

SUPPLEMENTAL RESOURCES: McDonald, Mary Ashley. (1997) Starting & running your own horse business. North Adams, MA: Storey Publishing. ISBN 978-0-88266-960-1

LEARNING/TEACHING METHODS: Lecture, Practical, Guest Speakers, Class Discussions, Outside Reading Assignments, Writing Assignments, Audiovisual Aids and Blackboard.

ASSESSMENTS/METHODS OF EVALUATION:

1. Tests: Can cover any material covered in lecture, lab, textbooks, handouts, clinics or videos. They will be both written and practical.
2. Management Practical Grade: Students are expected to finish tasks in a competent and timely manner according to the specifications of the Horse Farm Management Handbook. In the case of absence, it is the student's responsibility to find another student to cover his/her responsibilities. Students will receive a deduction of 10% from their weekly grades for each time arrangements are not made. Failure of the substitute to perform duties as scheduled will affect BOTH students as stated above. Professionalism and attitude will be reflected in all aspects of your grade. Attached Rubric guidelines will be used to determine this grade and will also be factored into your weekly grade. Students are expected to always maintain a good attitude and act in a professional manner with the instructor, other students, horses and guests. ANY student speaking or acting in a disrespectful way to an instructor, another student or guest will AUTOMATICALLY receive a 0% -F for their weekly grade!
3. Final Exam: Business Plan Project and Presentation
4. Weekend Management Homework: See Horse Farm Management Handbook and above absence policy #3.
5. Projects: Student will be assigned one major project during the semester and several smaller projects for Lecture and 4 projects for Lab.
6. Outside Reading Assignments: Students will be assigned reading materials in addition to the textbook.
7. Lecture Homework: Students will be given various assignments throughout the semester.

GRADING POLICY:

GRADING SCALE

A (90-100) B (80-89) C (70-79) D (60-69) F (below 60)

GRADE BREAKDOWN:

GRADING SCALE

A (90-100) B (80-89) C (70-79) D (60-69) F (below 60)

GRADE BREAKDOWN:

Lecture: **Quizzes, Assignments & Projects** **35%**
 Final **10%**
 Outside Reading Assignments **5%**
Lab: **Management Practical** **40%**

Weekly Labs & Assignments- Your lab grade is worth 4000 points. The points system is as follows:

Freshmen Evaluations:	130 points/2 weeks –	1040 total
Farm Maintenance Practical:	70 points/week –	1120 total
Horse Care/Recordkeeping:	90 points/week –	1440 total
Other Projects/Tests:	100 points each-	400 total

Weekend Management Homework 10%

Weekends are worth 500 points each. Points are based on the completion of paperwork and the quality and amount of projects completed. Papers are due the first day of class following your weekend.

Weekend Evaluations (due Monday)	50%
Verify Quality/Amount of Projects Completed	50%

If student receives a final grade of F for either the Lecture portion or the Lab portion of EQU 211, they will receive an F for the entire final grade for EQU 211. Students must turn in all of their Outside Reading Assignments or they will receive a 0% for their end of term Outside Reading Assignment grade average.

COURSE OUTLINE:

Topics will include but are not limited to:

Lecture:

Week 1: Review, Plan for open show
Week 2: Land
Week 3: Water
Week 4: Sanitation
Week 5: Disaster
Week 6: Security
Week 7: Routines, Records
Week 8: Industry Trends/Types of Horse Businesses
Week 9: Forms of Doing Business
Week 10: Lecture on Business Plans
Week 11: Hobby or Business?
Week 12: Marketing Techniques, Creating an Image
Guest Speaker Jeff Ringer of Ringer/RG Advertising
Week 13: Buying and Selling Horses
Week 14: Services & Contracts
Week 15: Employees & Independent Contractors
Week 16: Insurance, Guest Speaker, Jackie Starnes, Starnes Insurance and Review

Read:

Horseshow Prep Handout
Horsekeeping- chapter 13
Horsekeeping- chapter 14
Horsekeeping- chapter 15
Horsekeeping- chapter 16
Horsekeeping- chapter 17
Horsekeeping- chapter 18 and 19
Guide for Horse Bus. Success- chapter 1
Guide for Horse Bus. Success- chapter 1
Guide for Horse Bus. Success- chapter 2
Guide for Horse Bus. Success- chapter 3
Guide for Horse Bus. Success- chapter 4
Guide for Horse Bus. Success- chapter 5
Guide for Horse Bus. Success- chapter 6
Guide for Horse Bus. Success- chapter 7
Guide for Horse Bus. Success- chapter 9

The order of the course outline is subject to change due to the availability of guest speakers.

