

AEC 4052

COMMUNICATION CAMPAIGN STRATEGIES IN AGRICULTURAL AND LIFE SCIENCES

Spring 2016

Tues, 10:40 – 11:30

Thurs, 10:40 – 12:35

Bryant Hall 107 (Mac Lab)

Course Description

This is the capstone course in Agricultural Education and Communication's Communication and Leadership Development.

It is designed to strengthen your understanding of leadership, followership and strategic communication and to hone your communication skills.

This is your chance to apply everything you've learned in your classes and internships to solve a professional communication problem.

Dr. Lisa Lundy

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Office Hours

Thursday 2 – 4 p.m. & by appointment

Course Objectives:

-To help students hone critical thinking, technical and creative skills in the application of communication principles and techniques to solve problems or meet opportunities facing agricultural and natural resource organizations.

-To give students practical experience in conducting research and developing appropriate strategies to achieve communication objectives for a client in agriculture and/or natural resources.

-To give students opportunities to apply skills, theories and principles learned in the AEC curriculum.

Why should you be excited about this course? You are all about to embark on exciting personal and professional adventures. Some of you will start your own businesses. Some of you will be government or organizational leaders. Some of you will lead families seeking to be healthy and appreciate natural resources. Some of you will represent commodities or companies facing great challenges. As you go, I want you to be confident in your ability to communicate and lead with excellence. This class is a place for you to apply your communication and leadership skills. It's a place to make mistakes and grow. It's a place to ask "dumb" questions. It's a place to practice working with others. Hopefully your experience in this class will serve you well as you head out to change the world for the better.

Required Materials

USB Jump drive (please bring to class each day)

Readings and materials will be posted via Canvas

UF students are bound by The Honor Pledge:

"We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: "On my honor, I have neither given nor received unauthorized aid in doing this assignment."

The Honor Code (<http://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/>) specifies a number of behaviors that are in violation of this code and the possible sanctions. Furthermore, you are obliged to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult with the instructor of this class.

EVALUATION OF GRADES

| Assignment | Percent of Grade |
|--|------------------|
| Professional Portfolio | 10 |
| Issue Tracking Report | 20 |
| Campaign Plan* | 40 |
| Campaign Presentation* | 10 |
| Participation/Campaign Analysis Papers | 20 |

*Group Assignment

Unless otherwise noted, every component will be evaluated on 100 points. Your final grade for the course will be calculated on the previous percentages, which will then lead to your final letter grade as based on the following scale:

Grading Scale:

| | | |
|------------------|------------------|------------------|
| A = 93 – 100% | B- = 80 – 82.99% | D+ = 66 – 69.99% |
| A- = 90 – 92.99% | C+ = 76 – 79.99% | D = 63 – 65.99% |
| B+ = 86 – 89.99% | C = 73 – 75.99% | D- = 60 – 62.99% |
| B = 83 – 85.99% | C- = 70 – 72.99% | E = below 60% |

Note: For information on current UF policies for assigning grade points, see <https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>

Please note: Under no circumstances will final grades be rounded. Please do not come to me at the end of the semester to negotiate your grade. If you want an A in this course, begin working toward that today.

POLICIES & GUIDELINES FOR SUCCESS IN THIS CLASS

Class Expectations: Come to each class having read and studied the assigned readings for that week so that you can contribute to our class discussions. You should be able to provide an overview of each reading and explain how the readings relate to one another as a whole. High-quality participation means that you offer a number of informed comments and questions for each class period.

On the whole, student participation will be evaluated according to the following criteria:

- Meeting deadlines and expectations articulated by the instructor.
- Consistent participation and engagement with the class community.
- Consistent participation and contribution to your group (during and outside of class).
- Listening and responding respectfully to ideas and questions posed by others.

Grade Discrepancies

If you have a question about a grade you receive on any of the course components, you must discuss the grade with me within one week of getting the assignment back. After that, grades will not be discussed or modified. This discussion must occur in person. I do not discuss grades via email.

