UNIVERSITY of GUELPH

EQN*4500 Equine Integrated Project

Fall 2020
Section(s): C01

Department of Animal Biosciences
Credit Weight: 1.00
Version 1.00 - September 04, 2020

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1 Course Details

1.1 Calendar Description

This course facilitates education, communication and an exchange of ideas between students and equine businesses to enhance the development of the equine industry and its leaders. Student teams work together with an existing equine enterprise to develop and carry out a hands-on research project that is of benefit to the business owner. Students apply the knowledge gained in preceding courses in a holistic approach to the project as a culmination of their learning.

Pre-Requisites:	15.00 credits
Restrictions:	EQN*3500, Registration in BBRM.EQM

1.2 Timetable

Lecture: Formal lectures are not scheduled for this course. A virtual first class meeting will be held at the beginning of the semester to outline the course and select student groups and projects. Throughout the semester, project groups will meet virtually with the instructor and TA using the zoom platform at pre-arranged times.

1.3 Final Exam

There is no final exam in this course.

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2 Instructional Support

2.1 Instructional Support Team

Instructor:	Katrina Merkies
Email:	kmerkies@uoguelph.ca

Telephone:	+1-519-824-4120 x54707
Office:	ANNU 249
Office Hours:	by virtual appointment

2.2 Teaching Assistants

Teaching Assistant:	Brigitte Lemay
Email:	blemay@uoguelph.ca
Office Hours:	by virtual appointment

Teaching Assistant:	Anna Schwanke
Email:	aschwank@uoguelph.ca
Office Hours:	by virtual appointment

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3 Learning Resources

3.1 Additional Resources

Course material (Other)

All course material is available on Courselink. Notes and texts from preceding courses in this degree program will be extremely helpful as those courses are intended to provide background information and skills to complete this course.

3.2 Course Technologies

Course Technologies

This course will use a variety of technologies including;

- CourseLink (learning material)
- Zoom (lab meeting space - links on Courselink)
- Microsoft Teams (for group project materials and meetings)

CourseLink System Requirements

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 comply with the University of Guelph's Access and Privacy Guidelines. Please visit the D2L

website to review the Brightspace privacy statement and Brightspace Learning Environment web accessibility standards.

http://www.uoguelph.ca/web/privacy/

https://www.d2l.com/legal/privacy/

https://www.d2l.com/accessibility/standards/

You are responsible for ensuring that your computer system meets the necessary system requirements. Use the browser check tool to ensure your browser settings are compatible and up to date.

http://spaces.uoguelph.ca/ed/system-requirements/

https://courselink.uoguelph.ca/d2l/systemCheck

You should also check your internet speed. The recommended minimum speed for effective video-based learning and activities is 50 Mbps download and 10 Mbps upload (Mbps = megabits per second). Go to https://www.speedtest.net/ to test your connection speed.

Teams (via Office 365)

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 managing

information related to your group projects. It is recommended that you use the desktop version of Teams. As a student you are responsible for learning how to use Teams and its features.

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

Zoom

This course will use Zoom for synchronous lab meetings. Check your system requirements to ensure you will be able to participate. Zoom links for lectures and seminars will be posted on Courselink.

https://opened.uoguelph.ca/student-resources/system-and-software-requirements

Technical Support

If you need any assistance with the software tools or the CourseLink website, contact CourseLink Support.

Email: courselink@uoguelph.ca

Tel: 519-824-4120 ext. 56939 Toll-Free (CAN/USA): 1-866-275-1478

Support Hours (Eastern Time):

Monday thru Friday: 8:30 am–8:30 pm

Saturday: 10:00 am–4:00 pm

Sunday: 12:00 pm–6:00 pm

3.2 Dropbox Submissions

Assignments should be submitted electronically via the online Dropbox tool on Courselink. 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. To avoid any last-minute computer problems, your instructor strongly recommends 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/

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4 Learning Outcomes

4.1 Course Learning Outcomes

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

1. Apply acquired knowledge and skills to real life situations
2. Connect theory with experience to see the relevance of academic learning to the real world
3. Exercise a fact-based approach that puts long-term planning ahead of short-term gains
4. Liaise with the equine community through meaningful service
5. Impact local issues and local needs
6. Foster input and exchange among students, faculty and the equine community
7. Be better prepared for careers in the equine industry
8. Source appropriate resources to enhance learning