We will also be preparing for the Foundation Horse Auction and MCC Open Show. Students plan, promote and facilitate all aspects of the auction and show during class and lab time. This may also alter the course outline.

Lab:

Student will be expected to carry out all tasks outlined in the Horse Farm Management Handbook. Lab Time will also be used for the practical application of the lecture. Students will take a managerial role in all aspects of this lab. Objectives will include, but are not limited to, the Horse Farm Management Handbook. Students will also be responsible to complete four projects in addition to the tasks listed in the handbook.

Students are expected to have the following items for lab: Hammer, Pliers, Wire Cutters, Screw Drivers-Flat and Phillips head. You will be expected to have these items available to you during lab time. Random checks will be made. Not having these tools will result in points being deducted from your lab grade. You are only allowed to use the school tools if you sign them out first. You are not allowed to use the school tool without

prior permission! You are not allowed to take tools from Mary's desk! If you are caught with MCC tools without signing them out first, it will be considered stealing.

Task during Lab will include, but are not limited to:

- Identify potential farm safety hazards
- Report/repair potential farm safety hazards
- Develop a barn safety check list/barn rules
- Develop procedures to manage a hypothetical barn
- Facilitate the daily care of all horses while engaging in a supervisory role over Horse Science students
- Evaluate and record performance of Horse Science students
- Gain experience on a computerized record keeping system
- Analyze record keeping systems
- Record veterinary treatments and daily medications
- Analyze horse health records
- Keep records on assigned horses for billing purposes
- Record Farrier work
- Keep accurate inventories on supplies, tack, tools, feed, hay, etc.
- Learn to operate and perform maintenance on a tractor and other farm equipment
- Operate a tractor pulling arena drag and other implements
- Properly maintain indoor and outdoor riding areas using the appropriate techniques
- Compare methods of waste management
- Check and maintain fences

STUDENT ATTENDANCE POLICY:

1. Students are allowed to have 6.3 hours of unexcused absences (or 3% of the total class time.) and 6.3 hours of excused absences (or 3% of class time). In order for an absence to be excused, the student must receive permission from the instructor prior to the absence, and provide documentation for the reason of the absence. The student is expected to make up any missed work and will be required to do an additional assignment. If the additional assignment is not done within two weeks of the last absence, the excused absence will become an unexcused absence. Absences may be excused at the discretion of the instructor for the following reasons: IHSA, doctor visits, legal proceedings, SGA, and approved equine events. You must notify the instructor in advance of the absence and provide documentation for the excused absence prior or upon your return to the class, or it will not be excused. Three tardies will equal an unexcused absence. A student that is more than 15 minutes late to class will be marked absent and unless adequate documentation is provided, it will be considered unexcused.

2. In case of absences on assigned weekends, it is the student's responsibility to find another student to cover all of his/her barn duties. The first time the student is absent without a substitute, the student's grade **IN THE COURSE** will drop one letter. The second time, it will drop the grade another letter and the third will result in failure of the course. Absences are calculated not by weekend, but by day. This means that being absent from an entire weekend will drop the student's grade **IN THE COURSE** by two letters. Substitutes are to perform all tasks assigned to the absent student and any others as indicated by the instructor. Student and substitute must sign a substitution sheet by 12:00 P.M. on Friday or the day proceeding the assigned weekend, if different. Once the substitution sheet is signed, substitute assumes full responsibility for the assigned weekend.

3. If students are 15 or more minutes late for either feed time or from getting back from lunch, they will be considered absent. When students are late (under 15 minutes) they will receive a letter grade drop in their Weekend Duties grade.

4. When student is over 15 minutes late to class or weekend duties, he or she will be considered absent. For more information on attendance policies, please refer to your Equine Technology Handbook.

***In compliance with G.S. 115D-5, MCC policy permits a student to be excused, with the opportunity to make-up any test or other missed work, a minimum of two excused absences per academic year for religious observances required by the student's faith. The policy limits the excused absences to a maximum of two days per academic year.**

Students who wish to be excused for a Religious Observance required by their faith must complete and submit a request form to the instructor(s) prior to the census date of each class. The *Request for Excused Absences for Religious Observances* form can be picked up from Student Services. This does not supersede the college-wide attendance policy as outlined in the college catalog or syllabus, with the exception of a reasonable accommodation for the make-up of missed course work.

