WELCOME TO ALS 3203
PC Use In Agriculture
3 credits
Fall 2013

Instructor:
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Office Hours:
Available Tuesday and Thursday from 10 am -12 pm. My schedule is flexible and I am happy to meet with you outside of office hours, by appointment. If you leave me a phone message, please also send me an email via SAKAI (you can check the box so it also comes to my UFL account) so that I can get back to you as soon as possible. I read my email even when I am out of the office in the evenings and return all emails within 24 hours.

REQUIRED TEXTBOOK AND OTHER RESOURCES
Required Textbook: None

Required Resources:
1. Access to a desktop or laptop computer. You may use either a PC or a Mac.
2. Microsoft Office Suite (includes Word, MS Excel, and MS PowerPoint).   This may be available free of charge through UF, see website below:
   http://www.it.ufl.edu/news/education/free-microsoft-office-for-students/
3. Administrator rights for your computer throughout the course. You will be required to download free software and sign up for web-based services for class assignments.
4. Access to the internet for successful course completion.
5. You must use your GatorLink e-mail for course correspondences.

Recommended Resources: Various references to smart phones and tablets will occur throughout the course. You may choose to use smart phones, tablets, digital cameras, camera phones, or digital video cameras for some of your coursework.

COURSE PREREQUISITE - None

COURSE DESCRIPTION
This course will be conducted entirely online through Sakai. It is an introduction to computer skills, including preparing documents and presentations, utilizing various forms of multimedia, maximizing use of the resources available on the internet, and understanding current applications of emerging mobile and social media technologies. Lectures will be available in the Resources section of the Sakai course website. You are responsible to check the course website in Sakai **DAILY** for announcements and updates.

ASSIGNMENTS
The general topic of each assignment and corresponding due date is listed below. All assignments are due **Friday by 11 pm on the date listed**, as shown in the outline below. All assignments **must be submitted through the Sakai assignment link** unless otherwise instructed. Specific details pertaining to each assignment are provided under the Assignment Link in the Sakai course page. Late assignments receive a 20% deduction of points for each day late. Therefore, assignments will not be accepted more than 5 days

past the due date without a note from a Dean.

GET OUT OF JAIL FREE CARD- The exception to the above policy is that I am giving you one "Get out of jail free" card. You can turn in ONE assignment up to a week late without penalty. I realize that life gets a little hairy sometimes and your coursework is not your top priority for any of a number of reasons. You only get one exception to my late rules (one "get out of jail free card"), so save it and use it wisely. This only applies to assignments, NOT EXAMS.

DISCUSSIONS
Beginning in Week 2 on August 26th, you are required to participate in the weekly discussion that is found on the Discussion board on the SAKAI course page. By Wednesday of each week, you need to respond to the questions I post for that week. By Sunday of each week, you need to respond to one of your classmates' posts. You need to have at least 2 posts in total for each week to earn full points. ALL of your posts **must end with a question** so that the discussion can be moved forward. Remember, a classmate is going to respond to your post and a question facilitates that process. Your response posts must have some substance and not simply agree with what the original post stated and it must end with a question.

TEST INFORMATION
Tests are online through the Assessments section of Sakai. The tests are **closed book**, timed, and contain a mixture of 50 multiple choice, true/false, and short-answer questions. You are required to sign an honesty pledge and download software to lockdown your browser while taking the exam. Additional information about the tests is posted on the Calendar and will be posted in the Announcements section of the Sakai course page on the Monday of test week as a reminder to you.

TEST SCHEDULE
Test 1- Friday, October 18, 2013
Test 2- Wednesday, December 4, 2013

MISSED TESTS
Make-up tests are permitted in cases of documented medical excuses or a death in your immediate family. You will need to provide the instructor with clear documentation and contact details to verify the excuse. Make-up tests will not be identical to the original test delivered through Sakai. It is the responsibility of the student to contact the instructor no later than three days following the missed test. Students failing to contact the instructor by three days following a scheduled test will be assigned a numerical grade of 'O' for the missed exam.

COURSE OUTLINE		
WEEK	**DATE**	**LECTURE TOPIC (ASSIGNMENT DUE DATES & TESTS IN BOLD)**
1	8/21/13	• Locate your course in Sakai • View Lecture 1: Welcome & Initial Assignment
2	8/26/13	• View Lecture 2: Video Editing • **Discussion 1: Initial (Wed.) and follow up (Sun.) response (4 pts.)** • **8/30/13- Assignment 1: Download applications and set up accounts for services (Instructions in Lecture 1) (4 pts.): Microsoft Office Suite, Dropbox, GoogleDrive, Prezi**
3	9/2/13	• View Lecture 3: Operating Systems • **Discussion 2: Initial (Wed.) and follow up (Sun.) response (4 pts.)** • **9/6/13- Assignment 2: Video Introduction (20 pts.)**
4	9/9/13	• View Lecture 4: Bibliography • **Discussion 3: Initial (Wed.) and follow up (Sun.) response (4 pts.)**

