EQN*4500 - Equine Industry Project
Winter 2025 Course Outline
Section: 01
Credits: 1.00

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.
Restriction(s): EQN*3500. Registration in BBRM.EQM.
Department(s): Department of Animal Biosciences

Lab / Seminar Schedule

Class schedule and location: Mondays 8:30-11:30am ANNU030

Topics covered during lab time are dependent on the needs of the students and the projects. Students are expected to work independently in groups and with the business owner to achieve the learning objectives and project outcomes. Scheduled meetings with the instructor will occur regularly throughout the semester with specific deliverables at each meeting.

Week	Date	Activity
1	Jan 6	Course introduction and selection of projects. Confidentiality. Project Management Planning and Mark Allocation
2	Jan 13	Independent project group meetings. Work on Project Management Planning and Mark Allocation assignment
3	Jan 20	Independent project group meetings. *Project Management Planning and Mark Allocation submissions due*
4	Jan 27	Independent project group meetings
5	Feb 3	Project group meeting: progress meeting #1 (half of groups)
6	Feb 10	Project group meeting: progress meeting #1 (other half of groups)
	Feb 17	*Reading week*
7	Feb 24	Project group meeting: progress meeting #2 (half of groups)
8	Mar 3	Project group meeting: progress meeting #2 (other half of groups)
9	Mar 10	Project group meeting: progress meeting #3 (half of groups)
10	Mar 17	Project group meeting: progress meeting #3 (other half of groups)
11	Mar 24	Independent project group meetings
12	Mar 31	Project presentations

Instructor Information

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Learning Resources

Course Material

All course material is available on CourseLink (https://courselink.uoguelph.ca/). 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.

Course Technologies

This course will use a variety of technologies including CourseLink (https://courselink.uoguelph.ca/) (learning material)

Campus Resources

If you are concerned about any aspect of your academic program: Make an appointment with a Program Counsellor (https://www.uoguelph.ca/uaic/programcounsellors/) in your degree program. If you are struggling to succeed academically: There are numerous academic resources offered by the Learning Commons (https://www.lib.uoguelph.ca/using-library/spaces/learning-commons/) including, Supported Learning Groups for a variety of courses, workshops related to time management, taking multiple choice exams, and general study skills.

Cost of Textbooks and Learning Resources

There are no required textbooks for this course.

Textbook / Learning Resource	Required / Recommended	Cost

Course Learning Outcomes

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.

Assessment Breakdown

Description	Weighting (%)	Due Date
Project management planning group contract and mark allocations	10%	Jan 20
Business Project progress reports (3 @ 10%)	30%	Feb 3/10, Feb 24/Mar 3, Mar 10/17
Project presentations	10%	Mar 31
Student learning outcomes	10%	Apr 6
Final written project	30%	Apr 14
Peer Assessment	10%	Apr 14

Assessment Details

Group Project

Project Management Planning and Mark Allocation   10%

As a group, work out a detailed approach to completing your project. You must arrange to meet with your business partner as soon as possible to be able to complete this information. Your project planning should include the following:

1. a clear overview of the project objectives
2. a list of constraints (if any)
3. a list of deliverables with deadlines
4. roles for each group member
5. responsibilities for content development
6. resources and methodology required to achieve each deliverable
7. a method for tracking task completion
8. how communication will occur within the group

Working in groups can be challenging and often the allocation of marks leads to disgruntlement – those who work hard feel pulled down and those who work differently feel pressured. Part of this assignment will be working out how you want marks allocated for your group project. The group must reach a consensus upon how the 30% marks are allocated. See the suggestions for mark allocations. The group's decision can be altered later in the semester if all members agree. Mark allocations must contain marks assigned to the following elements:

This Project Management Planning and Mark Allocation submission is to be a signed contract among all students in the group.

Due: **January 20, 2025 by midnight** in the dropbox on Courselink

Course Learning Outcomes Assessed: 1, 3, 6, 7

Progress meetings   30%

There will be three progress meetings held between each project group and the instructor during the semester. These meetings will be scheduled on the following dates:

- February 3 or 10
- February 24 or March 3
- March 10 or 17

All group members must be present at each meeting (or forfeit their marks).

Each group must submit an agenda for each meeting and one substantial piece of work related to the project (either in draft or final form) in the dropbox on Courselink by **midnight the Friday before your Monday meeting**.

Progress meetings will be graded equally on preparedness, progress and professionalism (5%) and the quality of your submitted work (5%).

Course Learning Outcomes Assessed: 1, 2, 3, 4, 5, 6, 7, 8

Group Presentation

Project presentation   10%

As a group, you will give a professional presentation summarizing your project. Your presentation should be approximately 20-25 minutes long with 5-10 minutes for questions. You will prepare a powerpoint presentation to address the following points:

1. Business profile – give a synopsis of the business
2. Project overview – brief description of the project you undertook for the business and why
3. Methodology – how did you approach gathering information to solve the problem or present the solution
4. Project outcomes – present the results of your project
5. Benefits to business owner – indicate how this will help the business owner, both short and long term
6. Summary – main results and implications

Your presentation will be graded according to the rubric on Courselink.

All group members must be present at the presentation (or forfeit their marks).

A copy of your powerpoint is due in the Dropbox on Courselink by **midnight March 28, 2025**.

