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AGRICULTURAL SYSTEMS MANAGEMENT

ASM 475: Management of Agricultural Systems

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Class Information	**Instructor**
Credits: 2 Semester: Spring 2019 Classroom: ABEN 210 Time: 12:30 – 1:20 pm; T, Th	Dr. Nurun Nahar ABEN 119 Phone: 701-231-7140 E-mail: nurun.nahar@ndsu.edu

Office Hours: By appointment – you can stop by anytime, but I am not always there so making an appointment is the best way to catch me.

Course Description: Capstone learning experience involving team solutions to problems relevant to issues in agricultural systems management, which involves project planning and execution, including technical communication, budgeting, team management, contracts, and timelines. Emphasis will be on the team management, professionalism and communication skills, formal written report production, and formal oral presentation production and delivery. Prerequisite: Senior standing.

Text: (Optional) Agricultural Systems Management: Optimizing Efficiency and Performance. Peart, R.M., and Shoup, W.D. (2004). *Agricultural Systems Management: Optimizing Efficiency and Performance*. Boca Raton, Florida: CRC Press.

Course Goal: Enable students to engage their previous coursework/knowledge and utilize outside resources to put together a product for a future employer.

Course Objectives:

1. To gain experience in applying what has been learned in other ASM classes.
2. To work in a team setting to solve a problem for accomplishing the capstone project experience
3. To develop written and oral methods necessary to communicate the work done in a manner appropriate to the audience.
4. To interact with professionals in the field of agriculture.
5. To demonstrate professional behavior and ethics

Global Learning Objectives: Upon the completion of the course, students shall be able to:
- Identify strategic project objectives and key tasks associated with specific objective completion;
- Plan the timeline and details of a project;
- Provide informal progress updates to instructor regarding project progress;
- Interface with and seek guidance;
- Understand the compromises and load sharing necessary for effective team harmony;
- Understand the concepts of professionalism, ethical responsibility, and integrity when applied to technical projects;
- Enhance written communication skills through a comprehensive final report;
- Enhance oral communication skills through the technical presentation;
- Learn how to respond to questions and criticism; and
- Understand the concepts of deadline, closure, and delivery.

Required Student Resources:

There is no required text for this course. Students are expected to utilize information and resources from previous coursework and to seek other necessary sources of information and other resources pertinent to the particular capstone project they are working on. All reading material is supplementary. Course information and documents will be available through blackboard.

Purpose:

ASM 475/675 is the capstone course for students majoring in Agricultural System Management (ASM). During this course, student teams work on actual problems that have been proposed by industrial, individual cooperators or by students.

Aspects of this course include analysis, synthesis, and communication for problem-solving. The goal of this course is to develop a solution to a problem and documents as the requirements of the project dictate.

Communication is important in this class. Communication involves verbal, written, drawn, and numerical calculations to present and describe a project. They must provide suitable information to allow proper completion of the project. Teams will be expected to maintain regular contact with their faculty consultant, and the instructor, preferably on at least a weekly basis.

Procedure:

1. Students and the instructor will jointly identify real-life problems.
2. Teams of students will work together to develop a solution to the problem (normal team size should be three).
3. Solutions of the problem should result in a final oral and written report of professional quality.
4. The final findings of the project will be presented to the class and critiqued by faculty and students.

Project Report:

The project reports for ASM 475/675 are a team effort. A written project report is required. All work is to be done on a computer (except in-class items and scratch calculations). The report should be written in Times New Roman, 12-point font and double-spaced. The project report should be written in the third person. No "I", "we", "my", "our", "you", "your" etc. should be in the report. The project report needs to be consulted at the NDSU Center for writers for corrections. The suggested corrections should be incorporated into the report. Evidence of this interaction must be provided. All the final reports should be submitted on time. Late submission of reports will not be accepted. Each team will present their project report by oral presentation and will be evaluated by other teams and faculty and staff who will attend the presentation.

Each team may have a faculty advisor who has expertise in the subject matter of their project and serve as a technical advisor. Teams will meet periodically with their advisor for updates and advice on the project. The technical advisor will have input on the final grade.

All the students are obligated to attend the class and the meetings with the instructor. If any student will miss the class for any reason, he/she should inform the instructors.

