

# Course Outline Form: Winter 2018

## General Information

**Course Title:** EQN\*2150 Equine Facilities Management

### **Course Description:**

This course introduces students to the design, development and management of an equine facility. Aspects of 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.

**Credit Weight:** 0.50

**Academic Department (or campus):** Department of Animal Biosciences

**Campus:** Guelph

**Semester Offering:** W 2018

**Class Schedule and Location:** Lecture Mon Wed Fri, 2:30 – 3:20 AnNu 030  
Lab Tue 8:30-10:20 AnNu 102

## Instructor Information

Instructor Name: Dr. Wendy Pearson  
Instructor Email: wpearson@uoguelph.ca  
Office hours: by appointment

## GTA Information

GTA Name: Sharareh Jahanbin  
GTA Email: sjahanbi@uoguelph.ca  
GTA office hours: by appointment

## Course Content

### 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

### Lecture Content:

Week #	Week of..	Activities
1	Jan 8	Course Introduction; equine behaviour in relation to farm design and management; farm master plan; skills for the equine workplace; education vs experience.
2	Jan 15	Records
3	Jan 22	Site planning and farm layout
4	Jan 29	Barn construction and outbuildings
5	Feb 5	Fencing and paddock design
6	Feb 12	Riding arenas
	Feb 19	<i>READING WEEK – NO CLASSES</i>
7	Feb 26	Environmental farm plan; manure management; water and waste water
8	Mar 5	Farm Equipment
9	Mar 12	Pasture and land stewardship
10	Mar 19	Laws and legislation; insurance

11	Mar 26	Applying for a job; resumes and cover letters; assessing resumes; interview techniques; reference checks; emergency planning
12	Apr 2	<i>Easter Monday – no class</i>

## Labs

Week #	Date	Activities
2	Jan 15	Pole barn specifications worksheet
3	Jan 22	Stable Secretary tutorial
4	Jan 29	<a href="https://www.youtube.com/watch?v=UbOT_6mq4jk">https://www.youtube.com/watch?v=UbOT_6mq4jk</a> (start at 12:00) <a href="https://www.youtube.com/watch?v=pKtzDcrufME">https://www.youtube.com/watch?v=pKtzDcrufME</a> <a href="https://www.youtube.com/watch?v=tITaOfMDk5o">https://www.youtube.com/watch?v=tITaOfMDk5o</a> Worksheet – critique of farms
5	Feb 5	No lab - Work on Stable Secretary Assignment Farm Critique Worksheet due via dropbox
6	Feb 12	MIDTERM EXAM (online via courselink)
	Feb 19	<i>READING WEEK – NO CLASSES</i>
7	Feb 26	Presentations
8	Mar 5	Presentations
9	Mar 12	Presentations
10	Mar 19	Presentations
11	Mar 26	Presentations
12	Apr 2	FINAL EXAM (online via courselink)

## Course Assignments and Tests:

Assignment or Test	Due Date	Contribution to Final Mark	Learning Outcomes Assessed
1. Farm Critique Worksheet	Feb 5	5	1, 2, 7, 10
2. Stable Secretary Assignment	Feb 26	15	1 – 16
3. Facility design (business plan)	Feb 26	10	1 – 5
4. Facility design (presentation)	TBA	20	1 – 16
5. Midterm Exam	Feb 12	20	1 – 10
6. Final Exam	Apr 2	30	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 Week 4 (Jan 29).

### **2. Stable Secretary Assignment**

The purpose of this assignment is to familiarize students with 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.

### **3. 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 a 5-horse 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).

### **4. 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 lab session

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

#### **Course Resources**

**Required Texts:** Horsekeeping on a Small Acreage (2<sup>nd</sup> Edition) ; Cherry Hill

**Recommended Texts:** 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)

**Field Trips:** none

**Additional Costs:** none

#### **Course Policies**

**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.

#### **Course Policy regarding use of electronic devices and recording of labs:**

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.

### **University Policies**

#### **Grading Procedures:**

**80 - 100 (A) Excellent.** An outstanding performance in which the student demonstrates a superior grasp of the subject matter, and an ability to go beyond the given material in a critical and constructive manner. The student demonstrates a high degree of creative and/or logical thinking, a superior ability to organize, to analyze, and to integrate ideas, and a thorough familiarity with the appropriate literature and techniques.

