



# EQN\*2150 Equine Facility Management and Design

Winter 2020

Section(s): C01

Department of Animal Biosciences

Credit Weight: 0.50

Version 1.00 - January 03, 2020

---

## 1 Course Details

### 1.1 Calendar Description

This course introduces students to the design, development and management of an equine facility. Aspects of the building, renovating and management of horse facilities including site planning and interior design are presented. Special consideration is given to environmental control, waste management and environmental stewardship. Management topics include theoretical and practical skills, interacting with people, recruiting, supervising, motivating, training employees, effective listening, dealing with difficult people, group dynamics and leadership.

**Restrictions:** AGR\*2100, EQN\*1050, EQN\*2020 Registration in BBRM.EQM

### 1.2 Timetable

Timetable is subject to change. Please see WebAdvisor for the latest information.

LEC Tues/Thurs 10:00am - 11:20am Room: ANNU 102

LAB Mon 3:30pm - 5:20pm Room: ANNU 110

### 1.3 Final Exam

Exam time and location is subject to change. Please see WebAdvisor for the latest information.

---

## 2 Instructional Support

### 2.1 Instructional Support Team

**Instructor:** Renee Bergeron

**Email:** rbergero@uoguelph.ca  
**Telephone:** +1-519-824-4120 x53706  
**Office:** ANNU 250

## 2.2 Teaching Assistants

**Teaching Assistant:** Anna Schwanke  
**Email:** aschwank@uoguelph.ca  
**Telephone:** 5198244120

---

## 3 Learning Resources

### 3.1 Required Resources

#### Required Texts (Textbook)

Hill, Cherry. 2005 Horsekeeping on a Small Acreage (2nd Edition). Storey Pub. North Adam, MA.

This book is available online through the University of Guelph Library website.

### 3.2 Recommended Resources

#### Recommended Texts: (Textbook)

Equine Code of Practice

[https://www.nfacc.ca/pdfs/codes/equine\\_code\\_of\\_practice.pdf](https://www.nfacc.ca/pdfs/codes/equine_code_of_practice.pdf)

### 3.3 Field Trip

To be confirmed

### 3.3 Additional Costs

None

---

## 4 Learning Outcomes

## 4.1 Course Learning Outcomes

By the end of this course, you should be able to:

1. Specific Learning Outcomes:

*Upon completion of this course, students should/will:*

1. Account for equine behaviour in the design and management of an equine facility
2. Develop a farm master plan, including site planning in consideration of natural and man-made factors
3. Employ legislative and regulatory criteria in the development and management of an equine facility
4. Formulate effective environmental management plans
5. Implement effective managerial techniques
6. Respect the learning psychology of different individuals
7. Effectively impart information in an educational manner
8. Create a climate and culture conducive to learning
9. Prevent problems and manage employees productively
10. Be able to evaluate performance in a constructive manner
11. Demonstrate a professional demeanor
12. Be aware of human resource issues from the employee and employer perspective
13. Develop skills to effectively deal with people
14. Develop skills that will lead to improved personal and job satisfaction
15. Improve problem solving, conflict management, leadership and negotiating skills
16. Improve interview and job search skills

---

## 5 Teaching and Learning Activities

### 5.1 Lecture

Topics:

Week #	Week of..	

1	January 6	Introduction to horse ownership and facility management; equine behaviour in relation to farm design and management; equine needs
2	January 13	Site planning and farm layout; professionalism; keeping records
3	January 20	Barn; interior; outbuildings
4	January 27	Fencing; turnout areas and arenas
5	February 3	Riding arenas and footing
6	February 10	Farm equipment; pasture management; ecological design
	February 17	<i>READING WEEK – NO CLASSES</i>
7	February 24	Environmental management
8	March 2	Environmental management; human resource management
9	March 9	Human resource management
10	March 16	Human resource management; equine insurance
11	March 23	Human resource management; equine legislation
12	March 30	Emergency prevention

