1 Course Details

1.1 Calendar Description

This course is required for successful completion of an MSc thesis degree. With guidance and instruction, students complete a research proposal, or a literature review for their thesis. Students will also spend 8 hours on professional development (e.g. via mygradskills.ca, MITAC Step workshops).

Restrictions: Restricted to Animal Biosciences students.

1.2 Course Description

This course is designed to foster graduate student career success in academia, government, or industry. Students will be provided opportunities to enhance their skills in scientific communication and knowledge dissemination through website, research-focused newsletter and infographic creation, and a 3-minute thesis presentation. Students will also be provided opportunities for professional development including curriculum vitae and employment cover letter design, and development in an area of their personal interest.

This course is required for all MSc (thesis), MSc (coursework) and PhD students. Students taking this course as an MSc student are not required to take it as a PhD student.

1.3 Timetable

Friday 10am - 11:20am online
1.4 Final Exam

No final exam

2 Instructional Support

2.1 Instructional Support Team

Instructor: Wendy Pearson
Email: wpearson@uoguelph.ca
Telephone: 519-824-4120 ext 53652
Office: ANNU 227

2.2 Netiquette Expectations

Inappropriate online behaviour will not be tolerated. Examples of inappropriate online behaviour include:

• Posting inflammatory messages about your instructor or fellow students

• Using obscene or offensive language online

• Copying or presenting someone else’s work as your own

• Adapting information from the Internet without using proper citations or references

• Buying or selling term papers or assignments

• Posting or selling course materials to course notes websites
- Having someone else complete your quiz or completing a quiz for/with another student
- Stating false claims about lost quiz answers or other assignment submissions
- Threatening or harassing a student or instructor online
- Discriminating against fellow students, instructors and/or TAs
- Using the course website to promote profit-driven products or services
- Attempting to compromise the security or functionality of the learning management system
- Sharing your user name and password
- Recording lectures without the permission of the instructor

2.3 Communicating with Your Instructor

During the course, your instructor will interact with you on various course matters on the course website using the following ways of communication:

- **Announcements**: The instructor will use Announcements on the Course Home page to provide you with course reminders and updates. Please check this section frequently for course updates from your instructor.
- **Ask Your Instructor Discussion**: Use this discussion forum to ask questions of your instructor about content or course-related issues with which you are unfamiliar. If
you encounter difficulties, the instructor is here to help you. Please post general course-related questions to the discussion forum so that all students have an opportunity to review the response. To access this discussion forum, select Discussions from the Tools dropdown menu.

- **Email:** If you have a conflict that prevents you from completing course requirements, or have a question concerning a personal matter, you can send your instructor a private message by email. The instructor will attempt to respond to your email within 24 hours.

- **Video Call:** If you have a complex question you would like to discuss with your instructor, you may book a video meeting on Teams (or alternate platform being used by your instructor). Video meetings depend on the availability and are booked on a first come first served basis.

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### 3 Learning Resources

#### 3.1 Course Technologies and Technical Support

**System and Software Requirements**

This course will use a variety of technologies including:

- CourseLink (main classroom)
- Teams (via Office 365)

To help ensure you have the best learning experience possible, please review the list of system and software requirements (https://opened.uoguelph.ca/student-resources/system-and-software-requirements)

**CourseLink System Requirements**

Students are responsible for ensuring that their computer system meets the necessary system requirements. Use the browser check tool to ensure your browser settings are compatible and up to date (Results will be displayed in a new browser window). http://spaces.uoguelph.ca/ed/system-requirements/
https://courselink.uoguelph.ca/d2l/systemCheck

**Course Technologies**

**CourseLink**

This course is being offered using CourseLink (powered by D2L's Brightspace), the University of Guelph's online learning management system (LMS). By using this service, you agree to

CourseLink Technical Support

If you need any assistance with the software tools or the CourseLink website, contact CourseLink Support. (courselink@uoguelph.ca; Tel: 519-824-4120 ext. 56939 Toll-Free (CAN/USA): 1-866-275-1478

Support Hours (Eastern Time): Mon thru Friday 8:30am-8:30pm; Saturday: 10am-4pm; Sunday 12pm-6pm

Teams (via Office 365)

All lectures will be conducted using Microsoft Teams. The link to the course Teams page will be sent to all registered students.

Office 365 Teams is a collaboration service that provides shared conversation spaces to help teams coordinate and communicate information. This course will use Teams for one on one meetings with your Instructor. It is recommended that you use the desktop version of Teams. As a student you are responsible for learning how to use Teams and it’s features.

For Teams Support visit the CCS website for more information. https://www.uoguelph.ca/ccs/services/office365/teams

3.1 Library Access

As a student, you have access to the University of Guelph’s library collection, including both physical and electronic materials. For information on checking out or couriering physical library items, accessing electronic journals and returning items to the library, visit the library’s website. If you are studying off campus and would like to access the library’s electronic resources, use the Off Campus Login and login using your Single Sign On credentials or using your last name and library barcode. https://www.lib.uoguelph.ca/ https://www.lib.uoguelph.ca/campuslogin

4 Learning Outcomes

4.1 Course Learning Outcomes

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

1. Create a personal website that disseminates knowledge about your research and relevant experience to the global community
2. **Critically** review a recently published journal article from your advisor's lab and **articulate** your comprehension of the material by **composing** a promotional article for the department newsletter, which targets the undergraduate community.