**70 - 79 (B) Good.** A more than adequate performance in which the student demonstrates a thorough grasp of the subject matter, and an ability to organize and examine the material in a critical and constructive manner. The student demonstrates a good understanding of the relevant issues and a familiarity with the appropriate literature and techniques.

**60 - 69 (C) Acceptable.** An adequate performance in which the student demonstrates a generally adequate grasp of the subject matter and a moderate ability to examine the material in a critical and constructive manner. The student displays an adequate understanding of the relevant issues, and a general familiarity with the appropriate literature and techniques.

**50 - 59 (D) Minimally Acceptable.** A barely adequate performance in which the student demonstrates a familiarity with the subject matter, but whose attempts to examine the material in a critical and constructive manner are only partially successful. The student displays some understanding of the relevant issues, and some familiarity with the appropriate literature and techniques.

**0 - 49 (F) Fail.** An inadequate performance.

**Academic Consideration:**

The University of Guelph is committed to supporting students in their learning experiences and responding to their individual needs and is aware that a variety of situations or events beyond the student's control may affect academic performance. Support is provided to accommodate academic needs in the face of personal difficulties or unforeseen events in the form of Academic Consideration.

Information on regulations and procedures for Academic Consideration, Appeals and Petitions, including categories, grounds, timelines and appeals can be found in [Section VIII \(Undergraduate Degree Regulations and Procedures\) of the Undergraduate Calendar](#).

**Academic Misconduct:**

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 discourages misconduct. 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.

Detailed information regarding the Academic Misconduct policy is available in [Section VIII \(Undergraduate Degree Regulations and Procedures\) of the Undergraduate Calendar](#).

**Accessibility:**

The University of Guelph is committed to creating a barrier-free environment. Providing services for students is a shared responsibility among students, faculty and administrators. This relationship is based on respect of individual rights, the dignity of the individual and the University community's shared commitment to an open and supportive learning environment. Students requiring service or accommodation, whether due to an identified, ongoing disability

or a short-term disability should contact the Student Accessibility Services (SAS), formerly Centre for Students with Disabilities (CSD), as soon as possible.

For more information, contact SAS at 519-824-4120 ext. 56208 or email [sas@uoguelph.ca](mailto:sas@uoguelph.ca) or visit the [Student Accessibility Services website \(http://www.uoguelph.ca/csd/\)](http://www.uoguelph.ca/csd/).

### **Course Evaluation Information:**

End of semester course and instructor evaluations provide students the opportunity to have their comments and opinions used as an important component in the Faculty Tenure and Promotion process, and as valuable feedback to help instructors enhance the quality of their teaching effectiveness and course delivery. While many course evaluations are conducted in class others are now conducted online. Please refer to the [Course and Instructor Evaluation Website](#) for more information.

### **Drop period:**

The drop period for single semester courses starts at the beginning of the add period and extends to the Fortieth (40th) class day of the current semester (the last date to drop a single semester courses without academic penalty) which is listed in [Section III \(Schedule of Dates\) of the Undergraduate Calendar](#).

The drop period for two semester courses starts at the beginning of the add period in the first semester and extends to the last day of the add period in the second semester.

Information about Dropping Courses can be found in [Section VIII \(Undergraduate Degree Regulations and Procedures\) of the Undergraduate Calendar](#).

### **Additional Course Information**

In the classroom, students are expected to demonstrate behaviour that would meet the minimum conduct requirements of any professional working environment. This includes appropriate use of language and non-verbal communication.

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.

Presentations which are made in relation to course work—including lectures—cannot be recorded or copied without the written permission of the presenter, whether the instructor, a classmate or guest lecturer. Material recorded with permission is restricted to use for that

course unless further permission is granted.

**Electronic Communications:**

It is the student's responsibility to ensure that he/she knows how to send and receive e-mail using his/her *GryphMail* account and to check it regularly. All course-related electronic communications with the instructor and fellow students are to be delivered with the *GryphMail* account. Courselink will be used as our method to relay information and content related to the course. The course website on Courselink should be consulted daily for general information, lecture content, announcements, marks and study resources. We will use the News section to provide clarification, additional instructions and information regarding the current activities in the course. PDF versions of lectures will be available prior to each lecture under Content tab.