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OFFICE OF THE
SENATE COUNCIL**1. General Information**

1a. Submitted by the College of: AGRICULTURE, FOOD AND ENVIRONMENT

Date Submitted: 5/3/2013

1b. Department/Division: Animal and Food Sciences

1c. Contact Person

Name: Kristen Wilson

Email: kristen.wilson1@uky.edu

Phone: 859-257-4610

Responsible Faculty ID (if different from Contact)

Name: Elizabeth LaBonty

Email: elizabeth.labonty@uky.edu

Phone: 859-257-0166

1d. Requested Effective Date: Semester following approval

1e. Should this course be a UK Core Course? No

2. Designation and Description of Proposed Course

2a. Will this course also be offered through Distance Learning?: No

2b. Prefix and Number: EQM 205

2c. Full Title: Equine Career Preparation

2d. Transcript Title:

2e. Cross-listing:

2f. Meeting Patterns

LECTURE: 1

2g. Grading System: Letter (A, B, C, etc.)

2h. Number of credit hours: 1

2i. Is this course repeatable for additional credit? No

If Yes: Maximum number of credit hours:

If Yes: Will this course allow multiple registrations during the same semester?

2j. Course Description for Bulletin: This course will prepare students for careers in the equine industry by teaching them to prepare for, find, and apply for jobs. It will also help them learn to plan for and design their own business and related marketing, employee relations, and tax issues.

2k. Prerequisites, if any:

2l. Supplementary Teaching Component: Both

3. Will this course taught off campus? No

If YES, enter the off campus address:

4. Frequency of Course Offering: Fall,

Will the course be offered every year?: Yes

If No, explain:

5. Are facilities and personnel necessary for the proposed new course available?: Yes

If No, explain:

6. What enrollment (per section per semester) may reasonably be expected?: 40

7. Anticipated Student Demand

Will this course serve students primarily within the degree program?: Yes

Will it be of interest to a significant number of students outside the degree pgm?: Yes

If Yes, explain: [var7InterestExplain]

8. Check the category most applicable to this course: Not Yet Found in Many (or Any) Other Universities ,

If No, explain:

9. Course Relationship to Program(s).

a. Is this course part of a proposed new program?: No

If YES, name the proposed new program:

b. Will this course be a new requirement for ANY program?: No

If YES, list affected programs:

10. Information to be Placed on Syllabus.

a. Is the course 400G or 500?: No

b. The syllabus, including course description, student learning outcomes, and grading policies (and 400G-/500-level grading differentiation if applicable, from 10.a above) are attached: Yes

Distance Learning Form

Instructor Name:

Instructor Email:

Internet/Web-based: No

Interactive Video: No

Hybrid: No

1. How does this course provide for timely and appropriate interaction between students and faculty and among students? Does the course syllabus conform to University Senate Syllabus Guidelines, specifically the Distance Learning Considerations?

2. How do you ensure that the experience for a DL student is comparable to that of a classroom-based student's experience? Aspects to explore: textbooks, course goals, assessment of student learning outcomes, etc.

3. How is the integrity of student work ensured? Please speak to aspects such as password-protected course portals, proctors for exams at interactive video sites; academic offense policy; etc.

4. Will offering this course via DL result in at least 25% or at least 50% (based on total credit hours required for completion) of a degree program being offered via any form of DL, as defined above?

If yes, which percentage, and which program(s)?

5. How are students taking the course via DL assured of equivalent access to student services, similar to that of a student taking the class in a traditional classroom setting?

6. How do course requirements ensure that students make appropriate use of learning resources?

7. Please explain specifically how access is provided to laboratories, facilities, and equipment appropriate to the course or program.

8. How are students informed of procedures for resolving technical complaints? Does the syllabus list the entities available to offer technical help with the delivery and/or receipt of the course, such as the Information Technology Customer Service Center (<http://www.uky.edu/UKIT/>)?

9. Will the course be delivered via services available through the Distance Learning Program (DLP) and the Academic Technology Group (ATL)? NO

If no, explain how student enrolled in DL courses are able to use the technology employed, as well as how students will be provided with assistance in using said technology.

