# Agribusiness teaching center /agribusiness department

# teaching policy manual

**statement**

The ATC teaching is guided by this definition of education. Education requires interaction among four elements: learners, leaders, content, and context. Learners: students. Leaders: teachers and administrators. Content: in the ATC, content comes from Western textbooks and software, using English. Context: context will be adapted so that it can be applied to Armenian culture and economy. Interaction is the dynamic word in this definition of education. It says interaction is required: no interaction, no education.

Teaching styles should make use of student’s learning styles. However, ATC intentionally demands that students learn in ways that are new to most of them. Most students who come to the ATC will have to change the ways that they learn. These differences give successful ATC graduates great advantages in attitude, problem-solving abilities, teamwork, knowledge, and breadth. In sum, the ATC experience increases each graduate’s potential for success. ATC teaching requires students to perform independently and accept grading based on merit. In the ATC environment (context), each student is responsible for his/her own progress. ATC methods include reading, writing, note-taking, testing, and therefore thinking in English. ATC students are expected to graduate competent in the languages of trade, especially English.

1. STUDENT RESPONSIBILITY

Students must assume full responsibility for knowledge of the rules and regulations of ATC requirements. Enrolment in the ATC constitutes students' acknowledgement that they are obligated to comply with all academic and administrative regulations and degree requirements. Students are encouraged to read the regulations carefully, which follow and which appear in other sections of this manual and the appropriate degree requirements.

1. CLASS ATTENDANCE

The resources of the university are provided for the intellectual growth and development of its students; it is expected that students will attend class regularly. Teachers should report to the ATC Administration when a student discontinues attendance.

All matters related to student absences, including the making up of work missed, are to be arranged between the student and the teacher. At the beginning of each semester teachers should make a clear statement to all their classes in the syllabus their policies for handling absences. Teachers must also be responsible for counselling with their students regarding the academic consequences of absences from their classes or laboratories. Students are obligated to adhere to the requirements of each course and of each teacher.

1. COURSE SYLLABUS

Each faculty member should prepare and distribute to each student within one week of the first meeting of the class a semester course syllabus. The syllabus should be consistent with course content and catalog description, which was approved by the ATC Scientific Committee. The description should include the minimum expectation of the student’s achievements and accepted competency of the course(s). Semester syllabi may be distributed in hard copy or electronically.

The semester course syllabus is a vehicle of communication to promote student academic planning and to avoid misunderstandings of the course plan and requirements. It is recommended that each syllabus include:

1. the faculty member’s name, office location, e-mail addresses, telephone number, and office hours
2. an outline of the course content and course objectives
3. information about the required textbook(s) with title, author, and edition, and any other required materials
4. information on the determination of grades, including the weight, types, and scheduling of evaluations, other planned requirements, and expectation for class participation
5. statement of policies and/or penalties for make-up exams and late submission of assignments

Faculty should make syllabi available for ATC administration.

**Note: The Department uses ECTS grading system.**

1. FACULTY EVALUATION

Students should complete an evaluation of the course as well as the corresponding faculty member at the end of each semester before the final exam using an objective evaluation tool. The evaluation tool should be prepared and distributed as well as evaluated by the ATC administration. Normally evaluation tool is prepared in a form of short survey questions suitable for statistical analysis.

Procedure: Evaluated faculty member should not be present at any stage of evaluation. The third person, or moderator, assigned by ATC administration, should administer physical distribution and collection of evaluation forms. After students complete the forms, moderator should place the completed forms in the envelope, seal it, sign and submit for evaluation to the ATC administration. Only results of the evaluation may be given to the evaluated faculty member. The best performance results may be published by the decision of the ATC Scientific Committee.

1. ACADEMIC CALENDAR

A calendar of ATC academic events will be prepared to set orientation, beginning and end of terms, breaks, holidays, and internships. This calendar is to provide a guide for planning and is not to become a rigid schedule.

The ATC maintains academic sessions as follows: fall and spring semesters (each 16 weeks, including examination period), and summer sessions. No classes are held on all Armenian official Holidays. A one-week spring break occurs during the spring semester. Students have not less than five-week holidays.

Fall semester normally starts Monday closest to September 1.

Spring semester normally starts Monday closest to February 1.

Summer session for preparatory courses normally starts on the second week of June and extends 9 weeks, including final examination period.

Summer Internships session extends 5 weeks.

The dates of state exams are announced in October.

Orientation days are in April and September.

The academic calendar is subject to be changed according to the curriculum.

1. ADMISSION PROCEDURES

Admission of students is done according to the acting legislation of the Republic of Armenia.