The project proposal should include:

- Introduction:
  - The problem statement, rationale and societal impacts,
  - Objective(s) of the project
- Available resources and steps to be taken
- Expected results when the project will be completed
- Project schedule: Gantt chart (timeline)

The project report should include:
- Front Matter (title page, table of contents, list of tables, list of figures, list of symbols)
- Introduction:
  - Problem Statement
  - Rationale and societal impacts
  - Objective(s) of the project
- Literature review in details about previous similar work:
- Materials and Methodology:
  - Materials required and methodology used
  - Economic and social impact
- Results and Discussion
  - Statistical analysis if needed
- Conclusion

Grading:

Items	ASM 475
In class participation and Weekly update sessions	10%
Proposal presentation	5%
Written proposal outline	10%
Project oral presentation	30%
- Presentation draft 5%	
- Practice run 5%	
- Final presentation evaluation 20%	
Team written report	35%
- The first draft of the report 10%	
- The second draft of the report 10%	
- Final report 15%	
Teamwork and leadership	10%

Note: The dates for the proposal presentation and draft report submissions will be announced.

The basic course scoring will be on a 90/80/70/60 scale. A grade, like your ultimate success in life, is both a reflection of how well you performed on your assignment and how well you took advantage of the resources and opportunities presented to you for completing your task.

Specific Classroom Policies: The instructors' rules and expectations are:

1) Active participation in class and as a contributing project team member are essential components of this class.
2) Students should attend instruction periods for the group meeting. If meeting with technical mentor or working outside, let your instructor know.
3) It is your responsibility to complete your project. Don't ask the instructors how much time per week you should put into your project. Your overall objectives should be clear. Complete your project! It will take whatever it takes.
4) There are no extensions or make-ups! You must attend scheduled presentations, update sessions, mandatory classroom activities, and individual team meetings with the instructor to get a passing grade.
5) There is no leeway on formal report submission! You must turn-in your formal report by the published deadline to pass the course and receive a passing grade.
6) Submitting the draft report in time is an important activity in this course. It helps to build the report step by step before the final submission date approaches. Students may lose points for the late submission of the draft reports.
7) Your team need to meet at least once per week with your course instructor to provide an update on project progress.
8) Your team must prepare and deliver a final project report presentation for the faculty, project sponsors, and alumni.
9) Your team must prepare an extensive written final project report and deliver it to the instructor, faculty mentors, and project sponsors (if any).
10) There are periodic assessments that the department needs to undertake. You are required as a participant in this class to complete those assessments.
11) Email is the official form of communication for this course. If an instructor has a critical piece of information for the class, he or she will post it via email. You are responsible for watching your university email address, as official communication will be done through Blackboard and your university account.
12) Enjoy yourself; this class and the overall experience should be fun and satisfying for everyone.

ATTENDANCE

According to NDSU Policy 333 (www.ndsu.edu/fileadmin/policy/333.pdf), attendance in classes is expected. You are expected to attend all class periods but there is no roll-call. If a class is missed, contact the instructor or classmates for notes.

CAFSNR Syllabus Attachment – Spring 2020

Academic Honesty: All students taking any course in the College of Agriculture, Food Systems, and Natural Resources are under the Honor System (http://www.ag.ndsu.edu/academics/honor-system-1). The Honor System is a system that is governed by the students and operates on the premise that most students are honest and work best when their honesty, and the honesty of others, is not in question. It functions to prevent cheating as well as penalize those who are dishonest. It is the responsibility of the students to report any violations of the honor pledge to the instructor, honor commission or the Dean of the College of Agriculture, Food Systems, and Natural Resources.

The academic community is operated on the basis of honesty, integrity, and fair play. NDSU Policy 335: Code of Academic Responsibility and Conduct applies to cases in which cheating, plagiarism, or other academic misconduct have occurred in an instructional context. Students found guilty of academic misconduct are subject to penalties, up to and possibly including suspension and/or expulsion. Student academic misconduct records are maintained by the Office of Registration and Records. Informational resources about academic honesty for students and instructional staff members can be found at www.ndsu.edu/academichonesty.

Students with special requirements: Any students with disabilities or other special needs, who need special accommodations in this course are invited to share these concerns or requests with the instructor as soon as possible. The instructor may ask for verification and that, plus other assistance, can be requested from Disability Services in NDSU Library Suite 17 (231-8463). http://www.ndsu.edu/disabilityservices/.Veterans and military personnel: Veterans or military personnel with special circumstances or who are activated are encouraged to notify the instructor as early as possible.