10. Does the syllabus contain all the required components? NO

11. I, the instructor of record, have read and understood all of the university-level statements regarding DL.

Instructor Name:

SIGNATURE|LGRABAU|Larry J Grabau|College approval for ZCOURSE_NEW EQM 205|20130503

SIGNATURE|JMETT2|Joanie Ett-Mims|Undergrad Council approval for ZCOURSE_NEW EQM 205|20130925

SIGNATURE|RHARMON|Robert J Harmon|Dept approval for ZCOURSE_NEW EQM 205|20130214

Courses	Request Tracking
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New Course Form

<https://myuk.uky.edu/sap/bc/soap/rfc?services=>

[Open in full window to print or save](#)

Generate R

Attachments:

Upload File

	ID	Attachment
Delete	1866	EQM 205 - Equine Career Preparation Syllabus - Rev

1

Select saved project to retrieve...

(*denotes required fields)

1. General Information

- a. * Submitted by the College of: AGRICULTURE, FOOD AND ENVIRONMENT Submission Date: 5/3/2013
- b. * Department/Division: Animal and Food Sciences
- c.
- * Contact Person Name: Kristen Wilson Email: kristen.wilson1@uky.edu Phone: 859-257-4610
- * Responsible Faculty ID (if different from Contact): Elizabeth LaBonty Email: elizabeth.labonty@uky.edu Phone: 859-257-0166
- d. * Requested Effective Date: Semester following approval OR Specific Term/Year
- e.
- Should this course be a UK Core Course? Yes No
- If YES, check the areas that apply:
- Inquiry - Arts & Creativity Composition & Communications - II
- Inquiry - Humanities Quantitative Foundations
- Inquiry - Nat/Math/Phys Sci Statistical Inferential Reasoning
- Inquiry - Social Sciences U.S. Citizenship, Community, Diversity
- Composition & Communications - I Global Dynamics

2. Designation and Description of Proposed Course.

- a. * Will this course also be offered through Distance Learning? Yes No
- b. * Prefix and Number: EQM 205
- c. * Full Title: Equine Career Preparation
- d. Transcript Title (if full title is more than 40 characters):
- e. To be Cross-Listed ² with (Prefix and Number):
- f. * Courses must be described by at least one of the meeting patterns below. Include number of actual contact hours³ for each meeting pattern type.
- | | | | |
|---------------------------------------|--|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> Lecture | <input type="checkbox"/> Laboratory ² | <input type="checkbox"/> Recitation | <input type="checkbox"/> Discussion |
| <input type="checkbox"/> Indep. Study | <input type="checkbox"/> Clinical | <input type="checkbox"/> Colloquium | <input type="checkbox"/> Practicum |
| <input type="checkbox"/> Research | <input type="checkbox"/> Residency | <input type="checkbox"/> Seminar | <input type="checkbox"/> Studio |
| <input type="checkbox"/> Other | If Other, Please explain: | | |
- g. * Identify a grading system: Letter (A, B, C, etc.) Pass/Fail Graduate School Grade Scale
- h. * Number of credits: 1
- i. * Is this course repeatable for additional credit? Yes No
- If YES: Maximum number of credit hours:
- If YES: Will this course allow multiple registrations during the same semester? Yes No

j. * Course Description for Bulletin:

This course will prepare students for careers in the equine industry by teaching them to prepare for, find, and apply for jobs. It will also help them learn to plan for and design their own business and related marketing, employee relations, and tax issues.

k. Prerequisites, if any:

l. Supplementary teaching component, if any: Community-Based Experience Service Learning Both

3. * Will this course be taught off campus? Yes No

If YES, enter the off campus address:

4. Frequency of Course Offering.

a. * Course will be offered (check all that apply): Fall Spring Summer Winter

b. * Will the course be offered every year? Yes No

If No, explain:

5. * Are facilities and personnel necessary for the proposed new course available? Yes No

If No, explain:

6. * What enrollment (per section per semester) may reasonably be expected? 40

7. Anticipated Student Demand.

a. * Will this course serve students primarily within the degree program? Yes No

b. * Will it be of interest to a significant number of students outside the degree pgm? Yes No

If YES, explain:

This course will likely attract Animal Science students as well as other students in the College of Agriculture.