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5 Teaching and Learning Activities

5.1 Lab

Week 1

Topics:	Course introduction and selection of projects

Week 2

Topics:	Code of conduct and confidentiality agreements. Group and business contracts
	Formatting requirements for final projects

Week 3

Topics:	Independent project group meetings. Business contracts due September 25

Week 4

Topics:	Independent project group meetings. Project outline and group contracts due October 2

Week 5

Topics:	Independent project group meetings.

Week 6

Topics: Project group meeting. Progress report #1 due October 16

Week 7

    Topics: Independent project group meetings.

Week 8

    Topics: Project group meeting. Progress report #2 due October 30

Week 9

    Topics: Independent project group meetings.

Week 10

    Topics: Independent project group meetings. Progress report #3 due November 13

Week 11

    Topics: Independent project group meetings.

Week 12

    Topics: Project group meeting. Formatting of final project (due December 4)

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6 Assessments

6.1 Marking Schemes & Distributions

Name	Scheme A (%)
signed business contract	5
project outline and contract	12
progress report #1	11
progress report #2	11
progress report #3	11
final project	40

Name	Scheme A (%)
group assessment	10
Total	100

6.2 Assessment Details

Business contract (5%)
Date: Fri, Sep 25
Learning Outcome: 1, 2, 3, 4, 5, 6, 7, 8
Groups will create their own contract template specific to their project. Once approved, this contract must be signed by the business owner and the students.

Project outline and group contract (12%)
Date: Fri, Oct 2
Learning Outcome: 1, 2, 3, 4, 5, 6, 7, 8
As a group, work out a detailed approach to completing the project. The final contract should include a list of deliverables, resources and methodology required to achieve each deliverable, timelines, and who is responsible. This should be a signed contract.

Progress meetings (33%)
Learning Outcome: 1, 2, 3, 4, 5, 6, 7, 8

Progress meetings will be scheduled between the group and instructor at a mutually convenient time. All group members must be present. Meetings are intended to discuss progress to date and confirm direction and resources for project completion. Progress reports corresponding to sections of the final project are due at least one day ahead of the scheduled meeting:

Progress meeting 1 (**week of October 16**): business profile

Progress meeting 2 (**week of October 30**): at least one of your project outcomes

Progress meeting 3 (**week of November 13**): student learning outcomes

Final report (40%)
Date: Fri, Dec 4
Learning Outcome: 1, 2, 3, 4, 5, 6, 7, 8

Your final project report will be individualized to your specific project, but should contain the following sections in order:

1. Title page – including project title, names, student IDs, course title, course instructor, date
2. Table of contents – pages numbered throughout
3. Executive summary – summary of your project with key outcomes. Not to exceed one page
4. Business profile – brief summary of the business activities. Include full contact details. Not to exceed one page
5. Project outline – brief description of what your project entails, including the key deliverables expected by the business owner, resources and methodology required, timeline and who is responsible. Not to exceed three pages
6. Project outcomes – report on the deliverables. This may include a detailed methodology if appropriate. Include specific mention of the benefits to the business owner
7. Student learning outcomes – reflection on what you as students took away from this project and how this will impact your development as a professional in the industry. Refer to learning outcomes for this course, the EQM program and the university.
8. Appendices – include as appropriate and labelled Appendix A, Appendix B, …
9. References – include as appropriate using CSE name-year style

Refer to the formatting guidelines. Please see accompanying template and rubric. Your final project should not exceed 50 pages including all supporting material (total page count will vary greatly from project to project). Submissions should be double-spaced and written in 12-point font with 1" margins all around. Remember that this report eventually will be given to the respective business owners, so should be presented as a formal consulting report. Professional style and appearance will be marked.

