

**AREC 325 Online: Personnel Management in Agriculture
Fall 2018**

Instructors: Dr. Greg Perry C315 Clark Building

Teaching Assistant: Holland Russo

Email: greg.perry@colostate.edu

General Overview: The purpose of this course is to provide students with an introduction and overview of human resource issues pertinent to agribusinesses and farm operations. The course is divided into six sections: (1) Foundational principles, (2) Professionalism, (3) legal issues, (4) hiring new employees, (5) compensation and benefits, (6) managing the workplace, and (7) bargaining and negotiation.

Course Outcomes: Students will be able to

- a. Understand the role of a leader and manager in a business organization.
- b. Be able to communicate effectively in the workplace.
- c. Understand what business professionalism is and how it is applied in the workplace.
- d. Understand important legal issues governing employment, particularly in agribusinesses.
- e. Be able to design a job search process that is efficient, effective and leads to a diverse pool of candidates.
- f. Identify appropriate and legal ways to compensate employees.
- g. Be familiar with and able to design a benefits package for employees that meets their needs and is cost effective. The benefits package includes health insurance, retirement, vacation and sick leave, disability insurance and other benefits.
- h. Be able to design and implement an effective process to evaluate employee performance.
- i. Understand how to deal with common problems in the workplace, including absenteeism, turnover, opportunities for employee growth, dismissal, and conflict between employees.
- j. Explain and use distributive and integrative negotiation methods, particularly in dealing with employee issues.

Grading:

- a. Exams (60%). Three exams will be offered during the semester, each worth 20% of the total grade.
- b. Class assignments (40%) A main objective of the class is to give students some opportunities to reflect on or apply the concepts taught in class. Hence a big portion of the total points in the class will be tied to these 17 assignments.

In addition, students can complete Questions 1 and 2 in Chapter 20 as an extra credit assignment. It is worth 25 points and is due on Friday, December 7th, 2018.

Academic Integrity: This course will adhere to the Academic Integrity Policy {Section 1.6} of the Colorado State University General Catalog, the Student Conduct Code, and University Principles of Community. I take the issue of academic integrity very seriously in this course. You are expected to

do your own work and to not access notes or the web during an exam, copy from someone else's exam or to provide exam answers to another student during an exam. I reserve the right to proctor all exams and will take actions to ensure that all students are following this policy.

"Plagiarism includes the copying of language, structure, ideas, or thoughts of another, and representing them as one's own without proper acknowledgment. Examples include a submission of purchased research papers as one's own work; paraphrasing and/or quoting material without properly documenting the source" (CSU Policies and Guiding Principles, 2017-2018).

My motivation for rigorously enforcing a no-plagiarism policy is twofold: First, plagiarism is a form of theft. Taking someone else's words or ideas without attribution is stealing someone else's work. Second, copying someone else's work does not fulfill the purpose of the assignment, which is for you to develop critical thinking and analysis skills. You demonstrate this by presenting your own, new, synthesis and analysis in your assignments. Simply copying or paraphrasing from source materials does not demonstrate this, however insightful the source(s) may be. Good writing generates new knowledge. This should be your goal in this class, in other courses at CSU and in your career after you leave here.

Textbooks: Two books will be used in the class:

1. Perry, Gregory M. *Managing People in Agribusinesses: A HR Handbook*. Third Edition. Copies are available in the bookstore for \$70.50
2. Bradberry, Travis and Jean Greaves. *Emotional Intelligence 2.0*. Copies are available in the bookstore for \$24.99, or you can buy the book online. Make sure you don't buy a used version of the book.

