

## 1. General Information

1a. Submitted by the College of: AGRICULTURE

Date Submitted: 1/14/2013

1b. Department/Division: Agr Economics

1c. Contact Person

Name: Dr. Steve Isaacs

Email: [sisaacs@uky.edu](mailto:sisaacs@uky.edu)

Phone: (859) 257-7255

Responsible Faculty ID (if different from Contact)

Name:

Email:

Phone:

1d. Requested Effective Date: Specific Term/Year <sup>1</sup> Spring 2013

1e. Should this course be a UK Core Course? No

## 2. Designation and Description of Proposed Course

2a. Will this course also be offered through Distance Learning?: No

2b. Prefix and Number: AEC 340

2c. Full Title: Human Resource Management in Agriculture

2d. Transcript Title:

2e. Cross-listing: n/a

2f. Meeting Patterns

LECTURE: 3

2g. Grading System: Letter (A, B, C, etc.)

2h. Number of credit hours: 3

2i. Is this course repeatable for additional credit? No

If Yes: Maximum number of credit hours:

If Yes: Will this course allow multiple registrations during the same semester?

2j. Course Description for Bulletin: An overview of the management of the human resource in an agricultural context. Major components will include the acquisition, training, motivation, compensation, performance evaluation, and retention of the agricultural labor force. Other topics include the legal and taxation components of hired labor and working with a multi-cultural and multi-generational work force.

2k. Prerequisites, if any: ECO 201

2l. Supplementary Teaching Component:

3. Will this course taught off campus? No

If YES, enter the off campus address:

4. Frequency of Course Offering: Spring,

Will the course be offered every year?: Yes

If No, explain:

5. Are facilities and personnel necessary for the proposed new course available?: Yes

If No, explain:

6. What enrollment (per section per semester) may reasonably be expected?: 30-50

7. Anticipated Student Demand

Will this course serve students primarily within the degree program?: Yes

Will it be of interest to a significant number of students outside the degree pgm?: Yes

If Yes, explain: [var7InterestExplain]

8. Check the category most applicable to this course: Relatively New – Now Being Widely Established,

If No, explain:

9. Course Relationship to Program(s).

a. Is this course part of a proposed new program?: No

If YES, name the proposed new program:

b. Will this course be a new requirement for ANY program?: No

If YES, list affected programs:

10. Information to be Placed on Syllabus.

a. Is the course 400G or 500?: No

b. The syllabus, including course description, student learning outcomes, and grading policies (and 400G-/500-level grading differentiation if applicable, from 10.a above) are attached: Yes

## Distance Learning Form

Instructor Name:

Instructor Email:

Internet/Web-based: No

Interactive Video: No

Hybrid: No

1. How does this course provide for timely and appropriate interaction between students and faculty and among students? Does the course syllabus conform to University Senate Syllabus Guidelines, specifically the Distance Learning Considerations?

2. How do you ensure that the experience for a DL student is comparable to that of a classroom-based student's experience? Aspects to explore: textbooks, course goals, assessment of student learning outcomes, etc.

3. How is the integrity of student work ensured? Please speak to aspects such as password-protected course portals, proctors for exams at interactive video sites; academic offense policy; etc.

4. Will offering this course via DL result in at least 25% or at least 50% (based on total credit hours required for completion) of a degree program being offered via any form of DL, as defined above?

If yes, which percentage, and which program(s)?

5. How are students taking the course via DL assured of equivalent access to student services, similar to that of a student taking the class in a traditional classroom setting?

6. How do course requirements ensure that students make appropriate use of learning resources?

7. Please explain specifically how access is provided to laboratories, facilities, and equipment appropriate to the course or program.

8. How are students informed of procedures for resolving technical complaints? Does the syllabus list the entities available to offer technical help with the delivery and/or receipt of the course, such as the Information Technology Customer Service Center (<http://www.uky.edu/UKIT/>)?

9. Will the course be delivered via services available through the Distance Learning Program (DLP) and the Academic Technology Group (ATL)? NO

If no, explain how student enrolled in DL courses are able to use the technology employed, as well as how students will be provided with assistance in using said technology.

10. Does the syllabus contain all the required components? NO

11. I, the instructor of record, have read and understood all of the university-level statements regarding DL.

Instructor Name:

SIGNATURE|KCROUCH|Kathryn F Crouch|Dept approval for ZCOURSE\_NEW AEC 340|20121008

SIGNATURE|KCROUCH|Kathryn F Crouch|College approval for ZCOURSE\_NEW AEC 340|20121008

SIGNATURE|JMETT2|Joanie Ett-Mims|Undergrad Council approval for ZCOURSE\_NEW AEC 340|20121008

**COURSE DESCRIPTION:** An overview of the management of the human resource in an agricultural context. Major components will include the acquisition, training, motivation, compensation, performance evaluation, and retention of the agricultural labor force. Other topics include the legal and taxation components of hired labor and working with a multi-cultural and multi-generational work force.