## 5.2 Lab

Topics:

<b>Week #</b>	<b>Date</b>	<b>Activities</b>
2	Jan 13	Presentation of business plan assignment
3	Jan 20	Stable Secretary tutorial
4	Jan 27	Worksheet – critique of farms
5	Feb 3	Financial plan
6	Feb 10	Farm visit or work on farm business plan
	Feb 17	<i>READING WEEK – NO CLASSES</i>
7	Feb 24	Farm visit or work on farm business plan
8	Mar 2	Midterm during lab time
9	Mar 9	Presentations

10	Mar 16	Presentations
11	Mar 23	Presentations
12	Mar 30	Presentations

## 6 Assessments

### 6.1 Assessment Details

#### Course Assignment or Test (0%)

Assignment or Test	Due Date	Contribution to Final Mark	Learning Outcomes Assessed
1. Stable Secretary Assignment	Feb 3	5	1, 2
2. Farm Critique	Feb 10	5	5
3. Facility design (business plan)	Feb 28	25	1 - 5
4. Midterm Exam	Mar 2	25	1 - 5
5. Facility design (presentation)	TBA	15	1 - 5, 11
6. Final Exam	Apr 2	25	1 - 16

#### 1. Farm Critique Worksheet

Students will watch videos of 3 farms and will complete the 'Farm Critique Worksheet' that will be provided at the beginning of Lab on Week 4 (Jan 30).

### **1. Stable Secretary Assignment**

The purpose of this assignment is to familiarize students with a stable management software. As part of their Facility Design project (see Assignment 3 below), students will receive an access code for Stable Secretary (<http://stablesecretary.com>), and will use this software for preparation of complete records for a 5-horse facility.

### **1. Facility Design (Business Plan)**

The purpose of this assignment is to give students the opportunity to integrate and articulate information learned throughout this course in a farm design and management plan (incorporating design, management, and business) for an equine facility. Students will use their completed 'Pole Barn Specifications Worksheet' (see Lab Schedule above) as a basis for the design of their facility. Students will prepare a complete business plan for their facility, which will include their Stable Secretary records, and will present their business plan to their classmates in a 10-min presentation (see Assignment 4 below).

### **1. Facility Design (presentation)**

The purpose of this assignment is to further develop presentation skills. Students will prepare a 10 min overview of their business plan, which is developed for Assignment 3 above.

Presentations will occur during the regularly scheduled laboratory period.

**Final examination date and time:** April 2, during the regularly scheduled lecture time

**Final exam weighting:** 30 % of mark.

---

## 7 Course Statements

### 7.1 Grading Policies

Alternate assessments will be offered only to students with documented medical, psychological, or compassionate reasons for missing a scheduled assessment. An Academic Consideration form must be submitted to the instructor. Go to <https://www.uoguelph.ca/registrar/calendars/undergraduate/current/c08/c08-ac-ac.shtml> for information on regulations and procedures related to Academic Consideration. Late assignments, if applicable, will be penalized at 10% per day late, commencing the day following the published due date, and will only be accepted for a maximum of 3 days following the published due date.

### 7.2 Course Policy regarding use of electronic devices and recording of Lectures

The general use of small, personal electronic devices (e.g. cell phones, iPods) during class is disruptive and disrespectful. As a result, their use in the lab for reasons other than instructor-led learning is prohibited.

## 8 University Statements

### 8.1 Email Communication

As per university regulations, all students are required to check their e-mail account regularly: e-mail is the official route of communication between the University and its students.

### 8.2 When You Cannot Meet a Course Requirement

When you find yourself unable to meet an in-course requirement because of illness or compassionate reasons please advise the course instructor (or designated person, such as a teaching assistant) in writing, with your name, id#, and e-mail contact. The grounds for



Academic Consideration are detailed in the Undergraduate and Graduate Calendars.