8. * Check the category most applicable to this course:

Traditional – Offered in Corresponding Departments at Universities Elsewhere

Relatively New – Now Being Widely Established

Not Yet Found in Many (or Any) Other Universities

9. Course Relationship to Program(s).

a. * Is this course part of a proposed new program? Yes No

If YES, name the proposed new program:

b. * Will this course be a new requirement for ANY program? Yes No

If YES, list affected programs:

10. Information to be Placed on Syllabus.

a. * Is the course 400G or 500? Yes No

If YES, the *differentiation for undergraduate and graduate students must be included* in the information required in 10.b. You must include: (i) ident additional assignments by the graduate students; and/or (ii) establishment of different grading criteria in the course for graduate students. (See SR

b. * The syllabus, including course description, student learning outcomes, and grading policies (and 400G-/500-level grading differentiation if appl 10.a above) are attached.

- ^[1] Courses are typically made effective for the semester following approval. No course will be made effective until all approvals are received.
- ^[2] The chair of the cross-listing department must sign off on the Signature Routing Log.
- ^[3] In general, undergraduate courses are developed on the principle that one semester hour of credit represents one hour of classroom meeting per week for a semester, exclusive of any laboratory meeting. Laboratory meeting, generally, is two hours per week for a semester for one credit hour. (from SR 5.2.1)
- ^[4] You must also submit the Distance Learning Form in order for the proposed course to be considered for DL delivery.
- ^[5] In order to change a program, a program change form must also be submitted.

Rev 8/09

Submit as New Proposal Save Current Changes

EQM205 - EQUINE CAREER PREPARATION CLASS
Equine Science & Management Degree
Course Syllabus

Class Time: 12:00 – 12:50 Mondays
Classroom: N10 Ag Science North
Office Hours: 9:00 – 10:30 M-F & By appointment

Instructor: Elizabeth LaBonty
Office: N212 D Ag Science North
Phone: 859-351-3558
Email: elizabeth.labonty@uky.edu

Course Description

This course will prepare students for careers in the equine industry by teaching them to prepare for, find, and apply for jobs. It will also help them learn to plan for and design their own business and related marketing, employee relations, and tax issues.

Materials

- Handouts (assignments, articles, lecture notes, etc.)
- Lectures

Student Learning Outcomes

Upon completing this course, students will be able to:

- Identify prospective jobs using online tools, college resources, and networking
- Create a cover letter and resume for specific jobs
- Prepare and interview effectively for a job
- Understand how to build professional relationships
- Create a business card and application portfolio
- Manage a community service project and give weekly reports on its progress
- Develop and exercise critical employment skills
- Identify the business cycle and components of a business plan

Grading

30%	In-class Assignments (drop the lowest one)
20%	Service Learning Project Presentation
30%	Final Portfolio
<u>20%</u>	<u>Mock Interviews</u>
100%	Final Grade

≥90 %	= A
80-89.9	= B
70-79.9	= C
60-69.9	= D
≤59.9 %	= E

- Late work will not be accepted and there are no make-up quizzes/questions except for excused absences (See below). Any missed in class activities will count as your dropped score.
 - When speaker questions are used as the in-class activity they must be **handed in during class and typed** to be graded.
- If you have an emergency you must contact me the day an assignment is due and email or have it post marked on the day it is due.
- If you miss class you are responsible for the material and assignments you miss.
- Mid-term grades (determined by the I) will be posted in myUK by the deadline established in the Academic Calendar (<http://www.uky.edu/Registrar/AcademicCalendar.htm>)
- There will be no final exam for this course.

Excused Absences:

Students need to notify the professor of absences prior to class when possible. S.R. 5.2.4.2 defines the following as acceptable reasons for excused absences: (a) serious illness, (b) illness or death of family member, (c) University-related trips, (d) major religious holidays, and (e) other circumstances found to fit "reasonable cause for nonattendance" by the professor.

Students anticipating an absence for a major religious holiday are responsible for notifying the instructor in writing of anticipated absences due to their observance of such holidays no later than the last day in the semester to add a class. Information regarding dates of major religious holidays may be obtained through the religious liaison, Mr. Jake Karnes (859-257-2754).

Students are expected to withdraw from the class if more than 20% of the classes scheduled for the semester are missed (excused or unexcused) per university policy.

