

# Syllabus

## ACE 232: Management of Farm Enterprises Spring 2018

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Department of Agricultural and Consumer Economics  
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**Teaching**

**Assistants:** Tengjiao Chen [tchen41@illinois.edu](mailto:tchen41@illinois.edu)  
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**Suggested**

**Prerequisites:** None

**Location:** 2 Education Building

**Time:** 2:00 pm to 3:20 pm, Tuesdays and Thursdays

**Credit:** This is a 3 credit hour course; **there is no 4 hour option available.**

**Textbook:** ***The text is optional and is only intended as a secondary resource.*** A copy of the textbook will be on reserve in the ACES Library.

**Course**

**Content:** This course is about applying principles of economics, finance, and business farm operations, including budgeting, cost concepts, cash flow analysis, financial management, record keeping and analysis, farm leases, ethics, agricultural real estate, crop insurance, professional farm management, and current trends in the agricultural economy. This is an introductory survey course in farm management and is intended to provide a practical and useful introduction to these topics.

**Format:** This is a lecture-discussion course. Discussion is encouraged; please feel free to ask questions about the topic we are discussing. If you have a question about something, it is very likely some of your classmates have the same question. You are encouraged to ask questions before, during, and after class as well as by email and at office hours.

**Home Farm**

**Problem:** There is no Home Farm Problem offered with this course. There is no four credit hour option for this course.

**Office**

**Hours:** I will have office hours in 429 Mumford from 9:00 to 10:00 am on Mondays. Also, I can meet you by appointment and you can often catch me before class as well.

Our Teaching Assistants will have office hours also. Times and places will be announced on Compass.

**Grading:** Your grade will be determined by the following:

First Hourly Exam	22%
Second Hourly Exam	22%
Third Hourly Exam	22%
<u>In Class Assignments</u>	<u>34%</u>
Total:	100%

Exams will be a combination of true/false, multiple choice.

There will be twelve **unannounced** In Class Assignments. The lowest two scores are dropped and we'll use the best ten out of the twelve grades when calculating your final grade for the course. The dates of the In Class Assignments will not be announced ahead of time. **If you miss an In Class Assignment, makeups are not available.**

A weighted average point score for the course will be calculated, rounded to a whole number using Excel, and a letter grade will be assigned using the scale described below.

**IMPORTANT:**

Your grade for each graded activity will appear on Compass as a percentage, not as "points".

**Grading Scale:**

Unless I announce otherwise, the grading scale will be:

A+	97-100	B+	87-89	C+	77-79	D+	67-69
A	93-96	B	83-86	C	73-76	D	63-66
A-	90-92	B-	80-82	C-	70-72	D-	60-62
		F	below 60				

***IMPORTANT: Check your grades on Compass regularly. We'll have at least twelve In Class Assignments during the semester. If you think your grade was not recorded correctly, you have one week to appeal.***

**Tentative**

**Test Dates:**            Tuesday Feb 20      First Hourly Exam  
                                 Tuesday April 3      Second Hourly Exam  
                                 Tuesday May 1        Third Exam

***Please be aware that the dates of the first two hourly exams are tentative and may be changed as we get closer to the dates.***

**Compass:** There is a Compass site for this course. If you are properly enrolled, you should have access. Please verify that you are able to access the site. If you enrolled more than 24 hours ago and cannot access Compass, please contact our TA immediately.

**PPTs:** The power points that we'll use in class will be available on Compass before class. These have blanks in them. Print the power point, bring it to class, and you'll get the answers in class; or bring your laptop and fill them in that way. As you fill in the blanks, you are creating a study guide for the course.