3. Using the “three-minute thesis” format, orally **communicate** your research to the general public.

4. **Create** an infographic poster that visually **communicates** your planned thesis research to the general public.

5. **Create** a promotional cover letter for your dream job.

6. **Design** your curriculum vitae for a job application.

7. **Undertake** 8+ hours of professional development, then **present** and **discuss** this newly acquired skillset to your colleagues.

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5 Teaching and Learning Activities

5.1 Lecture

Fri, Jan 15

**Topics:**

- Course instructor: Introduction to the course
- **Rob Jones (Animal Biosciences; rjones12@uoguelph.ca):** *Webpage design and the department newsletter*

Fri, Jan 22

**Topics:**

- **Jacqueline Kreller-Vanderkooy (UoG Library; jkreller@uoguelph.ca):** *Literature Searches*
- **Leigh West (UoG; lewest@uoguelph.ca) The 3-minute thesis, and finding your path and Dealing with nerves on stage*

Fri, Jan 29

**Topics:**

- **Victoria Fritz** (UoG Library Learning Services; vfritz@uoguelph.ca): *Effective slide design*
• **Michelle Edwards** (OAC Statistics Support; edwardsm@uoguelph.ca): *How to present research data*

**Webpage assignment due (5%)- Submit to Course Link**

**Fri, Feb 5**

**Topics:**

• **Jennifer Marvin** (Library, University of Guelph; jmarvin@uoguelph.ca): *Effective use of infographics*

• **Angela Mulholland** (UofG Communications Team; angela.mulholland@uoguelph.ca): *Handing the media*

**Department newsletter contribution due (20%)- Submit to Course Link**

**Fri, Feb 12**

**Topics:**

• **Karolina Rachtan** (Career advisor, Experience Guelph; krachtan@uoguelph.ca) *Writing the perfect curriculum vitae and cover letter*

**Three-minute thesis presentations (20%)- submit to dropbox on courselink**

**Fri, Feb 19**

**Topics:**

**READING WEEK - NO CLASS THIS WEEK**

**Fri, Feb 26**

**Topics:**

• **Lena Levison** (Animal Care Services; levison@uoguelph.ca): *How to write an AUP*

• **Joseph Pazzano** (Office of Diversity and Human Rights; jpazzano@uoguelph.ca): *Equity Diversity and Inclusion*

**Curriculum vitae due (5%)- submit to dropbox on CourseLink**

**Fri, Mar 5**
Topics:  
  - Karolina Rachtan (Career advisor, Experience Guelph): *How to network*  
  - Emmanuelle Arnaud (OGS; earnaud@uoguelph.ca): *Individual development plans and how to use them*

  - Cover letter due (5%) - Submit to dropbox on CourseLink  
  - Infographic presentations (20%) due - Submit to dropbox on CourseLink

Fri, Mar 12

Topics:  
  - Jean Thompson (Student Wellness; thompsja@uoguelph.ca): *Mental health*  
  - Victoria Fritz (UoG Library Learning Services; vfritz@uoguelph.ca): *How to cope with criticism and failure*

Fri, Mar 19

Topics:  
  - Elijah Kiarie (Animal Biosciences; ekiarie@uoguelph.ca): *Life in academia versus industry*  
  - Kate Shoveller (Animal Biosciences; ashovell@uoguelph.ca): *Life in academia versus industry*

Fri, Mar 26

Topics:  
  - Dan Tulpan (Animal Biosciences; dtulpan@uoguelph.ca): *Life in academia versus government*  
  - Jennifer Ellis (Animal Biosciences; jellis@uoguelph.ca): *Life in academia versus industry*

Week 12
No class today.

Deadline to upload Professional development presentations to dropbox Courselink, 11:59pm today

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6 Assessments

6.1 Marking Schemes & Distributions

<table>
<thead>
<tr>
<th>Name</th>
<th>Scheme A (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>8+ hours of documented professional development</td>
<td>25</td>
</tr>
<tr>
<td>Personal Webpage</td>
<td>5</td>
</tr>
<tr>
<td>Contribution to the departmental newsletter</td>
<td>20</td>
</tr>
<tr>
<td>3-min thesis presentation</td>
<td>20</td>
</tr>
<tr>
<td>Research infographic poster</td>
<td>20</td>
</tr>
<tr>
<td>Coverletter for your dream job</td>
<td>5</td>
</tr>
<tr>
<td>Writing a curriculum vitae</td>
<td>5</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>

6.2 Assessment Details

**Personal Webpage (5%)**

*Date:* Fri, Jan 29  
*Learning Outcome:* 1

- Topic: Focus of your research and relevant experiences.  
- Target audience: Potential future students (i.e. 2nd year undergraduate), or employees (i.e. industry or academic).  
- Format: Approximately 200 words following the "Webpage example" provided on Courselink.  
- A good portrait photo will be required.

