

# Undergraduate Seminar

## New Mexico State University

Syllabus – Spring 2022 January 12, 2022 — May 6, 2022

**Instructor:** F. Omar Holguin

**Office Location:** Skeen Hall N332

**Email:** frholgui@nmsu.edu

**Phone:** 575-646-5913

**Office Hours:** Appointment

**Course:** AGRO-447-M81/ENVS-447-M80/HORT-447-M82/SOIL-447-M81

**Credit Hours:** 1

**Delivery method:** Online with some web-based synchronous meeting times

**Class Meeting Days and Times:** Friday 2:30 pm - 3:20 pm

### Class Meeting Location

Zoom Link Posted on Canvas Home Page

### Course Learning Objectives

Provide students with the opportunity to develop professional communication skills through teamwork, case study preparation and presentation, data interpretation, and role-playing in mock interviews. Students will prepare a:

- Professional resume,
- Personal statement of goals for graduate school or permanent employment,
- Case study presentation to PES faculty and students.

### Engagement Hours

The course is designed to provide learning opportunities and activities totaling a minimum of 42.5 hours. This estimate is for the typical student. The designed activities may take you more or less time to complete depending on your experience and familiarity with the course topics. Following is a breakdown of time estimates for activities in this course:

Online discussions – 1 per week (50 min each), totaling approximately 7.5 hours

Assignments – 8 (2 hour each), totaling approximately 16 hours

Group project – 14 hours

## Course Expectations

Organization, preparation and presentation of current topics in agronomy, horticulture, soil science and environmental sciences.

## Course Organization

### Grading:

- |                                   |     |
|-----------------------------------|-----|
| 1. Resume and Goal Statement:     | 10% |
| 2. Case study selection:          | 5%  |
| 3. Interview                      | 10% |
| 4. Case study references/overview | 15% |
| 5. Case study outline/briefing    | 15% |
| 6. Practice presentation          | 15% |
| 7. Final presentation             | 20% |
| 8. Team Critique                  | 10% |

## Course Schedule

### Topic/Event

---

Orientation

Organize into teams/ Resume critique (electronic)

Lies, damn lies, and statistics (bring figure(s) and table from journal)

Case study selection/ Submit final resume

Interview skills (mock interview)

Presentation skills

Case study (3-5 references, presentation to group)

Sample case study presentation

Outline of case study, brief group (oral)

Team work session

Final work session on case study

Powerpoint® presentation critique

Powerpoint® presentation critique

Course evaluation and team critique

### Case study presentation @ special time?

**NOTE:** The deadline for withdrawing from a course to receive a refund is **January 28, 2022**. Students may withdraw from a course and receive a "W" (no refund) by **March 17, 2022**. The last day to withdraw from the university is **April 29, 2022**. All important dates can be found at <https://records.nmsu.edu/important-dates-students/>.

**Note: Grades in this course are assigned without Fractional Grading**

## Required Technical Skills

Taking an online course requires a number of technical skills as well as other soft skills. However, at a minimum you will need to meet certain technology responsibilities to

complete work for this course. If you have questions about technical requirements for the course, please contact me immediately.

To begin in this course, you must:

1. Read this syllabus carefully and contact me immediately if you have any questions. You are responsible for the content and assignments in this syllabus.
2. Be able to obtain access to an internet connection, preferably broadband, and a working computer for the duration of this course.
3. Be Proficient with Microsoft© Office applications.
4. Be able to conduct research searches on the Internet; see the [libguide for this course](#), the [NMSU Library](#) and [Research Help for Students](#)
5. Find resources on the Internet; see [Internet Tutorials](#).
6. Be able to send and receive emails and email attachments in and out of class.
7. Know how to change your Canvas Notification settings.
8. Know how to read email in Canvas.
9. Maintain backups of all work you create for this course.

## **Netiquette**

Example of Web Netiquette Expectations

1. Always be polite and respectful online correspondences.
2. Do not attack. Listen gently to others views.
3. Pay attention to your word choice. Be sensitive to others.
4. Use spell check.
5. Avoid using all caps. (All caps is considered to be shouting.)

## **Technology Requirements**

### **Supported Software**

- [Canvas LMS](#)
- [Zoom](#)

### **Computer and Operating System**

- 4GB of RAM or higher
- Dual Core 2GHz or higher (Intel Core i5 processor or equivalent)
- Microphone (built-in, wired, USB, wireless or Bluetooth)
- Web camera (built-in or USB)

Operating System:

- Windows 10 or higher
- OS X 10.13 or higher

A list of Academic Technology favorite microphones and USB webcams can be found at <https://learning.nmsu.edu/minimum-technology-requirements/>

## Internet

- Broadband connection (25 Mbps download, 3Mbps upload as defined by the [FCC](#))
- Wired connection (ethernet) preferred
- Stable wireless connection is acceptable
- Use the [NMSU Checs Speedtest](#) to test your internet speed

## Web Browsers

- Latest two versions of [Chrome](#)
- Latest two versions of [Firefox](#)
- Javascript must be enabled

Use only the latest version of Google Chrome or Mozilla Firefox for Canvas. Safari, Internet Explorer and Microsoft Edge have known issues that can interfere with performing basic tasks within Canvas. The links to ensure you have the latest version are listed below:

- [How to update Google Chrome](#)
- [How to update Mozilla Firefox](#)

## Accessibility of eLearning Tools

Some general or common VPAT links. Add or revise as needed.

