



# EQN\*2150 Equine Facility Management and Design

Winter 2023

Section(s): C01

Department of Animal Biosciences

Credit Weight: 0.50

Version 3.00 - January 16, 2023

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## 1 Course Details

### 1.1 Calendar Description

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

**Restrictions:** AGR\*2100, EQN\*1050, EQN\*2020. Registration in BBRM.EQM

### 1.2 Timetable

Timetable is subject to change. Please see WebAdvisor for the latest information.

Lectures will be in ANNU 030

Labs will be in ANNU 102

LEC Tues/Thurs 11:30 AM - 12:50 PM

LAB Wed 12:30 PM - 2:20 PM

### 1.3 Final Exam

April 19, 8:30 AM to 10:30 AM

Exam time and location is subject to change. Please see WebAdvisor for the latest information.

The exam will be taken in class, using the quiz tool.

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## 2 Instructional Support

### 2.1 Instructional Support Team

<b>Instructor:</b>	Renee Bergeron
<b>Email:</b>	rbergero@uoguelph.ca
<b>Telephone:</b>	+1-519-824-4120 x53706
<b>Office:</b>	ANNU 250

### 2.2 Teaching Assistants

<b>Teaching Assistant (GTA):</b>	Kiana McDole
<b>Email:</b>	kmcdole@uoguelph.ca

### 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.

### 2.4 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

## 2.5 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 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, Quizzes, Discussions, and Grades (the instructions for this are given in your course);
- 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.

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## 3 Learning Resources

### 3.1 Required Resources

#### Required Texts (Textbook)

Hill, Cherry. 2005 *Horsekeeping on a Small Acreage* (2nd Edition). Storey Pub. North Adam, MA.

This book is available online through the University of Guelph Library website.

## 3.2 Recommended Resources

### Recommended Texts: (Textbook)

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)

## 3.3 Field Trip

None

## 3.3 Additional Costs

None

## 3.3 Course Technology and Technical Support

### ***System and Software Requirements***

This course will use a variety of technologies including;

- CourseLink (main classroom)
- Zoom (occasionally)
- Teams (via Office 365)
- Respondus LockDown Browser with Monitor (with special permission only)

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**

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. (Results will be displayed in a new browser window).

<http://spaces.uoguelph.ca/ed/system-requirements/>  
<https://courselink.uoguelph.ca/d2l/systemCheck>

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/>

## **Technical Support**

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

Email: [courselink@uoguelph.ca](mailto: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

### **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 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>

### **Zoom**

This course will use Zoom for lectures. Check your system requirements to ensure you will be able to participate.

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

## **3.3 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/campus-login>

## **Ares**

For this course, you will be required to access course reserve materials through the University of Guelph McLaughlin Library. To access these items, select **Ares** on the navbar in CourseLink. Note that you will need your Central Login ID and password in order to access items on reserve.

For further instructions on accessing reserve resources, visit [How to Get Course Reserve Materials](#).

If at any point during the course you have difficulty accessing reserve materials, please contact the e-Learning Operations and Reserve Services staff at:

Tel: 519-824-4120 ext. 53621

Email: [libres2@uoguelph.ca](mailto:libres2@uoguelph.ca)

<https://www.lib.uoguelph.ca/find/course-reserves-ares/how-get-course-reserve-material>

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## **4 Learning Outcomes**

Specific Learning Outcomes:



*Upon completion of this course, students should/will:*

## 4.1 Course Learning Outcomes

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

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
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## 5 Teaching and Learning Activities

### 5.1 Lecture

Topics:

Week #	Week of	
1	January 9	Introduction to horse ownership and facility management  Equine behaviour in relation to farm design and management

2	January 16	Site planning and farm layout
3	January 23	Barn; interior
4	January 30	Outbuildings; fencing; ecological design
5	February 6	Turnout areas; riding arenas and footing
6	February 13	Farm equipment; pasture management
	February 20	<b>WINTER BREAK</b>
7	February 27	Professionalism and record keeping Environmental management
8	March 6	Equine insurance Environmental management
9	March 13	Environmental management Human resource management
10	March 20	Human resource management
11	March 27	Human resource management