**Contribution to the departmental newsletter (20%)**

*Date:* Fri, Feb 5  
*Learning Outcome:* 2

- Topic: Summarize a recently published research paper from your advisor’s lab.
• Target audience: 2nd year undergraduate students.
• Approximately 500 words in length following the “Newsletter Contribution example” provided on CourseLink.
• The newsletter contribution will be evaluated using the “Newsletter contribution rubric” provided on CourseLink.

3-min thesis presentation (20%)  
**Date:** Fri, Feb 12  
**Learning Outcome:** 3

• With one single graphic slide as an aid, promote your research in under three minutes.
• Target audience: Interested lay people with no farming or biology knowledge.
• The oral presentation will be peer evaluated using the “Oral presentation rubric” provided on CourseLink.

Writing a curriculum vitae (5%)  
**Date:** Fri, Feb 26  
**Learning Outcome:** 6

• Format: Double-spaced text, Times New Roman 12 font with 1" margins following the “curriculum vitae example” provided on CourseLink.

Research infographic poster (20%)  
**Date:** Fri, Mar 5  
**Learning Outcome:** 4

• Construct and present a graphic visual presentation of your planned thesis research
• Format: There should be headings: “Title”, “Background”, “Research Plan”, “Expected Outcome”, Benefits to Society” and “Acknowledgements”.
• Target audience: Interested lay people with no farming or biology knowledge.
• Follow the “Infographic example” provided on CourseLink.
• The infographic will be peer evaluated using the “Infographic rubric” provided on CourseLink.

Coverletter for your dream job (5%)  
**Date:** Fri, Mar 5  
**Learning Outcome:** 5
8+ hours of documented professional development (25%)  
Date: Fri, Apr 9  
Learning Outcome: 7

- Decide what professional development area you most want to work on, then take at least 8 hours of training in this area. Some examples could include: project management (E.g. Agile Project Management with Scrum), communicating effectively with the public or press, managing stress in yourself and others, identifying and managing mental health problems, data management, meeting deadlines, effective networking, understanding research ethics, or becoming a better teacher. Resources available to you could include: workshops run by the university and by MITACS, on-line training from Lynda.com, Coursera or Udemy, many great books and more! **Note:** The topic you pick and the resources you use must be of potential interest and available to your peers for their own professional development.
- An oral summary of the professional development experience should convey and explain three to six useful, clear, distinct and novel lessons or ‘take-home messages’ to your peers that will hopefully benefit them if they use or apply them.
- The presentation should be about 15 minutes in length: clear, audible and interesting, with good visual aids.
- The oral presentation will be peer evaluated using the "Oral presentation rubric" provided on CourseLink.

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7 Course Statements

7.1 Late Policy

If you choose to submit assignments to the Dropbox tool late, the full allocated mark will be reduced by 5% per day after the deadline for the submission of the assignment to a limit of six days at which time access to the Dropbox folder will be closed. Late Graded Homework Assignments will NOT be graded if they are submitted after the solutions have been posted to CourseLink.
Extensions will be considered for medical reasons or other extenuating circumstances. If you require an extension, discuss this with the instructor as soon as possible and well before the due date. Barring exceptional circumstances, extensions will not be granted once the due date has passed. These rules are not designed to be arbitrary, nor are they inflexible. They are designed to keep you organized, to ensure that all students have the same amount of time to work on assignments, and to help to return marked materials to you in the shortest possible time.

7.2 Dropbox Submissions

Assignments should be submitted electronically via the online Dropbox tool. When submitting your assignments using the Dropbox tool, do not leave the page until your assignment has successfully uploaded. To verify that your submission was complete, you can view the submission history immediately after the upload to see which files uploaded successfully. The system will also email you a receipt. Save this email receipt as proof of submission.

Be sure to keep a back-up copy of all of your assignments in the event that they are lost in transition. In order to avoid any last-minute computer problems, your instructor strongly recommend you save your assignments to a cloud-based file storage (e.g., OneDrive), or send to your email account, so that should something happen to your computer, the assignment could still be submitted on time or re-submitted.

It is your responsibility to submit your assignments on time as specified on the Schedule. Be sure to check the technical requirements and make sure you have the proper computer, that you have a supported browser, and that you have reliable Internet access. Remember that technical difficulty is not an excuse not to turn in your assignment on time. Don’t wait until the last minute as you may get behind in your work.

If, for some reason, you have a technical difficulty when submitting your assignment electronically, please contact your instructor or CourseLink Support.

http://spaces.uoguelph.ca/ed/contact-us/
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-regregchg.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.uoquelph.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

8.9 Disclaimer

Please note that the ongoing COVID-19 pandemic may necessitate a revision of the format of course offerings and academic schedules. Any such changes will be announced via CourseLink and/or class email. All University-wide decisions will be posted on the COVID-19 website (https://news.uoguelph.ca/2019-novel-coronavirus-information/) and circulated by email.

8.10 Illness

The University will not normally require verification of illness (doctor’s notes) for fall 2020 or winter 2021 semester courses. However, requests for Academic Consideration may still require medical documentation as appropriate.