

HORT 2100**PROFESSIONALISM IN THE GREEN INDUSTRY (1 credit)****SEMESTER:** Fall 2009**DAY:** Wednesday: 1:00 – 1:50 p.m.
ROOM: 126 Environmental Horticulture Building**INSTRUCTOR:** Dr. James N. McCrimmon, Associate Professor of Agriculture and Environmental Horticulture**OFFICE:** Environmental Horticulture Building Room #137
PHONE: (229) 391-4812
FAX: (229) 391-4813
E-MAIL: jmccrimmon@abac.edu**TEXTBOOKS:** None required.**REFERENCES:** *Turfgrass Information Files (TGIF) at Michigan State University (www.tic.msu.edu), Agronomy Journal, Journal of Weed Science, Golf Course Management, Through The Green, Carolinas Green, USGA Green Section Record, Grounds Management, Landscape Management, World Wide Web, Mentors and Guest Speakers.***SUPPLIES:** Pen, paper for copying PPT or sufficient money on Gold Card to use copier, and USB computer storage,**DESCRIPTION:** This course is designed to familiarize students with professionalism in the green industry. Professional behavior, cover letter and resume development, completing professional scholarship applications, interviewing skills, and presentations by industry professionals and students on horticultural and agronomic topics in the green industry will be utilized. Exposure to networking skills and career preparatory plans will be included.

LEARNING OUTCOMES: Upon completion of this course students will:

1. Prepare a resume and cover letter for immediate application.
2. Complete a mock interview on campus.
3. Complete an application for a professional scholarship.
4. Explore various job opportunities in the green industry.
5. Relate the importance of networking and mentors.
6. Participate in planned campus and community activities.

GRADES: The semester average will be determined by using the following percentages:

Resume	10 %
Cover letter	10 %
Mock interview	10 %
Professional scholarship application	10 %
Assignments and Weekly Participation (15)	<u>60 %</u>
TOTAL	100 %

TENTATIVE COURSE CALENDAR

Date	Day	Topic	Activity	Campus
8/19	W	Introduction		Drop/Add ends 19 th @ 4:30 PM
8/26	W	Professionalism		
9/2	W	Resume		
9/9	W	Dr. Tim Marshall	Resume Rough Draft Due – 16 th	Labor Day Holiday – 7 th
9/16	W	Internship Presentations Nursing, Room 237 1:00 -2:50 PM		Internship Presentations Nursing, Room 237 1:00 -2:50 PM
9/23	W	Internships in the Green Industry		
9/30	W	Discussion of resume and cover letter	Final Resume Due – 30 th / Rough Draft of Cover letter due 30 th	
10/7	W	Mrs. Lorie Felton	Final Cover letter due – 7 th	Ag Golf Classic – 5 th Midterm - 8 th
10/14	W	John Layton		
10/21	W	Sunbelt Expo - Moultrie		Fall Break 19 th -20 th ; Expo 20 th – 22 nd
10/28	W	Speaker		
11/4	W	Speaker		
11/11	W	Networking in the Green Industry	Mock Interview Completed – 11 th	
11/18	W	Careers in the Green Industry		Career Connections 17 th
11/25	W	<i>Thanksgiving – No Class</i>		Thanksgiving 25 th -27 th
12/2	W	<i>Wrap-up and Evaluations</i>		Finals 8 th -11 th Graduation 11 th

ATTENDANCE: Students are expected to attend ALL class meetings, BE ON TIME, and to have read all portions of the text (assignment) before the class meets. Attendance will be taken at the beginning of each class meeting. Any problem that affects attendance should be discussed with the instructor. Students who are aware of impending commitments, which will interfere with their class attendance, need to contact me with the reason for their absence; and, I will assign the appropriate material to study. Students are responsible for getting with other students for notes covering any missed materials.

Attendance is mandatory. I have an obligation to the taxpayers of Georgia who pay over 80% of your education cost through their tax dollars. Good work ethics are learned through regular attendance in class activities. It has been found that student grades are affected by lack of attendance and participation. I have attached ABAC's Attendance Policy. The following indicates the number of absences allowed in this course.

Number of Absences:

W (meets one day per week) - 1 credit hour - 2 absences and on the 3rd absence the student will receive an "F".

An absence is when you do not attend a lecture for any reason. If you are late for lecture, every two times that you are tardy will equal one absence.

There are exceptions and circumstances that may occur and we will address them as needed.

ABSENCES/WITHDRAWALS: See the student handbook for detailed excused absence and course withdrawal policy. As long as the student is prepared to learn, I will do everything possible to ensure that each student has the opportunity to succeed. Students are expected to attend every class session. If, by the mid-term withdrawal deadline, any student feels they cannot proceed in the course for whatever reason, they may withdraw from the course without penalty (excepting HOPE). Those students who "abandon" a class after the mid-term withdrawal deadline will receive an "F".

ACADEMIC RESPONSIBILITY: Students are urged to pay careful attention to ABAC's Statement of Academic Dishonesty found in the college catalog. It is unacceptable to claim the work of someone else as your own. Academic dishonesty will not be tolerated and will be addressed appropriately.

