I. **TITLE:**

Administration and Supervision in Agricultural Education

II. **CATALOG DESCRIPTION:**

Principles of administration and supervision. Organizational structure of the various levels including the state plan. Primarily for agriculture teachers, supervisors, counselors and school administrators.

III. **PURPOSE:**

To develop teacher proficiency in Administration and Supervision in Agricultural Education.

IV. **COURSE OBJECTIVES:**

Experienced Teacher Standards 1-10.
Career Teacher Standards 1-7.

Students will:

A. Determine the various kinds of instructional equipment and materials available for use in teaching-learning situations.
B. Recognize the importance of such materials in instructional programs: audio-visual aids, instructional units, etc.
C. Prepare audio-visual aids.
D. Prepare instructional units.
E. Select and procure cost and non-cost instructional materials from available sources.
F. Learn to file instructional materials.
G. Learn to effectively use instructional material and equipment.

V. **CONTENT OUTLINE:**

A. Principles of administration and supervision
B. Program Planning
C. Course Building for Out-of-school youth and adults
D. Conducting YFA activities
VI. **INSTRUCTIONAL ACTIVITIES:**

A. Group discussion  
B. Resource personnel  
C. Preparing instructional materials  
D. Filing instructional materials  

VII. **FIELD AND CLINICAL EXPERIENCES:**

To be announced.

VIII. **RESOURCES:**

A. Various references  
B. Handouts  
C. Resource personnel  
D. Various instructional material supplies/equipment  

IX. **GRADING PROCEDURES:**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class participation</td>
<td>100</td>
</tr>
<tr>
<td>Attendance</td>
<td>100</td>
</tr>
<tr>
<td>Developing a list of instructional materials for local department</td>
<td>200</td>
</tr>
<tr>
<td>Preparing the instructional material</td>
<td>200</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>600 Points</strong></td>
</tr>
</tbody>
</table>

A = 552-600 Points (92-100%)  
B = 504-551 Points (84-91%)  
C = 456-503 Points (76-83%)  
D = 420-455 Points (70-75%)  
E = Below 70%

X. **ATTENDANCE POLICY:**

Please refer to the most current copy of the *Murray State University’s Graduate Bulletin.*

XI. **ACADEMIC HONESTY POLICY:**

(Adopted by the MSU Board of Regents)  
Cheating, plagiarism (submitting another person’s material as one’s own), or doing work for another person which will receive academic credit are all impermissible. This includes the use of unauthorized books, notebooks, or other sources in order to secure or give help during an examination, the
unauthorized copying of examinations, assignments, reports, term papers, or the presentation on unacknowledged material as if it were the student’s own work. Disciplinary action may be taken beyond the academic discipline administered by the faculty member who teaches the course in which the cheating took place.

NOTE: The School of Agriculture Faculty have adopted and implemented an Academic Honesty Policy in addition to the University Honesty Policy, which can be found in the current Graduate Bulletin. The policy sets guidelines regarding acts of dishonesty and the procedure to follow should an event occur. It is each Agriculture student’s responsibility to obtain and read a copy of this document. The School’s Academic Honesty Policy can be obtained by asking for a copy from any Agriculture Faculty member or the Secretary.

XII. TEXT AND REFERENCES:

To be announced.

XIII. PREREQUISITES:

Admission to the graduate program in Agriculture.

XIV. STATEMENT OF AFFIRMATIVE ACTION AND EQUAL OPPORTUNITY:

Murray State University endorses the intent of all federal and state laws created to prohibit discrimination. Murray State University does not discriminate on the basis of race, color, national origin, gender, sexual orientation, religion, age, veteran status, or disability in employment, admissions, or the provision of services and provides, upon request, reasonable accommodation including auxiliary aids and services necessary to afford individuals with disabilities equal access to participate in all programs and activities. For more information, contact Sabrina Y. Dial, Director of Equal Opportunity, Murray State University, 103 Wells Hall, Murray, KY 42071-3318. Telephone: 270-809-3155 (voice), 270-809-3361 (TDD)

XV. MSU HUTSON SCHOOL OF AGRICULTURE CELL PHONE POLICY

The School of Agriculture recognizes that in today’s world cell phones are a familiar and often necessary form of communication for students.

It shall be the policy of the School that no cell phone usage shall be allowed in class and/or labs without the prior consent of the course instructor. This shall include verbal calling, incoming calls, email, text messaging, and use of cell phone calculators on tests and quizzes.
Cell phones must be kept off and out of sight (i.e. secured to a person’s belt or kept in a bag or purse away from desks and lab counters).

Should a student’s cell phone be visible, ring, or other form of unauthorized usage that is interruptive to the class or lab, the student may be asked to leave class and not return for that class/lab period.

Upon prior consent of the instructor, a student may obtain permission to have their phone on in case of an emergency or in critical family situations.

This policy also includes pagers and other electronic equipment such as blackberries and/or computers/laptops.