- [Apple Products: Section 508 VPATs for](#) (Safari Web Browser, Mac OS X, and more)
- [Microsoft Products: Section 508 VPATs for](#) (Internet Explorer, Office, Skype, and more)
- [Google Products: Section 508 VPATs for](#) (Google Earth, Chrome Web Browser, Google Docs, and more)
- [Firefox Web Browser: Section 508 VPAT \(version 3.5 and up\)](#)

## Technical Support

The ICT Customer Service Center is equipped to deal with all of your information technology (IT) and telecommunications needs at NMSU. The ICT Customer Service Center hours of operation are from 8:00 am until 5:00 pm Monday through Friday Mountain Time. Please feel free to contact them at 646-1840 or via e-mail at [helpdesk@nmsu.edu](mailto:helpdesk@nmsu.edu).

You can also go to the [Student Technology Help](#) web page and [Student Resources](#) located at the [Canvas](#) web page for additional information on Canvas.

## **Syllabus Modifications Statement**

This syllabus is subject to revision to best fit the educational needs of the class. Any changes or modifications will be announced in class and/or on Canvas.

## **Email Communications**

Your NMSU email account is the official means of communicating with the university. Information critical to your success at NMSU is delivered to you via this account, and you are expected to follow rules and policies provided to you via this communication method. Any email from you to the instructor should be sent either through the CANVAS course management system or through your official NMSU email account. Please be advised that due to privacy and security concerns, we are unable to respond to emails from or about students that do not originate from an official NMSU email address.

## **Plagiarism**

Plagiarism is using another person's work without acknowledgment, making it appear to be one's own. Intentional and unintentional instances of plagiarism are considered instances of academic misconduct and are subject to disciplinary action such as failure on the assignment, failure of the course or dismissal from the university. The NMSU Library has more information and help on how to avoid plagiarism at <http://lib.nmsu.edu/plagiarism/>

# Student Services and University Policies

Please visit <https://provost.nmsu.edu/faculty-and-staff-resources/syllabus/policies.html> for university policies and student services, including Discrimination and Disability Accommodation, academic misconduct, student services, final exam schedule, grading policies and more.

## Student Support Services

- **Campus Tutoring** offers tutoring for individual and small groups for in-demand courses. Information can be found at <https://campustutoring.nmsu.edu>
- The **Writing Center** offers free advising on aspects of proofreading and editing, but do not provide editing services. Visit <https://townc.nmsu.edu> for more information.
- **The Office of Military and Veterans Programs** provides services to current and former service members. (<https://mvp.nmsu.edu/>)
- **The Aggie Cupboard** is NMSU's food pantry. Visit <https://aggiecupboard.nmsu.edu>
- **Technical Support** is offered through the ICT Customer Service Center. You can contact them at 575-646-1840 or by emailing [helpdesk@nmsu.edu](mailto:helpdesk@nmsu.edu)

## Discrimination and Disability Accommodation

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act Amendments Act (ADA) covers issues relating to disability and accommodations. If a student has questions or needs an accommodation in the classroom (all medical information is treated confidentially), contact: **Main Campus** Disability Access Services Corbett Center Student Union Room 208 Aaron Salas, Director 575-646-6840 [das@nmsu.edu](mailto:das@nmsu.edu) New Mexico State University, in compliance with applicable laws and in furtherance of its commitment to fostering an environment that welcomes and embraces diversity, does not discriminate on the basis of age, ancestry, color, disability, gender identity, genetic information, national origin, race, religion, retaliation, serious medical condition, sex (including pregnancy), sexual orientation, spousal affiliation, or protected veteran status in its programs and activities, including employment, admissions, and educational programs and activities. Inquiries may be directed to the Laura Castille, Executive Director, Title IX and ADA/Section 504 Coordinator, Office of Institutional Equity, P.O. Box 30001, E. 1130 University Avenue, Las Cruces, NM 88003; 575.646.3635; 575-646-7802 (TTY); [equity@nmsu.edu](mailto:equity@nmsu.edu). **Title IX prohibits sex harassment, sexual assault, intimate partner violence, stalking and retaliation. For more information on discrimination or Title IX, or to file a complaint contact:** Laura Castille, Executive Director and Title IX Coordinator Office of Institutional Equity (OIE) - O'Loughlin House, 1130 University Avenue Phone: (575) 646-3635 E-mail: [equity@nmsu.edu](mailto:equity@nmsu.edu) Website: [equity.nmsu.edu](http://equity.nmsu.edu)

**Other NMSU Resources:**

NMSU Police Department:	(575) 646-3311	<a href="http://www.nmsupolice.com">www.nmsupolice.com</a>
NMSU Aggie Health & Wellness (Medical and counseling services):	(575) 646-1512	<a href="https://wellness.nmsu.edu/">https://wellness.nmsu.edu/</a>
NMSU Dean of Students:	(575) 646-1722	
For Any On-campus Emergencies:	911	