COURSE POLICIES:

ADMINISTRATIVE WITHDRAWAL POLICY

Students must be present in at least one class during the first 10 percent of the course in order to be considered enrolled in the course. Students who do not attend the course by the census date will be administratively withdrawn from the course by the instructor and will not be allowed to attend the class. In addition, instructors may administratively withdraw a student missing six contiguous hours or failing to attend the required percentage of total hours of a course without justifiable absence and verifiable contact with the instructor. The instructor also retains the right to administratively withdraw any student who does not comply with the rules and requirements of the course. Student will receive a grade of "WF" for the administrative withdrawal. The "WF" will be equivalent to an "F" which will be calculated into the student's GPA.

MAKE UP WORK:

Work missed (including TESTS AND QUIZZES) will only be allowed to be made up for excused absences. You will have two weeks from the original due date to make up missed work due to an excused absence. If the absence is not excused, the missed work (including tests and quizzes) will receive a score of Zero. (Refer to Attendance for a description of excused absences.)

Late home work will be accepted for 1/2 credit up to two weeks after original due date.

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instructor also retains the right to administratively withdraw any student who does not comply with the rules and requirement of the course. Student will receive a grade of "WF" for the administrative withdrawal. The "WF" will be equivalent to an "F" which will be calculated into the student's GPA.

ACADEMIC INTEGRITY POLICY:

Students admitted to or applying for admission to the Equine Technology program at Martin Community College are expected to exhibit the highest personal integrity in all academic work and behavior. Lying, cheating and plagiarism are forms of academic dishonesty that violate the integrity of any academic process and will not be tolerated. For purposes of this class:

I. Lying includes but is not limited to falsifying information provided as verification for the reason you were not able to complete work on time.

II. Cheating is:

1. Receiving, giving, or helping another student receive or give any information during a quiz, test, examination, or individual assignment without the express permission of the instructor.
2. Copying work from another student, or submitting work done by another student as your own.
3. Using unauthorized materials or equipment during a quiz, test, or examination, e.g. notes or books or electronic devices.
4. Communicating the subject matter, or contents of a quiz, test, or examination to another student unless specifically authorized by the instructor to share it.
5. Taking a quiz, test, or examination for another student.
6. Obtaining quiz, test, or examination questions beforehand, including viewing any quiz, test or examination presented on the internet before answering for submission.
7. Tampering with the grading of a quiz, test, or examination.
8. Working with others in completing take-home quizzes, tests, examinations, or individual assignments unless the instructor specifically authorizes collaborative work.

Any violation of academic integrity will result in disciplinary action. An instructor, department head or the Dean of Academic Affairs and Student Services may impose either of the following disciplinary actions for a violation of academic integrity depending on the severity of the offense:

Loss of Grade: an instructor may give a zero for the assignment, quiz, or test.

Loss of Credit: the student will receive an F for the course and will be dropped from the current semester roll.

III. Plagiarism is:

Webster's New World Dictionary defines the word "plagiarize" as "to take (ideas, writings, etc.) from (another) and pass them off as one's own". Plagiarism is fraud, and under US law it is theft. Almost all forms of expression are covered by some form of legal protection, as intellectual property of the originator. **Using**

another's words or thoughts and not giving them credit appropriately will result in an "F" for the assignment or an "F" for the class depending on the severity of the offense according to the instructor's discretion.

For more information concerning the behavior expected of a student at Martin Community College please see the Student Governance and Conduct Code on pages 50-51 of the Martin Community College Career Catalogue for 2009-2011.

Keep in mind that as your instructors are often asked to provide your references, Academic Integrity Violations and/or violations of the Student Governance and Conduct Code may affect your ability to get a job in the future. As future professionals in fields that require high standards of personal integrity in their practitioners, you should cultivate a professional attitude and professional conduct and behavior now. Unprofessional habits are hard to break later on!

If you cannot reach your instructor, you may contact Dr. Phyllis Broughton, Dean of Academic Affairs and Student Services at (252)789-0246 or (252)789-0247 by phone, pbroughton@martincc.edu by e-mail, or in person at her office in Building 2, Room 33.

To access the Martin Community College Career Catalog for policies and curriculum requirements, please go online to www.martincc.edu.

If you have a need for a disability-related accommodation, please notify the Student Services counselor at (252) 789-0293.