COURSE MATERIALS: The syllabus has been distributed and will be on the web. Other course materials, such as projects, articles, notes, etc. may be distributed during lectures. You are responsible for making sure you have them.

EXAMINATIONS: Lecture exams will be administered throughout the semester as identified in specific course outlines. Additional projects and reference material will be assigned accordingly.

MAKE-UP EXAMS: It is very important that no exams be missed. Make-up exams may be arranged after consultation with the instructor, and if circumstances for missing an exam were exceptional. Make-up exams must be completed within 5 school days of the missed exam. If the student does not make arrangements to make-up the exam within that time frame, they will receive a "0" for that exam.

GRADES: The grading system is the same as outlined in the college catalog. A grade of "C" or better is required for all courses with HORT, AENT, AGRP, and AGRY prefixes; and ENGL 1101 and MATH 1002. Any student registering for an internship must have satisfied prerequisite credit hours and have completed an announced orientation session.

COMPUTERS: Effective immediately, all new campus computers will have thumb-drive access and NOT floppy or zip disk drive access. Students will be required to purchase thumb-drives for classroom and lab applications.

DISABILITIES: Any student in this class who has specific needs because of learning disabilities or any other disability should feel free to come and discuss this with me.

CLASS DECORUM:

Beepers, cellular phones, and all other electronic devices must be in the "off" position. No use of cell phones or other electronic devices is permissible during lecture. No text messaging is allowed. The first time that a student is using any such device, they will be told to leave the lecture. Show respect to our guest speakers.

PHONES/IPODs/MP3 Players: Cellular phones and/or Personal Listening devices and other similar devices must be turned to the **off** position or not brought to class. If a student's phone rings or they are seen sending/receiving text messages or wearing ear buds/headphones during class and disrupts the learning environment, they will be told to leave the classroom immediately. In addition, all phones are to be out of sight during exams. Anyone caught with a visible cell phone will lose a letter grade on that exam.

Students should not be using the computer and other devices in the lecture room. The only exception is when they are giving a presentation.

Random conversation after class begins will not be tolerated.

Smoking, the chewing of tobacco or use of snuff, or any other tobacco is at a zero tolerance level. Tobacco chewers take note of this.

Foul or profane language will not be tolerated.

Hats or caps may not be worn in the classroom.

Students must respect all equipment and furniture in the facility. Writing, drawing, etc. on

desks or other structures will not be tolerated.

Students will exhibit an acceptable level of professionalism.

NOTES:

Please feel free to ask questions and bring up discussions in class.

If you should become sick or very uncomfortable during class, please feel free to quietly leave the room. If you need help to get out of the classroom, please get me or someone else to assist you.

Please feel free to come by my office to schedule an appointment if you feel that I can further assist you with any problem or conflict.

Be prompt for class. Teaching and learning is a team effort. The ultimate responsibility of learning is yours.

The instructor reserves the right to modify any of this information, procedures, or dates as necessary during the course. You will be notified in advance of changes.

VERIFICATION STATEMENT:

By signing your name on the first lab exercise and/or exam in my class in which you are registered, you are indicating to me that you have read, understand, and accept all college, curricular, and professorial regulations regarding such class, and will be held accountable for such.

ABAC ATTENDANCE POLICY

Courses at Abraham Baldwin Agricultural College are provided for the intellectual growth and development of students. To attain maximum success, students must attend all their classes, be on time, and attend all scheduled course activities including, but not limited to, field trips, seminars, study sessions, individual conferences, and lectures. This interaction with instructors and other students is an important element of the learning process, and a high correlation exists between class attendance and course grades. A student must understand the importance of regular participation in classroom and laboratory activities. The absence of any student affects not only his or her performance but the performance of the class as a whole. Absence from class, for whatever reason, does not excuse a student from full responsibility for class work or assignments missed. Students must accept this responsibility.

Instructors will keep accurate attendance records and must report the individual number of absences with midterm and final grades. Students whose number of unexcused absences is more than twice the number of class meetings per week (the equivalent of two weeks of instruction) will receive a grade of "F" for the course. Fewer absences than twice the number of class meetings per week may result in grade penalties at the discretion of the instructor. Specific attendance requirements applying to labs, clinics, accelerated classes or Learning Support will be adapted to the unique situation by the appropriate division. Final determination of what constitutes an excused absence rests with the classroom instructor. In implementing this Policy, faculty will not include in a student's unexcused absences those absences incurred due to authorized and approved College sponsored events (or in the case of joint-enrollment students high-school sponsored events) in which the student represents the institution as part of a group or under the direct supervision of a faculty or staff member.

Whenever a student is absent, whether for official or personal reasons, the student must assume responsibility and provide notice to the instructor, preferably in advance, for making arrangements for any assignments and class work missed because of the absence. However, final approval for make up work remains with the individual instructor. A student who stops attending class without officially withdrawing from the course is subject to this attendance policy and will receive a grade of "F" for the course.

At the beginning of each semester, instructors will explain clearly to their students' specific attendance requirements (including possible penalties). Additionally, they will publish the attendance policy on their syllabi and web-sites. A student penalized for excessive absences may appeal through the grade appeal process, as stated in ABAC's college catalog and student handbook.

Revised 7/28/05