student will be dropped from the RFO Program.
- Student must have a 2.0 grade point to receive a certificate.
- Grades for each class will be calculated as follows:

Major Quiz	- 40%
Short Quiz / Daily Grades	- 30%
Field Trip	- 30%
- Grading scale is as follows:

100-90% = A
89-80% = B
79-70% = C
69-60% = D
Less than 60% = F
- Testing may be essay, true/false, multiple choice, fill in the blank, matching or oral.
- In the event a student misses a major quiz due to an excused absence, arrangements will be made to take the quiz either before or after the absence. Short quizzes or field trips cannot be made up regardless of reason for absence.
- It is important to notice that the field trip grade will be reflected in the final grade for **EVERY** class.
- Instructors will be available to meet with students before and after class. Each student will receive a mid-semester evaluation. It is the responsibility of the student to inform those involved (parents, guardian, sponsors, etc.) of their grades at mid-semester.

Classroom Policies

- Clarendon College RFO Program staff believes strongly that the greatest single predictor of student success is attendance. A student will therefore be allowed **three** absences per semester before being dropped from the program. The only excused absences will be your hospitalization, a written physician's order that you must stay at home, a death in the family or the death of a close friend. If a student is late for class, one-half day absence will be charged. On days when field trips are to be taken or a guest speaker is here being late for class or for the field trip the student will be charged with a full day absence.

Classroom Conduct

A student may be placed on probation and later dismissed as a result of unacceptable conduct while attending the RFO Program at Clarendon College.

- When students introduce themselves they must do so in a manner that is acceptable for ladies and gentlemen associated with the Cattle Industry. All students are required to introduce themselves and state their home town when meeting Guest Speakers or Cooperators.
- Male only: Hair will be cut so as not to touch the collar or extend over the top of the ear. No earrings!
- No beards or goatees allowed; must be clean shaven.
- Mustaches are allowed but must be neatly trimmed and cannot be allowed to grow below the corner of the mouth.

- No shorts in classroom or on field trips.
- Foot wear must be appropriate for the occasion.
- No T-shirts on field trips. Shirts must have a collar.
- Clothing must be appropriate for the occasion; RFO staff will make final decision.
- No hats or caps are to be worn in the classroom.
- Sleeping during class will not be tolerated. Should this occur and the student does not get up and stand at the side of the room the student will be ask to leave for the balance of that class period.
- Cell phones must be turned off (silent) when class is in session.
- Students will not be allowed to have drinks or food in the classroom.
- Any student disrupting the class will be ask to leave for the balance of that class period.
- All students are expected to conduct themselves as responsible adults.
- Cursing should be controlled.
- Cheating will not be tolerated.
- Students will observe safety on field trips, care for the vans, and respect for other people's property.
- **Social Media:** Students should use their best judgment in posting material that is either inappropriate or harmful to Clarendon College, the Ranch & Feedlot Operations program, its instructors, or students. Include posting commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile work / class environment.
 - Students should be aware of the effect their actions may have on their images, as well as the RFO. The information that is posted or publish may be public information for a long time.
 - Students are not to publish, post or release any information that is considered confidential or not public. If there are questions about what is considered confidential, students should check with their instructors.
 - Social media networks, blogs and other types of online content sometimes generate press and media attention or legal questions. Students should refer these inquiries to RFO instructors or Clarendon College Administration.
- Failure to comply with lawful direction of a classroom instructor is a disruption for all students enrolled in the class. Cheating violations include, but are not limited to: (1) obtaining an examination, classroom activity, or laboratory exercise by stealing or collusion; (2) discovering the content of an examination, classroom activity, laboratory exercise, or homework assignment before it is given; (3) using an unauthorized source of information during an examination, classroom activity, laboratory exercise, or homework assignment; (4) entering an office or building to obtain unfair advantage; (5) taking an examination for another person; (6) completing a classroom activity, laboratory exercise, homework assignment, or research paper for another person; (7) altering grade records; (8) using any unauthorized form of electronic communication device during an examination, classroom activity, or laboratory exercise; (9) Plagiarism. Plagiarism is the using, stating, offering, or reporting as one's own, an idea, expression, or production of another person without proper credit.