5	9/16/13	• View Lecture 5: File Management & Cloud Computing Presentation Tools & Skills • **Discussion 4: Initial (Wed.) and follow up (Sun.) response (4 pts.)** • **9/20/13- Assignment 3: Bibliography (20 pts.)**	
6	9/23/13	• View Lecture 6: Utilizing Excel/Spreadsheets • **Discussion 5: Initial (Wed.) and follow up (Sun.) response (4 pts.)**	
7	9/30/13	• View Lecture 7: Creating and Sharing Documents- Microsoft Office and beyond. • **Discussion 6: Initial (Wed.) and follow up (Sun.) response (4 pts.)**	
8	10/7/13	• View Online Lecture 8: Presentations • **Discussion 7: Initial (Wed.) and follow up (Sun.) response (4 pts.)**	
9	10/14/13	• View Online Lecture 9: Presenting yourself: Email Etiquette and Resume Building Skills • **Discussion 8: Initial (Wed.) and follow up (Sun.) response (4 pts.)** • **10/18/13 (FRIDAY)- TEST 1 - covers lectures 1-8 (50 pts.)**	
10	10/21/13	• View Online Lecture 10: The Internet – Understanding Browsers and Search Engines; How to Optimize Searches. • **Discussion 9: Initial (Wed.) and follow up (Sun.) response (4 pts.)** • **10/25/13- Assignment 4: Prezi (20 pts.)**	
11	10/28/13	• View Online Lecture 11: An Introduction to Web Design, HTML, and Web Design Software. • **Discussion 10: Initial (Wed.) and follow up (Sun.) response (4 pts.)** • **11/1/13- Assignment 5: Email and Resume (20 pts.)**	
12	11/4/13	• View Online Lecture 12: Rules and Tips for Using and Editing Images • **Discussion 11: Initial (Wed.) and follow up (Sun.) response (4 pts.)**	
13	11/11/13	• View Online Lecture 13: A Closer look at Photoshop and other editing software • **Discussion 12: Initial (Wed.) and follow up (Sun.) response (4 pts.)** • **11/15/13- Assignment 6: Website (20 pts.)**	
14	11/18/13	• View Online Lecture 14: Social Media and Mobile Technology **Discussion 13: Initial (Wed.) and follow up (Sun.) response (4 pts.)**	
15	11/25/13	• View Online Lecture 15: Introduction to GIS • **Discussion 14: Initial (Wed.) and follow up (Sun.) response (4 pts.)**	
16	12/2/13	• **12/4/13 (WEDNESDAY)- TEST 2 - covers lectures 9-15 (50 pts.)**	

GRADING

Exam 1	50 pts.
Exam 2	50 pts.
Discussion Posts (14 @ 4 pts. each)	56 pts.
Assignment # 1	4 pts.
Assignments # 2-6 (5 @ 20 pts. each)	100 pts.
No Final Exam!	
Total	**260 pts.**

Final Grade	Scale: Percentage
A	92-100
A-	90-91
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62
E	0-59

**There may be one or two small extra credit opportunities advertised in the lecture designed to push borderline grades up. Do not conduct yourself in the course as though there will be additional opportunities to bring up your grade should you miss assignments and/or multiple discussions. The extra credit will be minimal and will not be very helpful in those circumstances.

INCOMPLETE GRADES

The application process for receiving an incomplete grade is the responsibility of the student. Students may download the CALS incomplete grade form at:
http://cals.ufl.edu/faculty_staff/advising_resources.shtml
The instructor must sign the application for an incomplete grade, but the student must initiate the paperwork process. The instructor will only approve an incomplete grade application if the following conditions are met:

- The student has completed a major portion of the course with a passing grade ("D" or better).
- The student is unable to complete course requirements because of documented circumstances beyond his or her control.
- The student and instructor have discussed the situation prior to the final exam (except under emergency conditions).
- The instructor will submit a final grade for the student on the date due (indicated below) whether or not all work is completed.

Note that the paperwork for receiving an incomplete will also include deadlines for remaining assignments due. The instructor will not consider incomplete requests after the last day of classes.

E-MAIL/GATORLINK ACCOUNT REQUIREMENTS

You will be required to get a Gatorlink computer account through the university. This service is free to all students. Using this account, you will be able to send and receive e-mail and access the World Wide Web from home or school. Instructions for getting a Gatorlink account can be found at:
http://www.gatorlink.ufl.edu/
All course correspondence must occur through your Gatorlink account.

POLICY STATEMENTS: ACADEMIC HONESTY, PLAGIARISM, SOFTWARE USE, UF COUNSELING SERVICES, SERVICES FOR STUDENTS WITH DISABILITIES
In 1995, the UF student body enacted a new honor code and voluntarily committed itself to the highest standards of honesty and integrity. When students enroll at the university, they commit themselves to the standard drafted and enacted by the students.