Important Dates

Jan 20 Mon HOLIDAY — Martin Luther King, Jr. Day (no classes, offices closed)
Jan 23 Thu Last day to Add classes via Campus Connection* Permit needed after this date.
Jan 23 Thu Last day for no-record Drop of classes @ 100% refund* (full semester classes only)
Jan 23 Thu Last day to Withdraw to Zero Credits @ 100% refund* (full semester classes only)
Jan 23 Thu Attempted credits calculated for financial aid SAP (11:59 p.m.)**
Jan 28 Tue Financial aid applied to NDSU account balances
Feb 3 Mon Last day to submit requests to Audit, Pass/Fail
Feb 7 Fri Undergraduate/Professional Spring and Summer Degree Applications due
Feb 7 Fri Graduate student Spring Graduate Degree Applications due
Feb 17 Mon HOLIDAY — Presidents' Day (no classes, offices closed)
Feb 24 Mon Last day to Withdraw to Zero Credits @ 75% refund* full semester classes only)
Mar 6 Fri Grades of 'Incomplete' convert to 'F'
Mar 16-20 Mon-Fri Spring Break Week (no classes, offices open)
Mar 26 Thu Last day to Withdraw to Zero Credits @ 50% refund* (full semester classes only)
Mar 30 Mon Summer/Fall registration begins online based on total credits completed
Apr 9 Thu Last day to Drop classes with 'W' record
Apr 9 Thu Last day to Withdraw to Zero Credits for Spring
Apr 10 Fri HOLIDAY -- offices closed Friday
Apr 13 Mon HOLIDAY -- Spring Recess (no classes, offices open Monday)
Apr 17 Fri Graduate student Initial Disquisition submission for May graduation
Apr 20 Mon Open registration for summer/fall
Apr 24 Fri Spring Commencement Participation deadline
May 4-8 Mon-Fri Dead Week
May 11-15 Mon-Fri Final Examinations
May 16 Sat Commencement ceremonies (10:00 & 2:00 in Fargodome)

Tentative Course Calendar: (subject to change throughout the semester)

Jan	14	Tu	Introduction to ASM 47**5/675**
Jan	16	Th	Agricultural System; Selection of group members
Jan	21	Tu	Determining the group's Capstone Topic
Jan	23	Th	Brainstorming, Inventorying Resources
Jan	28	Tu	Team meetings
Jan	30	Th	Team Work; Guest Lecture: Stephenson Beck (Confirmed)
Feb	4	Tu	Team Meetings
Feb	6	Th	Team Meetings
Feb	11	Tu	Team Meetings
Feb	13	Th	Team Meetings
Feb	18	Tu	Project Proposal Presentations – Groups 1 and 3 (5% of grade)
Feb	20	Th	Project Proposal Presentations – Groups 2 and 4 (5% of grade)
Feb	25	Tu	Writing Report; Guest Lecture Kristina Caton (Confirmed)
Feb	27	Th	Team Meetings
Mar	3	Tu	Team Meetings
Mar	5	Th	Team Meetings (Written Proposal due, 10% of grade)
Mar	10	Tu	Team Meetings
Mar	12	Th	Team Meetings
Mar	17, 19	Tu, Th	NO CLASS - Spring Break
Mar	24	Tu	Scott Handy; Leadership, Career Development, Employment Opportunities (Confirmed)
Mar	26	Th	Team Meetings at Center for Writers
Mar	31	Tu	Team Meetings at Center for Writers
Apr	2	Th	All Groups must submit 1st Draft of Report (10% of grade)
Apr	7	Tu	Team Meetings
Apr	9	Th	Team Meetings at Center for Writers
Apr	14	Tu	Team Meetings at Center for Writers
Apr	16	Th	Team Meetings
Apr	21	Tu	Team meetings
Apr	23	Th	Team meetings
Apr	28	Tu	All Groups must submit 2nd Draft of the Report (10% of grade)
Apr	30	Th	Team meetings
May	5	Tu	Dead Week – Presentation – Groups 1 and 2
May	7	Th	Dead Week – Presentation – Groups 3 and 4
May	12	Tu	All Groups – Final Report due (electronic format; 15% of grade)