1. Students may transfer into the Department of Agribusiness. Students transferring in or out will need to complete deficiencies based on the curricula of Departments.
2. Students transferring in from other specialties will pay fees according to the fees charged by the Department of Agribusiness. The rotation system is applied in the Department according to the law.
3. Auditor status will be given to students, but only if space is available. Auditor will pay the fees charged by the ATC Department.
4. At the end of the second year students will be selected from Agribusiness and Marketing specialty to continue their Agribusiness and Marketing studies at the Department in English language. At least one subject is taught in Armenian for Armenian students.
5. The selection process consists of two stages:
6. Preparatory selection is done in May at the end of the second year, which includes tests, interview, and summer preparatory program.
7. Final selection is done in August based on the results of the summer preparatory program.
8. The Department of Agribusiness admits:
9. Students who have completed their first two years in the Agribusiness and Marketing specialty and who qualify to continue their study in English.
10. Qualified students from all departments of ASAU and other State Institutions transferred to at least the third year according to the acting legislation of the Republic of Armenia.
11. Graduates from ASAU and other State Institutions only on paid basis (males who are in temporary deferment from military service).
12. Auditors on a paid basis who will not receive a Diploma.
13. Students wishing to pursue the second diploma in agribusiness and marketing will be enrolled in ASAU, and satisfy the admission requirements of ASAU and ATC.
14. ATC CURRICULUM (two years)

#### This curriculum is based on the ANAU Agribusiness and Marketing curriculum. The specialty concentration is Agribusiness and FoodManagement.

ATC curriculum is comprised of a set of required courses, and internships. The list of courses is to be reviewed annually with courses dropped and added to keep the curriculum up to date. The core courses[[1]](#footnote-1)٭ are management, marketing, and finance. The ATC also offers elective courses and seminars.

#### All students graduating from the ATC should have completed 123 ECTS (European Credit Transfer System) credits.

**Summer (Pre-enrollment)**

|  |  |  |
| --- | --- | --- |
| **Course ID** | **Course title** | **ECTS Credits** |
| Agbu 200 | Computers and Information Technology Applications | 4 |
| Agbu 201 | Business English | 4 |
| Agbu 202 | Introduction to Agricultural Economics | 4 |
| Agbu 203 | Public Speaking | 4 |

**Third year (Fall semester)**

|  |  |  |
| --- | --- | --- |
| **Course ID** | **Course title** | **ECTS Credits** |
| Agbu 300 | Linear Algebra and Calculus | 5 |
| **\*Agbu 301** | **Principles of Management** | 5 |
| Agbu 302 | Financial Accounting | 4 |
| Agbu 303 | Business Statistics | 4 |
| **\*Agbu 304** | **Marketing of Agricultural Products** | 5 |

**Third year (Spring semester)**

|  |  |  |
| --- | --- | --- |
| **Course ID** | **Course title** | **ECTS Credits** |
| Agbu 305 | Microeconomics | 5 |
| Agbu 306 | Operations Management | 5 |
| Agbu 307 | Managerial Accounting | 5 |
| Agbu 308 | Technical Writing | 5 |
| **\*Agbu 309** | **Financial Management** | 5 |

**Third year (Summer)**

|  |  |  |
| --- | --- | --- |
| **Course ID** | **Course title** | **ECTS Credits** |
| Agbu 310 | ATC Internship | 5 |

**Fourth year (Fall semester)**

|  |  |  |
| --- | --- | --- |
| **Course ID** | **Course title** | **ECTS Credits** |
| Agbu 400 | Macroeconomics | 5 |
| Agbu 401 | E-Commerce | 6 |
| **\*Agbu 402** | **Financial Analysis** | 5 |
| Agbu 403 | Agro-Ecology and Environmental Protection | 4 |
| Agbu 404 | Agricultural Cooperatives | 4 |
| Agbu 405 | Agricultural Insurance | 4 |

**Fourth year (Spring semester)**

|  |  |  |
| --- | --- | --- |
| **Course ID** | **Course title** | **ECTS Credits** |
| Agbu 406 | Agribusiness Law | 4 |
| Agbu 407 | Natural Resource Economics | 4 |
| **\*Agbu 408** | **Strategic Management** | 5 |
| **\*Agbu 409** | **Marketing Analysis** | 5 |
| Agbu 410 | World Economics | 5 |
| Agbu 411 | Business Ethics | 3 |

*(See the full list of ATC course learning objectives).*

**SUMMARY**

**ECTS**

Summer (end of 2nd year) --- 16 credits

Fall year three ---------------- 23 credits

Spring year three ------------- 25 credits

Summer (end of 3rd year) --- 5 credits

Fall year four ----------------- 26 credits

Spring year four -------------- 26 credits

**Total 123 credits**

1. GRADING SYSTEM
   1. ***Course Grading***

The grade of each course consists of several parameters, such as:

Homework

Quizzes

Participation

Attendance

Group Projects

Individual Research Works

Mid-term exams

Final exams

Final grade is calculated using the weighted proportions of each parameter.