Undergraduate Calendar - Academic Consideration and Appeals

<https://www.uoguelph.ca/registrar/calendars/undergraduate/current/c08/c08-ac.shtml>

Graduate Calendar - Grounds for Academic Consideration

<https://www.uoguelph.ca/registrar/calendars/graduate/current/genreg/index.shtml>

Associate Diploma Calendar - Academic Consideration, Appeals and Petitions

<https://www.uoguelph.ca/registrar/calendars/diploma/current/index.shtml>

### 8.3 Drop Date

Students will have until the last day of classes to drop courses without academic penalty. The deadline to drop two-semester courses will be the last day of classes in the second semester. This applies to all students (undergraduate, graduate and diploma) except for Doctor of Veterinary Medicine and Associate Diploma in Veterinary Technology (conventional and alternative delivery) students. The regulations and procedures for course registration are available in their respective Academic Calendars.

Undergraduate Calendar - Dropping Courses

<https://www.uoguelph.ca/registrar/calendars/undergraduate/current/c08/c08-drop.shtml>

Graduate Calendar - Registration Changes

<https://www.uoguelph.ca/registrar/calendars/graduate/current/genreg/genreg-reg-regchg.shtml>

Associate Diploma Calendar - Dropping Courses

<https://www.uoguelph.ca/registrar/calendars/diploma/current/c08/c08-drop.shtml>

### 8.4 Copies of Out-of-class Assignments

Keep paper and/or other reliable back-up copies of all out-of-class assignments: you may be asked to resubmit work at any time.

### 8.5 Accessibility

The University promotes the full participation of students who experience disabilities in their academic programs. To that end, the provision of academic accommodation is a shared responsibility between the University and the student.

When accommodations are needed, the student is required to first register with Student Accessibility Services (SAS). Documentation to substantiate the existence of a disability is required; however, interim accommodations may be possible while that process is underway.

Accommodations are available for both permanent and temporary disabilities. It should be noted that common illnesses such as a cold or the flu do not constitute a disability.

Use of the SAS Exam Centre requires students to book their exams at least 7 days in advance

and not later than the 40th Class Day.

For Guelph students, information can be found on the SAS website  
<https://www.uoguelph.ca/sas>

For Ridgetown students, information can be found on the Ridgetown SAS website  
<https://www.ridgetownc.com/services/accessibilityservices.cfm>

## 8.6 Academic Integrity

The University of Guelph is committed to upholding the highest standards of academic integrity, and it is the responsibility of all members of the University community-faculty, staff, and students-to be aware of what constitutes academic misconduct and to do as much as possible to prevent academic offences from occurring. University of Guelph students have the responsibility of abiding by the University's policy on academic misconduct regardless of their location of study; faculty, staff, and students have the responsibility of supporting an environment that encourages academic integrity. Students need to remain aware that instructors have access to and the right to use electronic and other means of detection.

Please note: Whether or not a student intended to commit academic misconduct is not relevant for a finding of guilt. Hurried or careless submission of assignments does not excuse students from responsibility for verifying the academic integrity of their work before submitting it. Students who are in any doubt as to whether an action on their part could be construed as an academic offence should consult with a faculty member or faculty advisor.

Undergraduate Calendar - Academic Misconduct  
<https://www.uoguelph.ca/registrar/calendars/undergraduate/current/c08/c08-amisconduct.shtml>

Graduate Calendar - Academic Misconduct  
<https://www.uoguelph.ca/registrar/calendars/graduate/current/genreg/index.shtml>

## 8.7 Recording of Materials

Presentations that are made in relation to course work - including lectures - cannot be recorded or copied without the permission of the presenter, whether the instructor, a student, or guest lecturer. Material recorded with permission is restricted to use for that course unless further permission is granted.

## 8.8 Resources

The Academic Calendars are the source of information about the University of Guelph's procedures, policies, and regulations that apply to undergraduate, graduate, and diploma programs.

Academic Calendars  
<https://www.uoguelph.ca/academics/calendars>