In adopting this honor code, the students of the University of Florida recognize that academic honesty and integrity are fundamental values of the university community. Students who enroll at the university commit to holding themselves and their peers to the high standard of honor required by the honor code. Any individual who becomes aware of a violation of the honor code is bound by honor to take corrective action. The quality of a University of Florida education is dependent upon community acceptance and enforcement of this honor code.

The Honor Code: We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity.

On all work submitted for credit by students at the university, the following pledge is either required or implied: "On my honor, I have neither given nor received unauthorized aid in doing this assignment."

The University requires all members of its community to be honest in all endeavors. A fundamental principle is that the whole process of learning and pursuit of knowledge is diminished by cheating, plagiarism and other acts of academic dishonesty. In addition, every dishonest act in the academic environment affects other students adversely, from the skewing of the grading curve to giving unfair advantage for honors or for professional or graduate school admission. Therefore, the university will take severe action against dishonest students. Similarly, measures will be taken against faculty, staff and administrators who practice dishonest or demeaning behavior.

Students should report any condition that facilitates dishonesty to the instructor, department chair, college dean or Student Honor Court.
It is assumed all work will be completed independently unless the assignment is defined as a group project, in writing by the instructor. This policy will be vigorously upheld at all times in this course.

PLAGIARISM INFORMATION FROM THE ENTOMOLOGY AND NEMATOLOGY DEPARTMENT

Plagiarism is a serious problem in academia today, especially with the ease of obtaining information from the World Wide Web. Plagiarism is defined as representing the words or ideas of another person as one's own, without attribution to the source. All words and ideas must be attributed to a source unless they are considered common knowledge (i.e., widely known by many people and found in many different sources). There are many kinds of plagiarism, as you will read on the Guide to Plagiarism website referenced below.

Plagiarism is unethical, unacceptable in science, and prohibited by the UF Student Honor Code (http://www.dso.ufl.edu/sccr/honorcodes/honorcode.php). The consequences for plagiarism while at the University of Florida range from receiving a grade of zero for the plagiarized assignment or a failing grade for the course, to, for repeated offenses, expulsion from the university. Plagiarism after graduate training calls into question one's scientific integrity and can lead to banning of publication in journals and the loss of jobs/careers.

In some countries, it is an acceptable practice to write in a manner that faculty members at the University

of Florida consider plagiarism. Students studying in our university and with plans to publish their research in the English language need to know what plagiarism is and how to avoid it.

Students who plagiarize will be caught and consequences will be applied. Many faculty in our department check all written assignments using an anti-plagiarism software called Turnitin®. You may wish to customize this section and put in your plans to use Turnitin and your consequences for plagiarism.

For further information and examples of plagiarism, I strongly suggest that you please read the George Smathers' Library Guide to Plagiarism at

http://web.uflib.ufl.edu/msl/subjects/Physics/StudentPlagiarism.html

Please understand that our purpose in bringing to your attention the matter of plagiarism is to help train you to be ethical scientists, not to impugn your character.

SOFTWARE USE: All faculty, staff, and students of the University are required and expected to obey the laws and legal agreements governing software use. Failure to do so can lead to monetary damages and/or criminal penalties for the individual violator. Because such violations are also against University policies and rules, disciplinary action will be taken as appropriate.

CAMPUS HELPING RESOURCES: Students experiencing crisis or personal problems that interfere with their general wellbeing are encouraged to utilize the university's counseling resources. Both the Counseling Center and Student Mental Health provide confidential counseling services at no cost for currently enrolled students. Resources are available on campus for students having personal or lacking clear career and academic goals, which interfere with their academic performance. The Counseling Center is located at 301 Peabody Hall (next to Criser Hall). Student Mental Health is located on the second floor of the Student Health Services in the Infirmary.

1. *University Counseling Center*, 301 Peabody Hall, 392-1575; personal and career counseling:
www.counsel.ufl.edu/
2. *Student Mental Health*, Rm. 245 Student Health Care Center,392-1171, personal counseling:
http://shcc.ufl.edu/
       Alcohol and Substance Abuse Program (ASAP)
       Center for Sexual Assault/Abuse Recovery & Education (CARE)
       Eating Disorders Program
       Employee Assistance Program
       Suicide Prevention Program
3. *Career Resource Center*, DR-100 J.W.Reitz Union, 392-1602, career development assistance and counseling.

Students with Disabilities: The Disability Resource Center Coordinates the needed accommodations of students with disabilities. This includes registering disabilities, recommending academic accommodations within the classroom, accessing special adaptive computer equipment, providing interpretation services and mediating faculty-student disability related issues. 0001 Reid Hall, 392-8565, **www.dso.ufl.edu/drc/**