Presentations will occur on **March 31, 2025** from **8:30-11:20am in ANNU 030**. If more time is required we may need to schedule another date during exam week.

Note that you are encouraged to invite your business owner to your presentation but they may only be present for their own presentation, not for other presentations, to ensure confidentiality.

Course Learning Outcomes Assessed: 1, 2, 3, 4, 5, 6, 7, 8

Group Project
Written Project   30%
Students will determine how the marks are allocated in completing the business project and thus may be a group mark or individual marks.

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. Executive summary – summary of your project with key outcomes. Not to exceed one page
3. Table of contents – pages numbered throughout
4. Business profile – brief summary of the business activities. Include full contact details. Not to exceed one page
5. Project outcomes – report on the deliverables. This may include a detailed methodology if appropriate. Include specific mention of the benefits to the business owner
6. Appendices – include as appropriate and labelled Appendix A, Appendix B, …
7. References – include as appropriate using CSE name-year style

Refer to the formatting guidelines. Please see the Microsoft Word Formatting Outline and Final Project grading rubric on Courselink. Do incorporate feedback from your presentation into your final project. Your final project ideally should not exceed 50 pages including all supporting material (but 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: **April 14 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.*

Course Learning Outcomes Assessed: 1, 2, 3, 4, 5, 6, 7, 8

Reflective Activities
Student Learning Outcomes   10%
This is a personal reflection on what you 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 (all available on Courselink) and comment on how the courses in the EQM program specifically helped you (or didn't) succeed in this course. Submissions should be no longer than four pages double-spaced in 12-point font with 1" margins all around.

Due: **April 6, 2025 by midnight** in the dropbox on Courselink

Course Learning Outcomes Assessed: 1, 2, 3, 7, 8

Peer Evaluation
Peer Assessment   10%
Evaluation of each of your group members 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 and your detailed assessments of the strengths and suggestions for your group members.

Due: **April 14, 2025 by midnight** on PEAR

Course Learning Outcomes Assessed: 2, 3, 6, 7

Course Standard Statements

Lab Content

This course requires a significant amount of time input outside of classroom hours. 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 or reimbursement. If groups meet face-to-face with business owners, all precautions implemented by the University of Guelph (https://www.uoguelph.ca/covid19/) must be observed. As well, students would have to cover any travel costs associated with in-person meetings.

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.

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.

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.

Experiential Learning Component

Experiential Learning (EL) at the University of Guelph means learning through action. EL activities provide students with the opportunity to apply course material to real-world, meaningful contexts.

This course has integrated the following Experiential Learning Components: Course-Integrated Learning (https://www.uoguelph.ca/experientiallearning/students/search-experiential-learning-opportunities/curricular-and-course-based-opportunities-0/).

Upon successful completion, this experiential learning course will be reflected on the student's Professional and Career Development Record (PCDR). Learn about the PCDR and experiential learning at www.uoguelph.ca/pcdr (https://www.uoguelph.ca/experientiallearning/pcdr/).

Standard Statements for Undergraduate Courses

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 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.

The Academic Misconduct Policy (https://calendar.uoguelph.ca/undergraduate-calendar/undergraduate-degree-regulations-procedures/academic-misconduct/) is outlined in the Undergraduate Calendar.

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 make a booking at least 10 days in advance, and no later than the first business day in November, March or July as appropriate for the semester. Similarly, new or changed accommodations for online quizzes, tests and exams must be approved at least a week ahead of time. For students at the Guelph campus, information can be found on the SAS website. (https://www.uoguelph.ca/sas/)

Accommodation of Religious Obligations

If you are unable to meet an in-course requirement due to religious obligations, please email the course instructor within two weeks of the start of the semester to make alternate arrangements.

See the Academic calendar for information on regulations and procedures for Academic Accommodations of Religious Obligations (https://calendar.uoguelph.ca/undergraduate-calendar/undergraduate-degree-regulations-procedures/academic-accommodation-religious-obligations/).

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.

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 undergraduate students 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 the Undergraduate Calendar - Dropping Courses (https://calendar.uoguelph.ca/undergraduate-calendar/undergraduate-degree-regulations-procedures/dropping-courses/).

Email Communication

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

Health and Wellbeing

The University of Guelph provides a wide range of health and wellbeing services at the Vaccarino Centre for Student Wellness (https://wellness.uoguelph.ca/). If you are concerned about your mental health and not sure where to start, connect with a Student Wellness Navigator (https://wellness.uoguelph.ca/navigators/) who can help develop a plan to manage and support your mental health or check out our mental wellbeing resources (https://wellness.uoguelph.ca/shine-this-year/). The Student Wellness team are here to help and welcome the opportunity to connect with you.

Illness

Medical notes will not normally be required for singular instances of academic consideration, although students may be required to provide supporting documentation for multiple missed assessments or when involving a large part of a course (e.g., final exam or major assignment).

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.

Resources

The Academic Calendars (http://www.uoguelph.ca/registrar/calendars/?index) are the source of information about the University of Guelph's procedures, policies and regulations which apply to undergraduate, graduate and diploma programs.

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. See the Undergraduate Calendar for information on regulations and procedures for Academic Consideration. (https://calendar.uoguelph.ca/undergraduate-calendar/undergraduate-degree-regulations-procedures/academic-consideration-appeals-petitions/)