Course Schedule

Date	Topic	Reading Assignment
Tues, Aug 21	Introduction	Introduction
Thurs, Aug 23	Emotional Intelligence	Review book <i>Emotional Intelligence 2.0</i>
Tues, Aug 28	Leading Agribusinesses	Chapter 1
Thurs, Aug 30	Managing Agribusinesses	Chapter 2
Tues, Sept 4	Communication and Professionalism	Chapter 3, pp. 1, 8-20 Chapter 4, pp 1-3, 6-8, 9-15
Thurs, Sept 6	Introduction to Ethics	Chapter 5, pp. 1-13
Tues, Sept 11	Obstructions to Ethical Behavior	Chapter 5 pp. 14-21
Thurs, Sep 13	Case Studies of Ethical Behavior	Handout
Tues, Sept 18	Discrimination, Harassment, Retaliation	Chapter 6
Thurs, Sept 20	Immigrant Labor Issues in Agribusinesses	Chapter 7
Tues, Sept 25	Other Employment Laws	Chapter 8
Thurs, Sept 27	Guest Speaker #1 –	
Tues, Oct 2	Exam #1	
Thurs, Oct 4	Compensation	Chapter 9
Tues, Oct 9	Introduction to Health Insurance	Chapter 10 pp. 1-7
Thurs, Oct 11	Insurance: Deductibles, Caps, HSAs, FSAs	Chapter 10 pp. 8-15
Tues, Oct 16	Affordable Care Act	Chapter 10 pp. 15-21
Thurs, Oct 18	Retirement Plans	Chapter 11
Tues, Oct 23	Other Employee Benefits	Chapter 12
Thurs, Oct 25	The Hiring Process	Chapter 13
Tues, Oct 30	Evaluating Performance	Chapter 14
Thurs, Nov 1	Exam #2	
Tues, Nov 6	Absenteeism and Turnover	Chapter 15
Thurs, Nov 8	Creating Great Employees	Chapter 16
Tues, Nov 13	Guest Speaker #2 – Bill Rupp (Former COO at JBS)	
Thurs, Nov 15	Disciplining & Firing Employees	Chapter 17
Nov 20 & 22	Fall Recess – Thanksgiving Break	
Tues, Nov 27	Dealing with Conflict in the Workplace	Chapter 18
Thurs, Nov 29	Bargaining	Chapter 19
Tues, Dec 4	Negotiating	Chapter 20
Thurs, Dec 6	Cognitive Biases	Chapter 21
	Final Exam	

Assignments for AREC 325

Assignments represent nearly half the grade in this class. They are an opportunity to think about and apply the principles discussed in class. Each assignment is given in the following table, along with the possible points for each and the due date. This information is also summarized in Canvas. Unless otherwise indicated, each assignment is due at the beginning of class on the date indicated. Assignments turned in late are docked 10% for each day late. Assignments more than a week late are assigned a zero.

Assignment	Topic	Due Date	Points
Discussion Board	Leadership Style	8/28/2018	15
See Canvas	Emotional Intelligence	8/30/2018	40
Question 4, Chapter 3 Question 6, Chapter 4	Communication and Professionalism	9/6/2018	15
Discussion Board	Business Ethics	9/13/2018	20
Discussion Board	Dealing with Undocumented Workers	9/25/2018	25
Reflection	Guest Speaker #1	10/4/2018	15
Questions 3-4, Chapter 6 Questions 2-3, Chapter 8	Employment Laws	10/9/2018	25
Questions 1-3, Chapter 10	Health Insurance	10/18/2018	30
Discussion Board	Designing a Benefits Package	10/23/2018	20
Questions 1-2, Chapter 11	Retirement	10/25/2018	25
Questions 1-2, Chapter 12	Overhead Costs for Labor	10/30/2018	40
Question 1, Chapter 15	Cost of Employee Turnover	11/8/2018	40
Reflection	Guest Speaker #2	11/15/2018	15
Discussion Board	McDenny's Restaurant	11/15/2018	15
Discussion Board	Conflict Resolution	11/27/2018	20
In-Class Handout	Development Negotiation	12/11/2018	25
Question 2, Chapter 21	Cognitive Bias	12/13/2018	15
Total			400