The teacher individually assigns the points to each parameter based on course requirements and learning outcomes. The following grades with conversion scale provided are used to specify level of performance in academic courses:

The ATC adopted ECTS grading system. Course grading is done according to the following scale:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Evaluation** | **Accumulated points (%)** | **ECTS/ATC Grade** | **Course GP** | **ASAU Grade** |
| Pass | 90-100 | A | 4.0 | 5 |
| 80-89 | B | 3.5 | 4 |
| 70-79 | C | 3.0 | 4 |
| 60-69 | D | 2.0 | 3 |
| 50-59 | E | 1.0 | 3 |
| Fail | 0-49 | F / FX\* | 0 | 2 |

**\*Failing with some additional work required to pass**– students will be given a chance to pass, if as a result of excused absence (such as illness, medical treatment, family member loss, etc.) students missed exams, quizzes, and/or any other work required to pass the course with written permission from ATC administration.

* 1. ***Student Grade Appeal***

If a student disagrees with the evaluation of his/her work by the teacher, the student should discuss the matter directly with the teacher, and if unsatisfied, with the Director of the Department.

Level I: Informal Resolution. Every effort should be made to resolve the disagreement at Level I. The student must first seek a resolution to the disagreement with the teacher either in person or in writing.

Level II: If the student is not satisfied with the results, the student and teacher must then seek a resolution to the disagreement with the Director of the Department. Director’s decision is final.

Confidentiality: Students, faculty, administrators, and staff involved in processing and hearing grade appeals must respect the confidentiality of all aspects of these proceedings.

Intended Purpose: The grade appeal procedures are designed simply as means to resolve differences between students and faculty related to grading. Unless there is intentional misrepresentation, the results of a grade appeal may not be used for disciplinary action of personnel.

* 1. ***Grade Change***

Once earned grades have been recorded, they may be changed only in the case of clerical and/or calculation error or in the event of a successful grade appeal.

It is not appropriate to change a grade based upon options, such as supplemental assignments, that are not equally available to all students. The deadline for corrections is two weeks after the last day of the semester.

* 1. ***Course Repeat***

A student may not normally repeat an academic course. The following exception can be made:

Repeat with replacement: Students are permitted to replace the grades for courses in which they receive a C, D, E or F grade by repeating that course. Students received more than one D, E or F grade will be allowed for two repeat for replacement attempt. Students received more than one C grade will be allowed for one repeat for replacement attempt. In case of replacing C grade the student should not have any D, E or F grade. In calculating GPA, the new grade and credit points earned will replace the old.

Any student who wants to repeat a course must get permission from the Department Director and the teacher of that course. A student repeating a course will be charged an extra fee to defray the marginal cost of their participation.

1. GRADE POINT AVERAGE

GPA for purposes of ATC administration will be calculated only on courses taken in the ATC curriculum. ATC students who have graduated from ASAU and other universities will have recorded on their ATC transcript only those courses taken in the ATC.

Any student graduating with at least GPA 3.95 will be given an Honor ATC Certificate. Any student with GPA 3.0 minimum will be given the ATC Certificate of Completion by Texas A&M University. Any student with GPA 3.0 will not receive the Certificate.

* 1. ***Computation of cumulative grade point average***

Students’ cumulative grade-point average is calculated according to the ECTS policy.

* 1. ***Core GPA***

Students’ core grade-point average is calculated by dividing the total number of grade points earned in core courses which award letter grades of A, B, C. D, or F by the total number of academic credit hours attempted in such courses. Core courses are **marked with asterisk.**

1. ACADEMIC STANDARDS

Academic standards should inform students what they must do academically, at the minimum, and they serve to inform all others about quality. The reputation of the ATC will depend first on the accomplishments of graduates. Minimum performance standards are secondary determinants of reputation, but they are important. ATC establishes minimum standards for cumulative grade point average (GPA) to encourage academic accomplishment and timely progress toward graduation.

* 1. ***Definitions***

Academic Good Standing: Students maintaining a GPA of at least 3.0 are in Academic Good Standing.

Probation: Students who’s GPA falls below the 3.0 standard are on probation during the next semester for which they are registered.

1. Extended Probation: Students, who have been authorized to continue, even though they have not achieved a 3.0 GPA after one semester of probation but made progress toward academic good standing while on probation, are on extended probation.
   1. ***Administrative Review and Enforcement of Standards***

An academic review is conducted at the end of each semester.