**PREREQUISITES:** ECO 201

**PROFESSOR:** **Steve Isaacs** 303 C.E. Barnhart Building  
Phone: 257-7255 sisaacs@uky.edu

**OFFICE HOURS:** Tuesday afternoon, 1-4 PM, by appointment and at any other times I'm in the office **excluding Tue and Thur AM**. My Extension work schedule keeps me out of the office a good bit so calling before you come by would be a good idea.

**CLASS SCHEDULE:** AEC 340 Tue 5:00 - 7:30 pm, Room N-12, Ag Science North

**REQUIRED TEXT:** Billikopf, Gregory. *Labor Management in Ag*. 2<sup>nd</sup> Edition.  
Complete text available at no cost at:  
<http://www.cnr.berkeley.edu/ucce50/ag-labor/7labor/001.htm>

**SUPPLEMENTAL TEXT:** Rosenberg, et al., *Ag Help Wanted: Guidelines for Managing Agricultural Labor*

**OTHER RESOURCES:**

- AEC 340 Blackboard website <https://elearning.uky.edu/>
- Our out-of-class communication will be by email through the Bb site. It is imperative that you use your UK email account (not hotmail or other email accounts!). Check email and the Bb site regularly for announcements, materials, and assignments.
- Additional reference and reading material (including Internet links) will be distributed periodically.

**CLASS DIRECTORY:**

The AEC website on Blackboard will include a class directory. **Only AEC 340 students will have access to this directory**. Information included in the directory will be the student's photograph and name.

**GENERAL OBJECTIVE:** To integrate the economic, social, cultural, motivational, and legal principles fundamental to managing labor in agriculture.

**LEARNING OUTCOMES:**

- To plan and design a strategic and tactical plan for **labor acquisition** in a case study firm, including job descriptions, recruitment, interviewing, and hiring.
- To develop and apply performance assessment instruments for **training and evaluating** workers.
- To assess the range, roles, and economic impact of various **compensation** methods for employees.
- To differentiate the elements of **supervision** (directing, motivating, coaching, delegating, conflict management, and discipline) and to develop a decision framework to determine when and how to apply the appropriate tool.
- To evaluate the economic significance of **turnover and retention** in the maintenance of a heterogeneous, multi-generational workforce.

## LEARNING ACTIVITIES:

- **Lectures** - Class periods will be a lecture/discussion/activity format. Classroom discussion and participation are critical to the success of this class. Good questions and pertinent discussion points are encouraged and rewarded.

## LEARNING EVALUATIONS: Total course points: 1050

• **Examinations (700 points (70%))**

Two exams will be administered on the following dates:

MID-TERM EXAM                      300 points (30%)                      Tuesday, **March 5, 6 pm, N12 AGN**

FINAL EXAM                              400 points (40%)                      Thursday, **May 2, 2:30 pm, N12 AGN**

Make-up exams will be given only for excused absences and must be scheduled prior to or within one week of the exam date. (see below).

• **Attendance/Participation (350 points (30% plus 5% attendance bonus))**

Class attendance and participation are keys to learning. Attendance will be determined by completion of in-class problems, exercises, quizzes, writing assignments, or evaluations. Each of the 14 class periods will be worth 25 attendance/participation points. Students will earn those points based on participation and performance. Perfect attendance will earn a total of 350 points. **An absence is defined as arriving to class more than five minutes late, leaving early, leaving class and returning during class, or not showing up at all.** Unexcused absences will result in the loss of the participation points. Absences will be excused for serious illness, illness or death of a family member, University related trips, major religious holidays, and other circumstances found to be reasonable cause for nonattendance (UK Faculty Senate Rules 5.2.4.2). **Requests for excused absences must be e-mailed to Dr. Isaacs** prior to, or within one week following, the absence. You will receive a reply e-mail indicating whether or not the absence is excused.

**Grades** - Letter grades will be assigned as follows.

> 900 = A                      800 to 899 = B                      700 to 799 = C                      600 to 699 = D                      < 600 = E

The proportion of earned points at the midterm of the semester will be reported as a midterm grade.