Due: December 4 by midnight on Courselink. The final report will be distributed to the business owners by the course professor at the conclusion of the semester. _Please do not give a copy of the final report to the business owner yourself_.

self and peer assessment (10%)
  Date: Fri, Dec 11
  Learning Outcome: 1, 2, 3, 4, 5, 6, 7, 8

Evaluation of each of your group members including yourself using a standardized rubric. Written comments on the strengths of each member and suggestions for improved performance are the most important part of the evaluation, thus carry more weight. Half of your mark (5%) will be the average of your group members assessment of you, and the other half of your mark (5%) will be for the quality of your submissions.

Due: December 11 by midnight on PEAR

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7 Course Statements

7.1 Lab Content

This course requires a significant amount of time input outside of classroom hours. Meeting times are self-regulated to complete project requirements. Students are expected to work independently in groups and with the business owner to achieve the learning objectives. Learning concepts will occur in practical application of acquired knowledge through planning, organizing and executing the project. Appropriate and professional conduct is expected when interacting with industry professionals. Any expenses incurred through the project design must be approved by the course instructor prior to purchase. If groups meet face-to-face with business owners, all COVID-19 precautions implemented by the University of Guelph must be observed.

7.2 Grading Policies

The assignment of grades is based on the clearly defined standards published in the Undergraduate Calendar as follows:

- **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

Evaluation criteria used gives a measure quality of performance and not merely activity, including consideration of the student's ability to use correctly and effectively the language appropriate to the assignment. Assignments must be submitted electronically via Courselink unless otherwise noted. Due dates and times are explicitly stated in the assignment information. Assignments are graded by rubrics, which are available on Courselink.

In this course, your instructor may use Turnitin, integrated with the CourseLink Dropbox tool, to detect possible plagiarism, unauthorized collaboration or copying as part of the ongoing efforts to maintain academic integrity at the University of Guelph. All submitted assignments will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism of such papers. Use of the Turnitin.com service is subject to the Usage Policy posted on the Turnitin.com site. A major benefit of using Turnitin is that students will be able to educate and empower themselves in preventing academic misconduct. In this course, you may screen your own assignments through Turnitin as many times as you wish before the due date. You will be able to see and print reports that show you exactly where you have properly and improperly referenced the outside sources and materials in your assignment.

All tests, assignments, reports, etc., will be returned to, or discussed with students, without undue delay and in any case before the last day of the examination period.

7.3 Missed assignments and classes

Alternate assessments will be offered only to students with documented medical, psychological, or compassionate reasons for missing a scheduled assessment [see Academic Consideration]. It is the student's responsibility to obtain notes/ learning materials from a missed class. **Late assignments without the aforementioned documentation will be accepted with a penalty of 20% per day, up to a maximum of three days late**. Assignments submitted later than 3 days will not be accepted and will result in a zero grade.

7.4 Course policy on group work

Assignments are expected to be individual work unless otherwise noted, and are graded as such. However, this course contains a large proportion of group work. All group members will receive the same grade for group work assignments unless otherwise approved by the Instructor in consultation with all group members. Any problems associated with group work should be brought to the attention of the Instructor as soon as possible.

7.5 Netiquette

The course website on Courselink and MS Teams is considered the classroom and the same protections, expectations, guidelines, and regulations used in face-to-face settings apply. Inappropriate behaviour will not be tolerated. Examples of inappropriate online behaviour include:

- Posting inflammatory messages about your instructor or fellow students;
- Using offensive language;
- 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;
- 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; and
- Sharing your username and password.

7.6 Technical Skills

As part of your learning experience, you are expected to use a variety of technologies for assignments, lectures, teamwork, and meetings. In order to be successful in this course you will need to have the following technical skills:

- Manage files and folders on your computer (e.g., save, name, copy, backup, rename, delete, and check properties);
- Install software, security, and virus protection;
- Use office applications (e.g., Word, PowerPoint, Excel, or similar) to create documents;
- Be comfortable uploading and downloading saved files;
- Communicate professionally using email (e.g., create, receive, reply, print, send, download, and open attachments);
- Navigate the CourseLink learning environment and use the essential tools such as Dropbox;
- Navigate the Microsoft Teams learning environment and use the essential tools such as channels, posts, and files
- Access, navigate, and search the Internet using a web browser (e.g., Firefox, Internet

Explorer); and
- Perform online research using various search engines (e.g., Google) and library databases.

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

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

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