



Animal Health Strand

Instructor:

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This course is designed for students who have an interest in the Animal Health field. This course will allow students an opportunity to discover and explore a variety of career options in the animal health industry. Students will have the opportunity to learn from professionals about caring for and the health of large animals, marine animals, small animals, and service animals. Students will also dive into the broad scope of medical animal research and the ethics of animal testing. This course is not teacher and curriculum driven. It is a hands on, project based exploratory opportunity for students. Students should be prepared to work with professionals on real-world company based projects.

Course Objectives

- Deepen knowledge of animals, animal handling and animal health by hands-on experiences and/or by experiencing application of knowledge with industry professionals
- Enhance, apply, and communicate knowledge and skills while developing working relationships with your instructor, mentors, and peers
- Career exploration of the vast opportunities in the Animal Health industry
- Build industry specific professional skills

Dual Credit

Students may elect to take up to two different college credit courses through Northwest Missouri State for a reduced rate. The courses include Profession Based Essentials (1 credit hour) or Profession-Based Work Experience (1-3 credit hours). More information will be given out if you elect to take these for dual credit.

Procedures and Policies

1. Attendance

Daily attendance is critical in this course, especially since class periods meet for an extended period of time. It is expected that you arrive to class on time and depart from class at the end of the class period.

- You are expected to attend at either CAPS or your shadowing /internship site every day that school is in session, during set class hours, unless prior authorization from your parent/guardian and your instructor is established. CAPS is legally responsible for your well-being and whereabouts during the hours of your class.
- Occasionally it is acceptable to depart from CAPS early or arrive late. A pre-arranged absence form must be filled out and signed by a parent, administration from your home high school, a Southland CAPS administrator, and your instructor. The forms must be turned in at least 24 hrs prior to their occurrence.
- Likewise, it is occasionally necessary for students to arrive early or stay late at CAPS for an exceptional opportunity. You will be made aware of these situations prior to their occurrence.
 - **In the event of an absence**, it is YOUR responsibility to communicate that fact to your instructor.
 1. You should call/email Mrs. Sivils to report your absence at least an hour before class begins (as a courtesy so we are not delaying an activity/speaker for you).
 2. Your parents must also contact the Herndon Career Center at 816-268-7140 to officially verify your absence.

2. Tardies

Be on time and prepared for class. In the event that you will be late, you should

- Text Mrs. Sivils that you will be late and why
 - Tardies will result in a deduction in professionalism points (unless prior approval for arriving late is arranged)
 - Lack of communication regarding your tardy will also result in professionalism points deducted.
 - You must be in the location we are meeting before the designated time in order not to be considered tardy. There are certain situations where you may have to allow more time than normal to get to the meeting location on time.

3. Computer and Cell Phone Usage

- You will be assigned a specific numbered computer to use. Do not use any other computer without prior authorization from an instructor.
- **Your computer should be completely turned off prior to closing its monitor, and returned to the appropriate cart and plugged in at the end of each class period.** Simply shutting the lid is NOT a proper shutdown.
- Just as in a job setting, cell phones are not permitted during class time unless deemed appropriate. Only with approval may students listen to music on their own headphones and should not be heard by others sitting near.
- Inappropriate use of technology will result in a deduction of your professionalism grade.

4. Laboratory & Site Visit Behavior

In the classroom and out in the field, it is imperative that you follow safety guidelines. A student found in violation of those guidelines and putting others at risk will be disciplined in a manner appropriate to the violation.

In general:

- Your space should be free of any clutter. CLEAN UP AFTER YOURSELF! Gum wrappers, water bottles, notebook fringe, etc. should be disposed of before you leave class.
- Directions will be followed. If directions are not clear, ask questions!

At site visits:

- Listen carefully.
- Do not make loud/disturbing sound or actions.
- Engage in the activity, ask questions, be involved!
- NO CELL PHONES

5. Academic Integrity

CAPS expects you to act with impeccable integrity. To us, this means that you are present when the class meets and that you are carrying out the assignments that you are given in an engaged manner. It implies that you are completing your own assignments, laboratories activities, project, and tests, etc..., and that your papers are adequately cited in order to note the acquisition of your knowledge and avoid plagiarizing the ideas of others

Student Evaluation and Grading Procedures

A student grade will be determined by calculating a percentage from their cumulative total of points earned divided by the total points possible. Grading cut offs will follow the traditional grading scale. However, the frequency and reporting of grades may not resemble a traditional school gradebook. The grading breakdown will also look different depending on if the student is in the classroom setting or at an internship.