**IMPORTANT:** Although I will not take attendance at each class meeting, **attendance at each and every class session is not only highly recommended, it is expected. IF YOU DO NOT PLAN/EXPECT TO ATTEND CLASS REGULARLY, DO NOT TAKE THIS COURSE.**

Important announcements (changes in test dates, etc.) will be made IN CLASS ONLY and you will be responsible for all information, problems, etc. presented in class. **If you are unable to attend a class, you are responsible for securing this information from a classmate.**

**Arriving  
On Time:**

Punctuality is an important business skill that will serve you well throughout your career. Please plan to arrive in time to be seated and ready to begin at 2:00 pm.

**Extra  
Credit:**

There are no extra credit opportunities for this course. Grades are assigned based on the numeric criteria described above.

**HEADPHONES: The use of headphones/earbuds in this class is not allowed unless you have an accommodation from DRES.**

### **Miscellaneous**

**Items:** Please observe common courtesies. This is a relatively large class. If you have something to discuss with a classmate, please do so in the hall. Please turn off cell phones, etc.

**IMPORTANT NOTE: All items on this Syllabus are subject to change. Changes and additional announcements will be made in class as the semester progresses.**

### **Academic Integrity:**

The University of Illinois at Urbana-Champaign *Student Code* should also be considered as a part of this syllabus. Students should pay particular attention to Article 1, Part 4: Academic Integrity. Read the Code at the following URL: <http://studentcode.illinois.edu/> .

Academic dishonesty may result in a failing grade. Every student is expected to review and abide by the Academic Integrity Policy: <http://studentcode.illinois.edu/>. Ignorance is not an excuse for any academic dishonesty. It is your responsibility to read this policy to avoid any misunderstanding. Do not hesitate to ask the instructor(s) if you are ever in doubt about what constitutes plagiarism, cheating, or any other breach of academic integrity.

### **Students with Disabilities:**

To obtain disability-related academic adjustments and/or auxiliary aids, students with disabilities must contact the course instructor and the as soon as possible. To insure that disability-related concerns are properly addressed from the beginning, students with disabilities who require assistance to participate in this class should contact Disability Resources and Educational Services (DRES) and see the instructor as soon as possible. If you need accommodations for any sort of disability, please speak to me after class, or make an appointment to see me, or see me during my office hours. DRES provides students with academic accommodations, access, and support services. To contact DRES you may visit 1207 S. Oak St., Champaign, call 333-4603 (V/TDD), or e-mail a message to [disability@uiuc.edu](mailto:disability@uiuc.edu). <http://www.disability.illinois.edu/>.

Please watch this video from the University of Illinois Police Department:

<http://police.illinois.edu/emergency-preparedness/run-hide-fight/>

## Family Educational Rights and Privacy Act (FERPA)

Any student who has suppressed their directory information pursuant to *Family Educational Rights and Privacy Act* (FERPA) should self-identify to the instructor to ensure protection of the privacy of their attendance in this course. See <http://registrar.illinois.edu/ferpa> for more information on FERPA.

## Improving your skillsets

Writer's Workshop / Undergrad Library 217-333-8796

<http://www.cws.illinois.edu/workshop>

<http://disability.illinois.edu/strategies>

<http://www.counselingcenter.illinois.edu/self-help-brochures/>

Also, most college offices and academic deans provide academic skills support and assistance for academically related and personal problems. Links to the appropriate college contact can be found by going to this website and selecting your college or school:

<http://illinois.edu/colleges/colleges.html>

## Overwhelmed, stressed or have anxiety?

If you are experiencing symptoms of anxiety or depression or are feeling overwhelmed, stressed, or in crisis, you can seek help through the following campus resources: Counseling Center 206 Fred H. Turner Student Services Building; 7:50 a.m.-5:00 p.m., Monday through Friday, Phone: 333-3704

## PLEASE TAKE THE TIME TO READ THE FOLLOWING, WHICH IS PROVIDED BY THE CHANCELLOR'S OFFICE:

### General Emergency Response Recommendations

These recommendations are provided by the Office of Campus Emergency Planning. There are two basic methods to respond in emergencies that may affect persons on campus, and more specifically, individual buildings: Building Evacuation (**GET OUT**) and Shelter-In-Place (**STAY IN**).

