

# BUTTE COLLEGE

## COURSE OUTLINE

### I. CATALOG DESCRIPTION

**AB 54 - Supervision and Management in Agriculture**

**3 Unit(s)**

**Prerequisite(s):** NONE

**Recommended Prep:** Reading Level III; English Level III; Math Level II

**Transfer Status:** CSU

51 hours Lecture

This course introduces students to the knowledge and skills relevant to the supervisor in agricultural business. Topics include the regulatory requirements relevant to labor management in agriculture and effective communication with native and non-native English speakers. The course will include case studies on labor management, human relations, public relations, production control techniques and job analysis.

### II. OBJECTIVES

Upon successful completion of this course, the student will be able to:

- A. Identify and describe the regulatory requirements relevant to labor management in agriculture, including farm worker safety training and documentation, migrant labor documentation requirements, and pesticide use in the workplace.
- B. Analyze the legal requirements for agricultural employers that have been established by the Agricultural Labor Relations Board.
- C. Identify and describe the characteristics of an effective supervisor in an agricultural business.
- D. Communicate effectively with native and non-native English speakers.

### III. COURSE CONTENT

#### **A. Unit Titles/Suggested Time Schedule**

Lecture	
<u>Topics</u>	<u>Hours</u>
1. Introduction to the role of the supervisor in agricultural businesses	3.00
2. Characteristics of an effective supervisor/manager	9.00
3. Techniques for effective communication with native and non-native English speakers in agricultural settings	9.00
4. Understanding the background, culture, and expectations of the Hispanic labor force	9.00
5. Skills and tools of supervision in the agricultural workplace	7.00
6. Employer and employee responsibilities with regard to hazardous substances such as pesticides	3.00
7. Workplace safety training, including documentation	3.00
8. Management techniques	5.00
9. Labor Relations, unions and laws and procedures as established by the California Labor Relations Board	3.00
Total Hours	51.00

#### **IV. METHODS OF INSTRUCTION**

- A. Lecture
- B. Guest Speakers
- C. Class Activities
- D. Field Trips
- E. Homework: Students are required to complete two hours of outside-of-class homework for each hour of lecture
- F. Discussion
- G. Problem-Solving Sessions
- H. Reading Assignments

#### **V. METHODS OF EVALUATION**

- A. Quizzes
- B. Papers
- C. Oral Presentation
- D. Homework
- E. Mid-term and final examinations
- F. Short papers

#### **VI. EXAMPLES OF ASSIGNMENTS**

- A. Reading Assignments
  - 1. Read the section of the text dealing with preparing worker evaluations. Be prepared to define and discuss the three primary types of evaluations in class.
  - 2. Read and interpret the case study involving worker tardiness. Be prepared to discuss how the situation could be handled.
- B. Writing Assignments
  - 1. Write a three page paper comparing Theory X and Theory Y management styles. Include in your paper definitions of each, pro/con of each, and a hypothetical example of each in the workplace.
  - 2. Prepare a 2-3 page new employee orientation manual for a production oriented business. Include work place policies, procedures and rules.
- C. Out-of-Class Assignments
  - 1. Interview an employee in an agriculture firm that employs more than 10 people. Ask how they motivate their employees and about their retention practices. Be prepared to discuss what you learned in class.
  - 2. Attend the field trip to Lundberg Family Farms. Be prepared to describe their approach to hiring and promotion.

#### **VII. RECOMMENDED MATERIALS OF INSTRUCTION**

Textbooks:

- A. Certo, S. Supervision: Concepts and Skill Building. 8th Edition. McGraw-Hill/Irwin, 2012.

Materials Other Than Textbooks:

- A. Three-ring notebook

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