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: 859-257-2226

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 302

2c. Full Title: Equine Event Planning

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 introduce students to planning equine events. Students will learn about the process of event planning including organization, committee work, and preparing timelines. They will also be introduced to numerous marketing strategies and tools and gain experience working with different registration programs. Students will also gain hands on event planning experience by putting on and Equine Career Fair as a class. They will be assigned to committees, responsible for different tasks, and involved in the Equine Career Fair from developing measurable objectives for success to analyzing survey feedback. Prerequisites: Sophomore level or above.

2k. Prerequisites, if any: Sophmore level or above. EQM students on first priority registration.

2l. Supplementary Teaching Component:

3. Will this course taught off campus?   No

   · If YES, enter the off campus address:

4. Frequency of Course Offering: Spring,

   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|RHARMON|Robert J Harmon|Dept approval for ZCOURSE_NEW EQM 302-001|20130214

SIGNATURE|LGRABAU|Larry J Grabau|College approval for ZCOURSE_NEW EQM 302-001|20130214

SIGNATURE|JMETT2|Joanie Ett-Mims|Undergrad Council approval for ZCOURSE_NEW EQM 302-001|20130503

Class Times: 3:30 – 4:20 TR (1/10/13-3/7/13)
Classroom: N12 AGN
Office Hours: 9:00 – 10:30 M-F
      & by appointment

Instructor: Elizabeth LaBonty
Office: N 212D Ag Science North
Phone: 859-351-3558
Email: elizabeth.labonty@uky.edu

Course Description

This course will introduce students to planning equine events. Students will learn about the process of event planning including organization, committee work, and preparing timelines. They will also be introduced to numerous marketing strategies and tools and gain experience working with different registration programs. Students will also gain hands on event planning experience by putting on and Equine Career Fair as a class. They will be assigned to committees, responsible for different tasks, and involved in the Equine Career Fair from developing measurable objectives for success to analyzing survey feedback.

Prerequisites: Sophomore level or above.

Materials

    Class handouts, assignments, and guest lecturer materials

Student Learning Outcomes

    Upon completing this course, students will be able to:
- Describe the different types of events in the equine industry
- Explain the steps involved in planning an event
- Outline a timeline and write goals and objectives for an event
- Run an event planning meeting and give a committee update
- Design a flyer for an event
- Create and track an event budget
- Solicit a price bid from a company

Grading

50%	Daily Grades	
	(Measured by In-class Activities, Assignments & Daily Questions)	
30%	Equine Career Fair committee participation & weekly reports	
20%	Final (March 7th, in class)	
100%	Final Grade	

        $\geq$90 % = A
        80-89.9 = B
        70-79.9 = C
        60-69.9 = D
        $\leq$59.9 % = E

- Late work will not be accepted and there are no make-up quizzes/questions except for excused absences (See next page). Any missed in class activities will count as your dropped score.

- When speaker questions are used at the in-class activity they must be <u>handed in during class and typed</u> to be graded.
- If you have an emergency you must contact me the day of the assignment and email or have it post marked with the due date.
- If you miss class you are responsible for the material and assignments you miss.
- Mid-term grades will be posted in myUK by the deadline established in the Academic Calendar (http://www.uky.edu/Registrar/AcademicCalendar.htm)

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 on 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 <u>Turnitin</u> 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!

Topic List

- Week 1 - Creating goals & objectives
- Week 2 - Planning & meetings
- Week 3 - Event Elements (5 senses)
- Week 4 - Types of events (educational, horse shows, race meets, fundraisers, etc.)
- Week 5 – Marketing & communications
- Week 6 - Budgeting
- Week 7 - Legal Components
- Week 8 - Registration, Trouble – shooting, Re-cap

New Course Form

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

Open in full window to print or save

Attachments:

[Browse...]   **Upload File**

	ID	Attachment
Delete	1868	EQM 302 - Equine Event Planning Syllabus - Revised

[First] 1 [Last]

Select saved project to retrieve...   [ ] Get   New

(*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.e Phone: 859-257-2226

    d. * Requested Effective Date: ◉ Semester following approval OR ○ Specific Term/Year [1]

    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 [1] ◉ No

    b. * Prefix and Number: EQM 302

    c. * Full Title: Equine Event Planning

    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 hours[3] for each meeting pattern type.

1 Lecture	Laboratory[1]	Recitation	Discussion
Indep. Study	Clinical	Colloquium	Practicum
Research	Residency	Seminar	Studio
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 introduce students to planning equine events. Students will learn about the process of event planning including organization, committee work, and preparing timelines. They will also be introduced to numerous marketing strategies and tools and gain experience working with different registration programs. Students will also gain hands on event planning experience by putting on and Equine Career Fair as a class. They will be assigned to committees, responsible for different tasks, and involved in the Equine Career Fair from developing measurable objectives for success to analyzing survey feedback. Prerequisites: Sophomore level or above.

k. Prerequisites, if any:

Sophmore level or above. EQM students on first priority registration.

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 and Community, Leadership, and Development 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 ⁵for ANY program?   ○ Yes ◉ No

        If YES ⁵, 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, re
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