



DEPARTMENT OF  
**ANIMAL  
BIOSCIENCES**



## **EQN\*2000 Equine Internship Fall 2024 – Winter 2025**

### **General Information**

**Course Code:** EQN\*2000

**Course Title:** Equine Internship

**Course Description:**

This experiential learning course provides opportunities for students to actively engage in learning about horse daily care, barn management, peripheral work crucial to horse management, teaching labs and/or research projects. The internship schedule will be determined by the student and the Course Coordinator and should be completed by the end of the following winter semester. Completion of the internship is mandatory for the successful completion of the course. Note that this course may require attendance by students on some early mornings, evening, weekends and/or holidays.

**Credit Weight:** 1.00

**Prerequisite:** 4.0 credits

**Restriction:** Students must submit an application to the Course Coordinator by April 1 to be considered for enrolment. Successful applicants will be notified by April 15th

**Academic Department (or campus):** Animal Biosciences

**Campus:** Guelph

**Semester Offering:** F2024 and W2025

**Class Schedule and Location:**

Fall Lectures: M 2:30 pm – 3:20 pm ESMRC Boardroom

Note that you will be given ecard access to the ESMRC building. Be sure to carry your student card with you at all times to be able to enter the building and barn.

Time and venue for Winter Class Meetings will be decided at the beginning of the winter semester

### **Instructor Information**

Instructor Name: Katrina Merkies

Instructor Email: [kmerkies@uoguelph.ca](mailto:kmerkies@uoguelph.ca)

Office location and office hours: by chance or appointment.

### **Teaching Herd Managers**

Name: Grace Goderre

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

Name: Shelby Duggan

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

office location and office hours: in barn or by appointment

## **Internship Guidelines**

**IMPORTANT:** Students will register for this course in the Fall semester, but intern responsibilities will continue through the Fall AND Winter semesters including over the holidays (approximately 100 hours per semester). To receive credit for the course, interns must complete both semesters. Additionally, this course will require attendance by interns during some early mornings, evenings, weekends and/or holidays.

Interns will meet with the Course Instructor and Teaching Herd Managers during the introductory class for orientation. At this orientation, each intern will be paired with another intern to work as a team and to commit to being a back-up for the other in case of illness, injury, or any other reason necessitating an intern to miss their scheduled responsibilities. Interns will attend weekly mandatory Internship meetings to discuss progress from the previous week and plans for the upcoming week. Responsibilities of interns will include:

- Daily care of BBRM teaching horses Monday through Sunday. Feeding hay and grain to horses, turn-in and turn-out, mucking and bedding stalls, maintaining clean environment inside the barn, picking manure from paddocks, grooming horses, picking feet, night-check and night hay, holding horses for farrier and/or veterinary visits, monitoring any health concerns of horses and reporting them to Course Instructor, assisting with horses' participation in teaching and research as needed. Interns will work in pairs for this activity. The estimated time commitment for each Intern in this activity is approximately 1-2 mornings (~ 3 hours) per week and 1-2 afternoons (~ 1-2 hours) per week for each of the Fall and Winter semesters. Note that this duty is **INCLUSIVE OF ALL WEEKENDS AND ALL HOLIDAYS FOR THE ENTIRETY OF BOTH SEMESTERS.**
- Providing leadership with fellow interns with respect to: scheduling of interns for daily chores, organizing and receiving supplies as needed (hay, bedding, feed supplies etc.), booking farrier for hoof care, booking OVC interns for routine vaccinations/dentals etc., maintaining records for all BBRM teaching horses, ensuring horses scheduled for use in teaching labs or research projects are available at the times needed, stepping in to help with labs, daily chores if/when fellow interns require additional help.

## **Course Content**

### **Specific Learning Outcomes:**

1. Link academic theory to practice in the daily care and management of horses
2. Apply knowledge, skills, and experience to a typical horse barn environment
3. Acquire new learning through the encounter of hands-on equine facility management activities
4. Advocate for your own learning in alignment with both personal and shared internship goals
5. Demonstrate professionalism, teamwork and leadership in an equine workplace
6. Build and maintain positive professional relationships

7. Demonstrate awareness of horse health, horse welfare and horse management issues
8. Identify, clarify and/or confirm professional direction as it relates to your academic studies and future career path
9. Develop self-understanding, self-discipline, maturity and confidence through self-reflection on your values, strengths, personality, interests, and skills, and articulate how these are relevant to your Internship and future employment

**Course Assignments and Tests:**

Note that this is a 1.0 credit course, meaning it counts double on your transcript. You will receive an INC (incomplete) grade on your fall transcript and your final grade for the course will appear on your winter transcript. See the individual documents for details on each assignment.

Assignment or Test	Due Date	Contribution to Final Mark (%)	Learning Outcomes Assessed
Practical skills	daily	30	1,2,3,5,6,7
Leadership skills	weekly	10	1-9
Teaching skills (fall)	various	10	1-9
Horse training project (winter)	Feb 1	10	3-7
Internship showcase			1-9
Presentation	March 1	10	
Demonstration	March 15-16	10	
Reflection assignment (3 parts)	Sept 29	5	1-9
	Dec 9	5	
	April 13	10	

**Final examination date and time:** NA

**Final exam weighting:** 0%

**Course Resources**

**Required Texts:** None

**Recommended Resources:**

- Horse Management and Handling Manual (2024) available on Courselink
- The Equine Code of Practice (2013) available free online  
[http://www.nfacc.ca/pdfs/codes/equine\\_code\\_of\\_practice.pdf](http://www.nfacc.ca/pdfs/codes/equine_code_of_practice.pdf)
- Online resources <http://equineguelph.ca/education/healthcare.php>  
<http://www.omafra.gov.on.ca/english/livestock/horses/care.html>

**Recommended Texts:**

- The Horse, Evans (SF 285.H748)
- Equine Science, Parker (SF285.3 .P36)
- The Complete Horse Manual, Vogel (636.1 VOG 2003)
- The BHS Complete Manual of Stable Management (636.1 BHS 2008)
- The Handbook of Livestock Management, RA Battaglia (SF65.2 .B38 2007)

**Other Resources:**

All course material and grades available on Courselink.