**ONLY FOLLOW THESE ACTIONS IF SAFE TO DO SO.** When in doubt, follow your instincts - you are your best advocate!

**Building Evacuation (GET OUT)** — Action taken to leave an area for personal safety.

- Take the time to learn the different ways to leave your building **BEFORE** there is an emergency.
- Evacuations are mandatory for fire alarms and when directed by authorities! No exceptions!
- Evacuate immediately. Pull manual fire alarm to prompt a response for others to evacuate.
- Take critical personal items only (keys, purse, and outerwear) and close doors behind you.
- Assist those who need help, but carefully consider whether you may put yourself at risk.
- Look for **EXIT** signs indicating potential egress/escape routes.
- If you are not able to evacuate, go to an Area of Rescue Assistance, as indicated on the front page of this plan.
- Evacuate to Evacuation Assembly Area, as indicated on front page of this plan.
- Remain at Evacuation Assembly Area until additional instructions are given.
- Alert authorities to those who may need assistance.
- Do not re-enter building until informed by emergency response personnel that it is safe to return.

**Shelter-in-Place (STAY IN)** — Action taken to seek immediate shelter indoors when emergency conditions do not warrant or allow evacuation.

- Severe Weather
  - If you are outside, proceed to the nearest protective building.
  - If sheltering-in-place due to severe weather, proceed to the identified Storm Refuge Area or to the lowest, most interior area of the building away from windows or hazardous equipment or materials.
- Security Threat
  - If you cannot safely evacuate, find a secure area within your building to stay and await further information.
  - Assist those who need help, but carefully consider whether you may put yourself at risk.
  - Once within a safe place, attempt to secure the space (i.e.: lock doors, close windows/blinds).
  - If unable to lock the door, secure it by any means possible.
  - Remain quiet, unless making noise would be beneficial to your safety (i.e.: rescue recovery).

○ Without jeopardizing your safety, try to obtain additional clarifying information by all possible means, including the Illini-Alert Emergency Text Notification System.

## Run > Hide > Fight

Emergencies can happen anywhere and at any time. It is important that we take a minute to prepare for a situation in which our safety or even our lives could depend on our ability to react quickly. When we're faced with almost any kind of emergency – like severe weather or if someone is trying to hurt you – we have three options: Run, hide or fight.



### Run

Leaving the area quickly is the best option if it is safe to do so.

- ▶ Take time now to learn the different ways to leave your building.
- ▶ Leave personal items behind.
- ▶ Assist those who need help, but consider whether doing so puts yourself at risk.
- ▶ Alert authorities of the emergency when it is safe to do so.



### Hide

When you can't or don't want to run, take shelter indoors.

- ▶ Take time now to learn different ways to seek shelter in your building.
- ▶ If severe weather is imminent, go to the nearest indoor storm refuge area.
- ▶ If someone is trying to hurt you and you can't evacuate, get to a place where you can't be seen, lock or barricade your area if possible, silence your phone, don't make any noise and don't come out until you receive an Illini-Alert indicating it is safe to do so.



### Fight

As a last resort, you may need to fight to increase your chances of survival.

- ▶ Think about what kind of common items are in your area which you can use to defend yourself.
- ▶ Team up with others to fight if the situation allows.
- ▶ Mentally prepare yourself – you may be in a fight for your life.

Please be aware of people with disabilities who may need additional assistance in emergency situations.

### Other resources

- ▶ [police.illinois.edu/safe](http://police.illinois.edu/safe) for more information on how to prepare for emergencies, including how to run, hide or fight and building floor plans that can show you safe areas.
- ▶ [emergency.illinois.edu](http://emergency.illinois.edu) to sign up for Illini-Alert text messages.
- ▶ Follow the University of Illinois Police Department on Twitter and Facebook to get regular updates about campus safety.