- Disciplinary actions for cheating in a course are at the discretion of the individual instructor. The instructor of that course will file a report with the Dean of Students when a student is caught cheating in the course, whether it be a workforce or academic course. The report shall include the course, instructor, student's name, and the type of cheating involved. Students who are reported as cheating to the Dean of Students more than once shall be disciplined by the Dean. The Dean will notify all involved parties within fourteen days of any action taken.

Accommodation Statement

REQUIREMENTS OF THE AMERICANS WITH DISABILITIES ACT:

In accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, any student who feels that he or she may need any special assistance or accommodation because of an impairment or disabling condition should contact the Associate Dean of Enrollment Services at 806-874-4837 / janean.reish@clarendoncollege.edu or visit the Clarendon campus at Clarendon College. It is the policy of Clarendon College to provide reasonable accommodation as required to afford equal educational opportunity. It is the student's responsibility to contact the Associate Dean of Enrollment Services.

Nondiscrimination Policy

Clarendon College, in accordance with applicable federal and state law, prohibits discrimination, including harassment, on the basis of race, color, national or ethnic origin, religion, sex, disability, age, sexual orientation, or veteran status.

It is the policy of Clarendon College not to discriminate based on gender, age, disability, race, color, religion, marital status, veteran's status, national or ethnic origin, or sexual orientation. Harassment of a student in class, i.e., a pattern of behavior directed against a particular student with the intent of humiliating or intimidating that student will not be tolerated. The mere expression of one's ideas is not harassment and is fully protected by academic freedom, but personal harassment of individual students is not permitted.

American with Disabilities Act Statement:

Clarendon College provides reasonable accommodations for persons with temporary or permanent disabilities. Should you require special accommodations, notify the Office of Student Services (806-874-3571 or 800-687-9737). We will work with you to make whatever accommodations we need to make.

Clarendon College Campus Carry Policy:

Please click the following link to become informed about our campus carry policy:

<http://www.clarendoncollege.edu/CampusCarry>

Dropping a Course

A student who is enrolled in a developmental course for TSI purposes may not drop his/her only developmental course unless the student completely withdraws from the college. A student may drop any other course with a grade of "W" any time after the census date for the semester and on or before the end to the 12th week of a long semester, or on or before the last day to drop a class of a term as designated in the college calendar. The request for permission to drop a course is

initiated by the student by procuring a drop form from the Office of Student Services. (Refer to other policies concerning this issue in the current college catalog online.)

Withdrawal from College:

When a student finds it necessary to withdraw from school before the end of the semester, he or she should obtain a withdrawal form from the Office of Student Services. Students may also withdraw from the college by sending a written request for such action to the Registrar's Office. The request must include the student's signature, the student's current address, social security number and course information details. Students who withdraw after the census date for the semester and on or before the end of the 12th week of a long semester, or on or before the last day to drop a class of a term as designated in the college calendar will be assigned a grade of "W".

Tentative Course Schedule/Outline:

Variable Class Schedule:

The class schedule will be posted on the schedule board as soon as can be determined. The schedule may be changed at any time as deemed necessary by the staff of the RFO Program. Class start time and field trip departure time will be announced as needed. If a field trip is scheduled and for some reason it is cancelled, class will be conducted in the classroom. The opposite could occur; we could meet for class and go to the field.

Outline:

- Sources of Credit: major federal loans, major private loans, problems concerning loans or credits, general definitions of credit terms, building strong relations with lending institutions, and the cost of credit.
- Using arithmetic: pasture cattle, feedlot cattle, feed cost, using percentages, break-even cost of cattle, the cost of shrinkage in beef cattle.
- Production Records: main items, specific methods, yield, grazing crop production estimation, livestock production records.
- Ranch Records and Accounts: records of receipt and expense, assets and liabilities, inventory, net worth statement, analyzing, budgets, net income and return to investment.

STUDENT RIGHTS & RESPONSIBILITIES

The role of Clarendon College is to encourage individuals of all ages to develop their skills and talents based on their abilities and interests, so that collectively they may contribute to the growth and development of this democracy. College policies, procedures, and regulations are formulated to promote an appropriate teaching and learning environment where each student has the freedom to learn and where the constitutional rights of others are protected.

