

ANEQ 292 Equine Industry Seminar

Spring 2017 Syllabus

INSTRUCTOR: Mr. Ryan Brooks

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COURSE TIME: Tuesdays 4-6 PM (Class is only held the first 8 weeks of the semester 01/17 - 03/07)

COURSE LOCATION:

Class will be held in **Clark A201**.

Material will be posted via Canvas so be sure to check it frequently. All assignments will be turned in electronically via Canvas.

Attendance is mandatory!

COURSE CATALOG DESCRIPTION:

Overview of careers in the equine industry and preparation for job or internship placement.

COURSE OBJECTIVES:

Upon successful completion of this course students will:

- Be knowledgeable about careers in the Equine Sciences
- Have prepared a professional resume and cover letter
- Have prepared appropriate questions for a job interview and participated in a “mock interview” situation
- Have identified their own skills to better prepare for internships and careers

GOALS FOR GRADUATES IN EQUINE SCIENCES:

We will graduate students who are well informed, confident and worldly. They will have common sense, a sense of humor and a comprehensive knowledge of the equine industry; locally, nationally and globally. They will be independent thinkers who understand the value of a well-defined work ethic. They will have integrity, pride and the ability to communicate. (Equine Science faculty/staff, 2007)

TEXT: None required; Handouts and Lecture notes will be posted on Canvas



POLICIES:

- **DRESS:** Due to the objectives of the course, **ALL** students will dress professionally (appropriate for Equine Scientists) for each lecture. Professional dress will include: shirts and slacks/dresses/or blouses and skirts. The following will not be tolerated and will result in no participation points for the class period: Shorts, sweats, workout clothes, jeans, midriff blouses, t-shirts, muscle shirts, low cut blouses/shirts, halter tops, spaghetti strap or camisole tops (without an overshirt or jacket), short skirts, or torn or dirty slacks/shirts/dresses/blouses or skirts.
- **ATTENDANCE IS MANDATORY in order to succeed in this class.** For each unexcused absence, student's grade will drop one letter grade.
- If absent from lecture, students are solely responsible for obtaining any information (e.g., notes, handouts, change in test dates etc...) provided.
- **Students have one-week following the return of exams and other graded items to resolve grading issues.** Following that time all grades are final.
- Exams and other graded materials should be retained by students until a final course grade is assigned.
- Cheating (using someone else's work and representing it as your own on any assignment, quiz or exam) will not be tolerated and will result in removal from the course and assignment of an F for the final course grade.
- Make-up assignments or exams will only be given for the legitimate reasons approved by the instructor. All make-up assignments or exams may be short answer, essay or oral in nature. Students must notify the professors BEFORE the scheduled exam time or when assignments are due and present the requested verification in order to make up missed work. In the case of absence due to emergency, students MUST call the professors and come by to arrange for make-up work immediately after the absence (within 2 business days of the absence. No make ups for any work will be given unless scheduled within 2 business days of the absence or earlier if known.
- Late Assignments: Late assignments are not accepted unless previously arranged with instructor.

GRADING:

<u>Item</u>	<u>Percentage</u>
Attendance/Participation	20%
Assignments	30%
Final Resume/Cover letter	20%
Career/Networking Event	10%
Final Exam	20%

Letter grades will be assigned according to the following scale.

90-100%	A
80-89%	B
70-79%	C*
60-69%	D
< 59%	F

*** This course is required for Equine Science majors; you must earn a C or higher to receive credit for this course.**



CLASS EXPECTATIONS:

OUR expectations of you are as follows:

We expect you to act professionally at all times and be respectful of instructors, other students and guest speakers.

We expect you to come to class on time, and stay for the entire class. Students that come very late/or leave very early disrupt the class. If you have a legitimate reason for lateness, please see the instructors to discuss this, so that you can sit by the door.

We expect you to be prepared for class discussions, and to have read material ahead of time.

We expect you to turn your cell phone off during class, and pay attention in class.

We expect you to not read other material in class, or to talk to each other when someone is presenting material or other students are talking, except to clarify concepts.

We expect you to feel free to ask questions at any time, and feel free to participate in class discussions.

You may expect of us:

We will start class on time and end class on time.

We will come prepared for each class period.

We will answer questions to the best of our ability, or find answers for you promptly.

We will not talk or interrupt you while you are speaking in a discussion or asking a question.

“The horse business is a crazy business where people work 20 hours a day so they won’t have to have an 8-hour-a-day job”

Carmen Howell, Oklahoma horse breeder

Week	Date	Agenda	Assignments
1	1/17	<u>Class topic:</u> Course Overview and Professional Etiquette	<u>ASSIGNMENT #1 DUE:</u> Student Introduction; must be submitted via Canvas by 5 pm Monday Jan 23 rd . 10 points
2	1/24	<u>Class topic:</u> True Colors (Career Center staff)	<u>ASSIGNMENT #2 DUE:</u> Equine Industry Careers; due via Canvas by 5 pm Monday Jan 30 th . 10 points
3	1/31	<u>Class topic:</u> Resumes and Cover Letters	<u>ASSIGNMENT #3 DUE:</u> Career/Job Search summary; due via Canvas by 5 pm Mon Feb 6 th . 10 points
4	2/7	<u>Class topic:</u> Cultural Diversity (Dr. Noa Roman-Muniz)	<u>ASSIGNMENT #4/5 DUE:</u> Draft resume and cover letter due in class Tues Feb 14 th for Last Name A-K. 10 points Alternate Assignment for L-Z: Elevator Speech on Canvas. 10 points
5	2/14	<u>Class topic:</u> Library: Journal Articles and Career/Internship Searching	<u>ASSIGNMENT #4/5 DUE:</u> Draft resume and cover letter due in class Tues Feb 21 st for Last Name L-Z. 10 points Alternate Assignment for A-K: Elevator Speech on Canvas. 10 points
6	2/21	<u>Class topic:</u> Networking and Interview/Comm Skills	<u>ASSIGNMENT #6 DUE:</u> Networking/Internship assignment; due via Canvas by 5 PM Mon Feb 27 th . 10 points
7	2/28	<u>Class topic:</u> Career/Networking Event	*Final resume & cover letter-HARD COPY due at the event. <u>No electronic copies accepted!</u>
8	3/7	FINAL EXAM	Clark A201 4:00-6:00 PM