Information relevant to equine courses is available on the [University of Guelph LibGuides](#)

**Additional Costs:** Approved steel-toed footwear is required for all barn work (CSA Grade 1 Green triangle).

**Campus Resources**

If you are concerned about any aspect of your academic program: Make an appointment with a [Program Counsellor](#) or [Faculty Advisor](#) in your degree program. If you are struggling to succeed academically: There are numerous academic resources offered by the [Learning Commons](#) including, Supported Learning Groups for a variety of courses, workshops related to time management, taking multiple choice exams and general study skills.

**Course Technology and Technical Support****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)
- Navigate the Microsoft Teams learning environment and use the essential tools such as channels, posts, files, and Microsoft Planner
- Access, navigate, and search the Internet using a web browser (e.g., Firefox, Internet Explorer)
- Perform online research using various search engines (e.g., Google) and library databases.

**Course Technologies**

This course will use a variety of technologies including but not limited to:

- CourseLink
- Microsoft Teams
- Shared documents

**CourseLink System Requirements**

This course uses 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>

### **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 the horses and the barn. 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>

### **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

### **Course policy on Generative AI**

The use of Generative AI can enrich and enhance your thinking, communication and learning, but it should never replace or subvert it. In this course, GenAI may be used for brainstorming, creating structures and idea generation for improving work. Final submissions must be your own content. GenAI may further be used for grammatical editing of written work to improve clarity and quality of a final submission, but not for the creation of new content. Any GenAI use must be cited. The use of GenAI outside of these contexts constitutes academic misconduct. It is the student's responsibility to be clear on the limitations for use and to be clear on the expectations for citation and reference and to do so appropriately (see [APA - How Do I Cite Generative AI? - McMaster LibGuides at McMaster University](#) or [How to cite ChatGPT \(apa.org\)](#)). For ideas on various GenAI resources out there, see [theresanaiforthat.com](https://theresanaiforthat.com) (TAAFT).

### **CourseLink Dropbox Submissions**

Written 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 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/>

## **Course Policies**

### **Experiential Learning Component**

Experiential Learning (EL) at the University of Guelph means learning through action. Curated 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: [Professional or Career Practice, Course-Integrated Learning](#).

Upon successful completion, this experiential learning course will be reflected on the student's Professional and Career Development Record (PCDR). The PCDR is a tool built into Experience Guelph that formally recognizes a student's involvement in on- and off-campus professional and career development activities, most notably experiential learning. Learn about the PCDR and experiential learning at [www.uoguelph.ca/pcdr](http://www.uoguelph.ca/pcdr).

### **Grading Policies:**

The assignment of grades is based on the clearly defined standards published in the Undergraduate Calendar as follows ([Undergraduate Grading Procedures](#)):

- **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 or Teams unless otherwise noted. Due dates and times are explicitly stated in the assignment information. Assignments are graded by rubrics where noted, 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 Assessments & 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. All group members will receive the same grade for group work assignments unless otherwise approved by the Instructor. Any problems associated with group work should be brought to the attention of the instructor as soon as possible.

**University Policies**

**Academic Consideration:**

The University of Guelph is committed to supporting students in their learning experiences and responding to their individual needs and is aware that a variety of situations or events beyond the student's control may affect academic performance. Support is provided to accommodate academic needs in the face of personal difficulties or unforeseen events in the form of Academic Consideration.

Information on regulations and procedures for Academic Consideration, Appeals and Petitions, including categories, grounds, timelines and appeals can be found in [Section VIII \(Undergraduate Degree Regulations and Procedures\) of the Undergraduate Calendar](#).

**Academic Misconduct:**

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.

Detailed information regarding the Academic Misconduct policy is available in [Section VIII \(Undergraduate Degree Regulations and Procedures\) of 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](#).

### **Health and Wellbeing:**

The University of Guelph provides a wide range of health and wellbeing services at the [Vaccarino Centre for Student Wellness](#). If you are concerned about your mental health and not sure where to start, connect with a [Student Wellness Navigator](#) who can help develop a plan to manage and support your mental health or check out our [mental wellbeing resources](#). The Student Wellness team are here to help and welcome the opportunity to connect with you.

### **Course Evaluation Information:**

End of semester course and instructor evaluations provide students the opportunity to have their comments and opinions used as an important component in the Faculty Tenure and Promotion process, and as valuable feedback to help instructors enhance the quality of their teaching effectiveness and course delivery.

Course evaluations are generally conducted online in the last two weeks of the semester. You will receive an email regarding how to access course evaluations.

### **Drop period:**

Two-semester courses may be dropped up to the last class day of the second semester (i.e. winter), the last date to drop a single semester courses without academic penalty which is listed in [Section III \(Schedule of Dates\) of the Undergraduate Calendar](#).

Information about Dropping Courses can be found in [Section VIII \(Undergraduate Degree Regulations and Procedures\) of the Undergraduate Calendar](#).