Academic Integrity

Academic dishonesty will not be tolerated in any form. The minimum penalty will be receiving a zero for the assignment; however appropriate disciplinary action will be determined by the appropriate College officials. Please remember that cheating constitutes both taking and giving assistance during quizzes and exams. Note: any assignment you turn in may be submitted to Turnitin for plagiarism comparison. Please refer to the following excerpt from the UK Student Code of Conduct.

"6.3.0 – Academic Offenses and Procedures: Students shall not plagiarize, cheat, or falsify or misuse academic records. (US: 3/7/88; 3/20/89)

6.3.1 – Plagiarism: All academic work, written or otherwise, submitted by students to their instructors or other academic supervisors, is expected to be the result of their own thought, research, or self-expression. In cases where students feel unsure about a question of plagiarism involving their work, they are obliged to consult their instructors on the matter before submission.

When students submit work purporting to be their own, but which in any way borrows ideas, organization, wording or anything else from another source without appropriate acknowledgment of the fact, the students are guilty of plagiarism.

Plagiarism includes reproducing someone else's work, whether it be published article, chapter of a book, a paper from a friend or some file, or whatever. Plagiarism also includes the practice of employing or allowing another person to alter or revise the work which a student submits as his/her own, whoever that other person may be. Students may discuss assignments among themselves or with an instructor or tutor, but when the actual work is done, it must be done by the student, and the student alone.

When a student's assignment involves research in outside sources or information, the student must carefully acknowledge exactly what, where and how he/she has employed them. If the words of someone else are used, the student must put quotation marks around the passage in question and add an appropriate indication of its origin. Making simple changes while leaving the organization, content and phraseology intact is plagiaristic. However, nothing in these Rules shall apply to those ideas which are so generally and freely circulated as to be a part of the public domain.

6.3.2 – Cheating: Cheating is defined by its general usage. It includes, but is not limited to, the wrongfully giving, taking, or presenting any information or material by a student with the intent of aiding himself/herself or another on any academic work which is considered in any way in the determination of the final grade. The fact that a student could not have benefited from an action is not by itself proof that the action does not constitute cheating. Any question of definition shall be referred to the University Appeals Board."

Academic Accommodations

If you have a documented disability that requires academic accommodations, please see me as soon as possible during scheduled office hours. In order to receive accommodation in this course, you must provide me with a Letter of Accommodation from the Disability Resource Center (Room 2, Alumni Gym, 257-2754, email address: jkarnes@email.uky.edu) for coordination of campus disability services available to students with disabilities.

Classroom Policies

- Our class will function as a professional environment and your communication and interactions are expected to conform to professional norms.
- Tardiness will not be accepted.
- Cell phones **SHOULD NEVER BE HEARD DURING CLASS**, either in their ring or vibrating modes. **TURN OFF YOUR PHONE BEFORE YOU COME THROUGH THE DOOR.**
- Computers are not allowed in class.
- Courtesy and respect for everyone is mandatory. When others are speaking, listen.
- On the days of your presentations, you are expected to dress professionally. This requirement does not necessarily mean suits (although you're welcome to wear one), but it does mean neatness and professionalism. **NO JEANS!**

Class Topics

- Week 1: Job Searching – Where, how, websites, broad vs. specific
- Week 2: Networking – What is it, how to do it effectively, how to build professional relationships
- Week 3: Resumes – Types, targeted, power verbs
- Week 4: Resumes – Evaluating, comparing, delivering
- Week 5: Work Portfolios – Experience, education, internship
- Week 6: Cover Letters – Format, targeting, comparing
- Week 7: Thank you cards – Format, who, delivery, Employable skills – developing and exhibiting
- Week 8: Interview – Process, tips, what to expect, dress, location
- Week 9: Interview – Research, Q & A, preparing
- Week 10: Industry involvement – Time management, organizations, memberships, dues
- Week 11: Planning a business – Mission statement, marketing, promoting, business plan
- Week 12: Planning a business – SWOT analysis, facility design, cost
- Week 13: Community Service Presentations
- Week 14: Community Service Presentations
- Week 15: Mock Interviews Preparation
- Week 16: Mock Interviews