Mid-term grades will be posted in myUK by the deadline established in the Academic Calendar

(<http://www.uky.edu/Registrar/AcademicCalendar.htm>)

## POLICIES:

- **Electronic Communication Devices** - Electronic communications devices are permitted as long as they are not a distraction to the teaching staff or your peers. However, any instruction missed due to inattention resulting from use of electronic devices **WILL NOT** be repeated. This policy is a departure from standard procedures and is subject to review and revision if the policy is abused. **NOTE: Visible presence of electronic communication devices during exams will be considered evidence of cheating.**
- **Students with Disabilities** - Early in the semester, students with disabilities should provide the instructor with a letter from the UK Disability Resource Center that certifies the need for exam or classroom accommodations. It is the student's responsibility to register with the DRC who will verify the disability and need for accommodations. For additional information, contact the DRC at 257-2754 or at <http://www.uky.edu/StudentAffairs/DisabilityResourceCenter/>
- **Academic Integrity** - Per university policy, students shall not plagiarize, cheat, or falsify or misuse academic records. Students are expected to adhere to University policy on cheating and plagiarism in all courses. The minimum penalty for a first offense is a zero on the assignment on which the offense occurred. If the offense is considered severe or the student has other academic offenses on their record, more serious penalties, up to suspension from the university may be imposed. Plagiarism and cheating are serious breaches

of academic conduct. Each student is advised to become familiar with the various forms of academic dishonesty as explained in the Code of Student Rights and Responsibilities. Complete information can be found at the following website: <http://www.uky.edu/Ombud>. A plea of ignorance is not acceptable as a defense against the charge of academic dishonesty. It is important that you review this information as all ideas borrowed from others need to be properly credited.

Part II of *Student Rights and Responsibilities* (available online <http://www.uky.edu/StudentAffairs/Code/part2.html>) states that all academic work, written or otherwise, submitted by students to their instructors or other academic supervisors, is expected to be the result of their own thought, research, or self-expression. In cases where students feel unsure about the question of plagiarism involving their own work, they are obliged to consult their instructors on the matter before submission.

When students submit work purporting to be their own, but which in any way borrows ideas, organization, wording or anything else from another source without appropriate acknowledgement of the fact, the students are guilty of plagiarism. Plagiarism includes reproducing someone else's work, whether it be a published article, chapter of a book, a paper from a friend or some file, or something similar to this. Plagiarism also includes the practice of employing or allowing another person to alter or revise the work which a student submits as his/her own, whoever that other person may be.

Students may discuss assignments among themselves or with an instructor or tutor, but when the actual work is done, it must be done by the student, and the student alone. When a student's assignment involves research in outside sources of information, the student must carefully acknowledge exactly what, where and how he/she employed them. If the words of someone else are used, the student must put quotation marks around the passage in question and add an appropriate indication of its origin. Making simple changes while leaving the organization, content and phraseology intact is plagiaristic. However, nothing in these Rules shall apply to those ideas which are so generally and freely circulated as to be a part of the public domain (Section 6.3.1).

**Please note:** Any assignment you turn in may be submitted to an electronic database to check for plagiarism.

- **Additional Information** related to student conduct and policies can be found in *Student Rights and Responsibilities* [www.uky.edu/StudentAffairs/Code/](http://www.uky.edu/StudentAffairs/Code/) and *University of Kentucky Bulletin 2012-2013* [www.uky.edu/Registrar/Bulletin.htm](http://www.uky.edu/Registrar/Bulletin.htm)

<b>Week/Date</b>	<b>Topic</b>	<b>Activity</b>
<b>01/Jan 15</b>	Introduction and Trends	Rooster Bill Case Study
<b>02/Jan 22</b>	Employee Selection - I	Job Descriptions-1 <sup>st</sup> Draft
<b>03/Jan 29</b>	Employee Selection -II	Job Description-review & revise
<b>04/Feb 5</b>	Employee Selection - III	Speed Interviewing
<b>05/Feb 12</b>	Orientation	1 <sup>st</sup> Day Orientation
<b>06/Feb 19</b>	Training - I	Number System/Mapping
<b>07/Feb 26</b>	Training - II	Written Instructions
<b>08/Mar 5</b>	Mid-term Exam	Review
<b>March 12</b>	Spring Break	Spring Break
<b>09/Mar 19</b>	Compensation	Graduated Pay Plans
<b>10/Mar 26</b>	Incentives	Develop Incentive Plan
<b>11/Apr 2</b>	Performance Evaluation I	App of Performance Based Eval
<b>12/Apr 9</b>	Performance Evaluation - II	Performance Expectations
<b>13/Apr 16</b>	Conflict/Communications	Role play dismissal
<b>14/Apr 23</b>	Generational Differences	Boomers, X, Y, Millennials
<b>Finals Week</b>	Final Exam	Thursday, May 2, N12 - ASN