The concept of rights and freedom, no matter how basic or widely accepted, carries with it corresponding responsibilities. Students, as well as other members of the college community, enjoy the same constitutional and civil rights guaranteed all citizens; at the same time, they are subject to the laws of the nation, the State of Texas, and the local community. All members of the college community have a strong responsibility to protect and maintain an academic climate in which the freedom to learn can be enjoyed by all. To this end, certain basic regulations and policies have been developed to govern the behavior of students as members of the college

community. Violations of student conduct regulations will be handled through the Office of the Vice President of Student Services. Violations of federal, state, and/or local laws make a student subject to civil or criminal action in addition to disciplinary action by the College. Each student is responsible for knowing the policies and regulations of the College.

Freedom of Expression

The rights of free speech and peaceable assembly are fundamental to the democratic process.

The College supports the rights of students of the college community to express their views and opinions on actions or ideas, to associate freely with others, and to assemble peacefully.

Whether expressing themselves as individuals or in organized groups, members of the college community are expected to conduct themselves responsibly, according to law, and to respect the basic educational goals of the College. Accordingly, the College insists that free expression not violate the rights of others. Disruption of the educational process and functions of the College, or violation of law, would constitute such a violation.

Students wishing to assemble must complete an official request with the Vice-President of Student Services. The institution reserves the right to determine the time and location of such assemblies in order to ensure that the educational process is not disrupted. The use of amplified equipment is prohibited in student assembly and speech. The institution will not tolerate hate speech, defined as "...the lewd and obscene, the profane, the libelous, and the insulting or 'fighting' words – those which by their very utterance inflict injury or tend to incite and immediate breach of the peace." (Chaplinsky vs State of New Hampshire, 315 U.S. 568, 1942)

Freedom of Access

Within the limits of its resources, Clarendon College shall be open to all applicants who are qualified according to current admission requirements. Clarendon College does not discriminate on the basis of race, creed, color, national origin, mental or physical disabilities, age, or sex in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, and educational services, programs, and activities.

Freedom of Association

Students are free to associate to promote their common interests. They have the right to seek, through official procedures, and establish organizations of their choosing so long as such are not in conflict with the educational purposes of the College. Students have the right to affiliate with officially recognized campus organizations of their choice, within the requirements of those organizations relative to membership.

Academic Rights of Students

The College has the responsibility of providing a program of quality education in keeping with its financial resources; students have protection through campus-designed procedures against prejudiced or capricious academic evaluation. Student performance shall be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.

Students are responsible for completing their academic program, being familiar with all requirements of the College Catalog, and for maintaining their grade point average for degree requirements.

Student Records

Student records are maintained in confidence and in compliance with the Texas State Library and Archives Commission retention schedule. Student records are used to promote the instruction, career development, guidance, and educational progress of the student. In accordance with the Family Educational Rights and Privacy Act of 1974, Public Law 93-380, as amended, the student has access to specific information contained in his or her official records as specified by that act. Student records may be released to other persons, agencies, or institutions with a demonstrated interest in the student only if a written release has been signed by the student. College staff shall have access to student records when there is a demonstrated educational interest in the student.

Student Participation in Institutional Decision-Making

The primary route of Clarendon College students in decision-making is through participation in the Student Government Association (SGA). Students also may be invited to serve on one of the various institutional committees. Student opinion of food services, student housing, student activities, etc., are gathered from a number of surveys. All student input, whether it be through organized clubs, committees, or questionnaires, is given serious consideration as suggestions for change in and improvement of the College.

Student Responsibilities

The Board of Regents of Clarendon College expects employees, students, visitors, and guests of the College to accept the following responsibilities:

- (1) Compliance with and support of duly constituted civil authority,
- (2) Respect for the rights of others and cooperation to ensure that such rights are maintained, whether or not one agrees with the views of those exercising such rights.
- (3) Cooperation to ensure that the will of the majority is implemented after due consideration, but not to include the suppression of the minority,
- (4) To exercise disagreement in a responsible manner and within a framework compatible with the orderly resolution of differences.
- (5) Knowledge of and active support of college regulations.
- (6) A person who is required to register under the Code of Criminal Procedures 62.152 must register not later than the seventh day after the date on which the person begins to attend school to the Director of Student Life as well as any other local law enforcement agencies as required by Chapter 62, Code of Criminal Procedure.