1. Students earning below 2.00 GPA at the end of their first semester of full-time enrollment will be dismissed from the ATC.
2. Other students falling below the 3.0 GPA standard will be continued on probation for one semester.
3. Students still below the 3.0 cumulative GPA standard after a semester of probation are subject to dismissal. The ATC Administration may grant one semester of extended probation to those who made progress toward academic good standing while on probation, and
4. Students still below the 3.0 GPA standard after a semester of extended probation will be dismissed or transferred to other departments of ASAU.
   1. ***Dismissal and Readmission***

Students dismissed under this policy may not be readmitted for at least one calendar year. Dismissed students may, after one calendar year, apply for readmission through the ATC Administration. Students may be readmitted only once under this policy.

* 1. ***Policy for Enrolled Students Called to Active Military Service***

Male students drafting to the National Army is carried out according to the Government regulations and procedures.

* 1. ***Re-entry***

There are several cases when reentry is permissible (admitted):

1. If a student was expelled because of his/her financial problems he/she may re-enter and take the same course and go on studying from the moment he/she was expelled.
2. If a student has missed classes for valid reasons (death in family, business trip, health problem, military service issues, etc.) the student may be permitted to re-enter the program. Each specific case will be reviewed by the Director’s office and a decision will be made.

Note: Re-entry will be done according to the ASAU rules.

If a student is expelled from the ATC because his/her behavior does not correspond to the ethics of society, the student will not be permitted to re-enter the program.

1. INTERNSHIPS

Summer internships put students into a practical agribusiness setting where they can apply the theories they have learned. Throughout the eight-week internship, students are encouraged to assess, in the setting of a real Armenian business, what they have learned in the fields of marketing, management, finance, and economics. This combination of classroom study and real world practice creates the modern businessperson. Internship companies also provide information used to evaluate ATC students and curriculum.

1. Each ATC student will have an internship each summer they are enrolled.
2. Internships will normally be for eight weeks.
3. Internships will be assigned by the ATC administration. Placement will be made to give each student a broader experience and not for the convenience or preference of the student. Any student who refuses an internship cannot continue study in the ATC.
4. ATC administration and faculty should monitor the interns and give them directions.
5. Internships are required by the curriculum.
6. Internship grades are included in each student’s permanent record and are used in GPA calculation.
7. Each student must sign an internship contract provided by the ATC administration.
8. Students should follow the internship guidelines they receive.

(See also internship manual).

* 1. ***Petitions for internships***

Students who initiate their own internship must petition administration to approve it. Students may petition for an international internship. International internships will be assigned if they fit the purposes of ATC internships: in an agribusiness, eight-weeks in length, and opportunities to apply classroom lessons. The employer must agree to accept interns, to supervise their performance, and keep the ATC administration informed about the intern’s work. If the ATC administration cannot be assured that these conditions will prevail, the international internship will not be approved. International internships cost is not covered by the ATC.

1. GRADUATION

The ATC shall conduct ceremonies befitting graduation. The ATC Director will assign a committee to organize graduation ceremonies to award certificates and honors.

* 1. ***Honors***

Honors may be conferred to recognize outstanding scholarship. Honors may be given in a special or additional certificate, an entry added to the permanent ATC transcript, or other forms of recognition.

Valedictorian: The student having the highest GPA in their ATC courses will be recognized as the Valedictorian and given a special certificate certifying this honor.

Salutatorian: The student having the second highest GPA in their ATC courses will be recognized as the Salutatorian and given a special certificate certifying this honor.

Commencement Speaker: The Graduating Class shall vote to determine who shall speak for the students at graduation.

1. HONESTY/ See the ATC Honesty Policy

At the beginning of each semester, the Department Director or his designee(s) will remind all students of the importance of being honest and the penalties for dishonesty as stated in the ATC Honesty Policy.

Fraud: Intentional deception resulting in injury to another person or deliberate trickery to gain an advantage. Misrepresenting or falsifying records. Tampering with records or documents such as letters of recommendation.

If a student commits fraud in connection with his/her ATC activities, he/she will be summarily dismissed from the ATC. Depending on the severity of the fraud, that student may not apply for readmission.

Multiple submissions: It is a violation of academic honesty to submit substantial portions of the same work for credit more than once without the explicit consent of the faculty member(s) to whom the material is submitted for additional credit. In cases in which there is a further development of research or knowledge in a sequence of courses, use of prior work may be desirable, even required; however, the student is responsible for indicating in writing, as a part of such use, that the current work submitted for credit is cumulative in nature.

(See also the detailed Honesty Policy).

1. ٭ Core courses are marked with asterisk [↑](#footnote-ref-1)