Accommodations

If you know of any type of disability or barrier to your success in this class, please let me know as soon as possible. I want you to be successful and I am happy to work with you, if I can. Please note, students requesting classroom accommodation must first register with the Dean of Students Office. The Dean of Students Office will provide documentation to the student who must then provide this documentation to the instructor when requesting accommodation.

Class Absences

Attending class is essential to be successful in this course. Class attendance is the responsibility of the student. The student is expected to attend all classes. A student who finds it necessary to miss class assumes responsibility for making up examinations, obtaining lecture notes, and otherwise compensating for what may have been missed. The course instructor will determine the validity of a student's reason(s) for absences and will assist those students who have valid reasons. Requirements for class attendance and make-up exams, assignments, and other work in this course are consistent with university policies that can be found in the online catalog at:

<https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>

Writing

To be successful in today's world, it is critical that you write well. As such, your grade for each aspect of this course will be based on the quality of your thinking and writing. All assignments should be free of inaccuracies, weak thinking, typos, spelling errors and grammatical problems. Never turn in a first draft.

Professionalism

The reality of this field is that people judge you by how you present yourself. Your use of language, the clarity of your speaking and your general appearance and professional bearing will shape the opinions of those who are listening to you. If you deliver a poor, unprofessional presentation, your grade will suffer. I will also grade you on the basis of the facts you assemble, the astuteness of your analysis of the problem and the soundness of your recommendations.

Group Work

A large portion of your grade this semester will be based on group work. This brings both advantages and disadvantages. The advantage is that you are part of a team working together to solve a problem. On occasion some groups experience difficulties with a person who does not pull his/her weight on a project. If that happens in your group, you must: Try to work it out as a group. Document the problem, how you tried to work it out and the outcome of that effort. Give this to me in a written statement.

- 1) If the outcome of your internal meetings and efforts is less than satisfactory, you should schedule a time to meet with me as a group to discuss and resolve the problem.
- 2) If this meeting still does not resolve the problem, then the group may ask permission from me to remove the individual who is not contributing to the group work.

If you are removed from your group, you will be required to complete the class assignments on your own. Your grade will also reflect your inability to work with your classmates and contribute to the group assignment.

AEC Expectations for Writing:

In all courses in the Department of Agricultural Education and Communication's Communication and Leadership Development (CLD) specialization, the following writing standards are expected to be followed, unless otherwise specified for a particular writing assignment. Not following these writing standards will result in substantially lower grades on writing assignments.

- Proper grammar and punctuation are mandatory.
- Proper sentence structure is required. This means...
 - Not using "tweet-talk" in your assignments.
 - Making sure that your sentences have a subject, verb, and (when needed) an object.
 - Not having sentence fragments.
 - And anything else that would pertain to "proper sentence structure."
- No use of first person (I, me, my, mine, our) unless denoted within the assignment rubric.
- NO use of contractions.
- Good thoughts/content throughout the writing assignment.
- For assignments that require citations, use American Psychological Association style. Proper APA citation and reference document is expected.
- For assignments that are more reporter-style articles (news stories, news releases, public relations writing), you are expected to follow Associated Press Style, as discussed in AEC 4031.

AEC Expectations for Design:

In all courses in the Department of Agricultural Education and Communication's Communication and Leadership Development (CLD) specialization, the following design standards are expected to be followed, unless otherwise specified for a particular writing assignment. Not following these design standards will result in substantially lower grades on design-related assignments.

- Proper grammar, punctuation, and sentence structure are mandatory. Although these are design assignments, writing has to be perfect so as not to detract from the design.
- For assignments that feature more reporter-style articles (news stories, news releases, public relations writing), you are expected to follow Associated Press Style, as discussed in AEC 4031.
- Use the proper photographic settings for the assignment (300 ppi for printed photos; 72 ppi for Web). Pixilated photos will result in lower grades.
- Students should not use copyrighted materials for design assignments. For example you may not "borrow" a graphic or design. Commercial artwork that is purchased may be used for assignments. Similarly, you may use *ideas* for a graphic/design assignment, but the use of the *actual* graphic/design is not acceptable.
- The following minimal design skills are expected to be demonstrated on all design assignments. The ability to resize an image, create documents in multiple columns, insert a graphic on a page, insert text with a graphic, alter the color of text and/or graphics. Additionally, the student should have moderate ability with the following software in order to complete design assignments:
 - Microsoft PowerPoint
 - Microsoft Word
 - Adobe Photoshop (photographs)

Adobe Illustrator (graphics). This software program is taught only in AEC4035. The expectations for actual graphic design in other courses will be minimal.