12	April 3	Emergency preparedness Equine law
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## 5.2 Lab

Topics:

<b>Week #</b>	<b>Date</b>	<b>Activities</b>
1	January 11	No lab on the first week of class
2	January 18	Presentation of business plan assignment
3	January 25	Stable Secretary tutorial
4	February 1	Financial plan
5	February 8	Farm critique worksheet
6	February 15	Work on business plan assignment
	February 22	<b>WINTER BREAK</b>
7	March 1	Midterm during lab

8	March 8	Work on SOP's and business plan
9	March 15	Presentations
10	March 22	Presentations
11	March 29	Presentations
12	April 5	Presentations

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## 6 Assessments

### 6.1 Marking Schemes & Distributions

Name	Scheme A (%)
Stable Secretary Assignment	5
Farm Critique Worksheet	5
Midterm Exam	20
Standard Operating Procedures	5
Facility Design (Business Plan)	20
Facility Design (Business Plan presentation)	15
Final Exam	25
Participation to discussions and in-class exercises	5
Total	100

### 6.2 Assessment Details

#### Stable Secretary Assignment (5%)

Date: Wed, Feb 1

**Learning Outcome:** 1, 2

The purpose of this assignment is to familiarize students with a 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 3 horses.

**Farm Critique Worksheet (5%)**

**Date:** Wed, Feb 15

**Learning Outcome:** 5

Students will watch videos of 3 farms and will complete the 'Farm Critique Worksheet' that will be provided at the beginning of Lab (February 8th).

**Midterm Exam (20%)**

**Date:** Wed, Mar 1

**Learning Outcome:** 1, 2, 3, 4, 5

The exam will take place during lab time, using the quiz tool.

**Standard Operating Procedures (5%)**

**Date:** Wed, Mar 15

Students will create Standard Operating Procedures in relation to their equine facility business plan.

**Facility Design (Business Plan) (20%)**

**Date:** Fri, Apr 7

**Learning Outcome:** 1, 2, 3, 4, 5

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 an equine facility. Students will prepare a complete business plan for their facility, and will present their business plan to their classmates in a presentation (see below).

**Facility Design (Business Plan presentation) (15%)**

**Date:** TBA

**Learning Outcome:** 1, 2, 3, 4, 5, 11

The purpose of this assignment is to further develop presentation skills. Students will prepare an overview of their farm design and management plan, and present in front of the class.

Presentations will occur during the regularly scheduled laboratory period. Presentation dates will be determined in January.

**Final Exam (25%)**

**Date:** TBA

**Learning Outcome:** 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16

TBA

**Participation to discussions and in-class exercises (5%)**

Participation will be assessed during lectures (small exercises) and during student and guest speaker presentations (question period).

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## 7 Course Statements

### 7.1 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.

### 7.2 Course Policy regarding use of electronic devices and recording of Lectures

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.

### 7.3 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-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 make a booking at least 14 days in advance, and no later than November 1 (fall), March 1 (winter) or July 1 (summer). Similarly, new or changed accommodations for online quizzes, tests and exams must be approved at least a week ahead of time.

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, changes in classroom protocols, and academic schedules. Any such changes will be announced via CourseLink and/or class email.

This includes on-campus scheduling during the semester, mid-terms and final examination schedules. 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

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).

## 8.11 Covid-19 Safety Protocols

For information on current safety protocols, follow these links:

- <https://news.uoguelph.ca/return-to-campus/how-u-of-g-is-preparing-for-your-safe-return/>
- <https://news.uoguelph.ca/return-to-campus/spaces/#ClassroomSpaces>

Please note, these guidelines may be updated as required in response to evolving University, Public Health or government directives.

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