I. TITLE: 
Animal/Horse Science Practicum

II. COURSE DESCRIPTION: 
This course will allow the student to obtain experience in a pre-approved animal or equine company or organization during the junior or senior year as an undergraduate student. Students will be supervised by a professional at the company or organization, as well as a university coordinator. For each credit taken, a minimum of 1 week and 40 clocked hours are required. Graded pass/fail.

Prerequisite: Junior or senior status and permission by instructor.

III. PURPOSE: 
Some of the best opportunities for work experience in animal and equine science occur in the barn or arena, where students are able to learn first-hand the ins and outs of a respective trade.

IV. COURSE OBJECTIVES: 
Students will obtain on-site experience in a pre-approved area of animal or equine science. Course objectives will vary widely, dependent upon specific work experiences. General objectives are as follows:

A. Create a professional resume and cover letter.
B. Communicate effectively with supervisors and co workers.
C. Carry out duties as assigned by the supervisor.
D. Create a professional portfolio.

V. CONTENT OUTLINE: 
A. Each student will be placed in an approved role.
B. Students will prepare a portfolio that contains documentation of their activities working for the company or organization. This portfolio will contain a professional resume and cover letter to apply for this job, a weekly log of activities, pictures of some of the activities, and written reflections of the experience including the student’s plans for the future based on what he/she learned.
E. The site supervisor will be asked to write an evaluation of the student’s work and learning experiences during the semester.
F. The university coordinator will grade the final portfolio.
VI. INSTRUCTIONAL ACTIVITIES:
Students will be actively engaged in the animal or equine activities at the company or organization.

VII. FIELD, CLINICAL AND/OR LABORATORY EXPERIENCES:
This course will take place almost entirely at the selected workplace.

VIII. RESOURCES:
Will vary based on work placement.

IX. GRADING PROCEDURES:
This course is evaluated on a Pass/Fail basis. The grade is based on the portfolio evaluation by the university coordinator and recommendations from supervisor.

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<thead>
<tr>
<th>Activity</th>
<th>Points</th>
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<tbody>
<tr>
<td>Supervisor’s evaluation</td>
<td>500</td>
</tr>
<tr>
<td>Portfolio</td>
<td>500</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>1000</strong></td>
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X. ATTENDANCE POLICY:
Please refer to the most current copy of the Murray State University’s Undergraduate Bulletin.

XI. ACADEMIC HONESTY POLICY:
(Adopted by the MSU Board of Regents)
Cheating, plagiarism (submitting another person’s material as one’s own), or doing work for another person which will receive academic credit are all impermissible. This includes the use of unauthorized books, notebooks, or other sources in order to secure or give help during an examination, the unauthorized copying of examinations, assignments, reports, term papers, or the presentation on unacknowledged material as if it were the student’s own work. Disciplinary action may be taken beyond the academic discipline administered by the faculty member who teaches the course in which the cheating took place.

NOTE: The School of Agriculture Faculty have adopted and implemented an Academic Honesty Policy in addition to the University Honesty Policy, which can be found in the current Undergraduate Bulletin and Graduate Bulletin. The policy sets guidelines regarding acts of dishonesty and the procedure to follow should an event occur. It is each Agriculture student’s responsibility to obtain and read a copy of this document. The School’s Academic Honesty Policy can be obtained by asking for a copy from any Agriculture Faculty member or the Secretary.

XII. TEXT AND REFERENCES:
None
XIII. **PREREQUISITES:**
Junior or senior status and permission by instructor.

XIV. **NON-DISCRIMINATION POLICY STATEMENT:**
Murray State University endorses the intent of all federal and state laws created to prohibit discrimination. Murray State University does not discriminate on the basis of race, color, national origin, gender, sexual orientation, religion, age, veteran status, or disability in employment, admissions, or the provision of services and provides, upon request, reasonable accommodation including auxiliary aids and services necessary to afford individuals with disabilities equal access to participate in all programs and activities. For more information, contact Director of Equal Opportunity, 103 Wells Hall. 270-809-3155 (voice), 270-809-3361 (TDD).

XV. **MSU SCHOOL OF AGRICULTURE CELL PHONE POLICY:**
The School of Agriculture recognizes that in today’s world cell phones are a familiar and often necessary form of communication for students.

It shall be the policy of the School that no cell phone usage shall be allowed in class and/or labs without the prior consent of the course instructor. This shall include verbal calling, incoming calls, email, text messaging, and use of cell phone calculators on tests and quizzes.

Cell phones must be kept off and out of sight (i.e. secured to a person’s belt or kept in a bag or purse away from desks and lab counters).

Should a student’s cell phone be visible, ring, or other form of unauthorized usage that is interruptive to the class or lab, the student may be asked to leave class and not return for that class/lab period.

Upon prior consent of the instructor, a student may obtain permission to have their phone on in case of an emergency or in critical family situations.

This policy also includes pagers and other electronic equipment such as blackberries and/or computers/laptops.