- Adobe InDesign (print layout)
- WordPress (Web)
- Final Cut Express or ProX (video)

The University of Florida has an agreement with Lynda.com to provide FREE online tutorials to students and faculty on many software programs. If you feel "rusty" with any program, after being introduced to it in an AEC course, it is highly recommended that you take it upon yourself to go through some of the Lynda.com tutorials: <http://www.it.ufl.edu/training/>. Click on the Lynda.com yellow box on the right side of the screen.

Deadlines

Deadlines will be given for all work; these deadlines will not be extended. Meeting deadlines is essential to be successful in this course and in our field. Your work must be completed and handed in by the specified date and time. Incomplete work turned in by the deadline will receive partial credit. If you miss a deadline without having a valid excuse, you will receive zero points on the late work.

Online Course Evaluation Process

Students are expected to provide feedback on the quality of instruction in this course based on 10 criteria. These evaluations are conducted online at <https://evaluations.ufl.edu>. Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open. Summary results of these assessments are available to students at <https://evaluations.ufl.edu>.

DIGITAL DEVICES (cell phones, iPads, laptops): Please turn off and store (away from your view and the view of others) your cellular phones before entering the classroom. Laptops, tablets and smartphones are only permitted if you are using them for class-related activities. If you are found to be texting, you will be asked to turn off your digital device.

Student Assistance and Emergencies

University support services are available to students who are experiencing significant distress and/or personal emergencies. As appropriate please contact:

UF Counseling & Wellness Center: www.counseling.ufl.edu or 352-392-1575

University Police Department: 352-392-1111 or 9-1-1 for emergencies

****Final Thought****

I want you to be successful in this class, and I will do my best to help you succeed. I am happy to help you address any challenges you face this semester; please come visit me during office hours to discuss any concerns or challenges.

AEC 4052 Course Calendar

| <i>Short Class</i> | <i>Long Class</i> |
|--|--|
| January 5 Course Introduction/Syllabus | January 7 The Campaign Planning Process Campaign Analysis #1 Due |
| January 12 Job Applications; Resumes, Cover Letters and Portfolios | January 14 Portfolio Workday |
| January 19 Client Meeting | January 21 Campaign Research/Analyzing the Situation Portfolios Due (peer reviews in class) |
| January 26 Situation Analysis Exercise | January 28 Analyzing the Organization Campaign Analysis #2 Due |
| February 2 Organizational Analysis Exercise Issue Tracking Report Due | February 4 Analyzing the Publics (Primary Research) |
| February 9 Public Analysis work day (SAAS Conference) | February 11 Establishing Goals and Objectives Campaign Analysis #3 Due |
| February 16 Goal-setting Exercise | February 18 Strategic Planning |
| February 23 Strategic Planning Exercise | February 25 Message Planning and Strategy Campaign Analysis #4 Due |
| March 1 – No Class; Spring Break | |
| March 8 Message Planning Exercise | March 10 Communication Tactics |
| March 15 Tactics Exercise | March 17 Campaign Evaluation Campaign Analysis #5 Due |
| March 22 Evaluation Exercise | March 24 Group Workday |
| March 29 Group meetings with Dr. Lundy | March 31 Group meetings with Dr. Lundy |
| April 5 Group meetings with Dr. Lundy | April 7 Group meetings with Dr. Lundy |
| April 12 Group meetings with Dr. Lundy | April 14 Final Campaigns Due – Presentations Begin |
| April 19 Presentations Continue | April 21 No class – reading day |

**This course schedule is subject to change. If changes are necessary, students will be notified.*