Classroom Setting

Classwork & Projects (60%)

- Appropriate assignments prior to/following experiences (often) – You will often be given a reading or other assignment which directly correlates to an experience we will have or have just completed. These are to help you make the most out of our site visits and experiences. Completing these will reflect on your professionalism, as you will be prepared to interact with our speakers, etc. by familiarity with their product/company.

- Speaker/Site Visit Notes (often) –This is the documentation associated with conducting the actual work, experiences, speaker notes, etc. When shadowing, you will TAKE this notebook with you and take notes.
- Occasionally, you will be asked to take a quiz over information gleaned at site visits, through speakers, etc. The quizzes are *often* open note (so take good notes!).
- Reading Assignments – It is important for scientists to keep abreast of current research in their chosen field of study. You will be assigned an occasional industry specific research article to annotate, summarize, and provide your opinion.
 - Research & Oral Presentation/Projects – Each student will prepare and present to the class on several occasions. Some presentations may be group projects. Projects may come in from a variety of form; teacher given, business partners, or student ideas. The majority of the projects will be presented to industry professionals and feedback will be provided.

Professionalism (30%)

Professionalism is important at CAPS, and is a character that we will develop and assess throughout the semester. Early in the semester, the instructor and student will meet and discuss professional skills and attributes, with the goal of identifying specific goals for the semester. We will have additional meetings throughout the semester to evaluate and re-evaluate progress. The final evaluation of the semester will have a more significant weight in determining your overall grade. Mentor evaluations or comments about particular students will also be incorporated into your final evaluation.

Internship Setting (2nd semester only)

Internship related classwork (30%)

This will include any work the business or instructor deems necessary for your overall internship. This could include but is not limited to: assigned reading, weekly reflections, group discussions, industry related quizzes, business partner projects, etc.

Professionalism (50%)

While in an internship, professionalism will be weighted more heavily than while in the classroom. Many of your points will come from confidential business partner evaluation form throughout the duration of your internship.

Overall professionalism

- Preparedness – All students should come prepared for class and site visits with writing utensils, notebook, and other appropriate supplies.
- Timeliness - All students should be at their lab benches at the start of class. This is often the only time that everyone will be in the same room and therefore provides an opportunity to make announcements etc.

- Class Interactions - When a member of the class, student or teacher, addresses the entire group, be respectful and listen.
- Site Visits and Guest Speakers - You are expected to remain engaged throughout all presentations and site visits. Indicators of engagement include making eye contact with speaker, taking notes, asking questions. In general, **all members of this class are expected to ask at least one question of all guests and hosts**. This is part of the professional expectations in this course.
- Proper Dress - CAPS professional attire should be worn at all times AT CAPS or AT BUSINESSES. For men, elements of proper attire include a collared shirt, non-denim pants, and dress/semi-dress shoes. For ladies elements include modest shirt or blouses, pants, and modest hem length skirt or dress. Denim jeans, leggings with croptop, yoga pants, rompers etc. are not appropriate.

If we are going to be walking around the zoo or going to a ranch/farm, you may dress appropriately for what we will be doing (still avoid ripped clothing, tank tops and flip-flops). Appropriate dress includes coats, gloves, warm hats, raincoat, etc. when warranted!

If you are shadowing, I recommend khakis or other business casual pants. Wear the CAPS polo or similar shirt. Comfortable shoes are NECESSARY (nice, non flashy tennis shoes are acceptable, shoes that are comfy but not falling apart).

Professional Products – Each student will be required to have a resume (either edit a previous resume or create a new one) in light of your work this semester. Each student may also be required to perform practice interview(s).

Passion Project

Over the course of the year, students will be developing a passion project. Required progress towards the passion project will be counted as 10% of their first semester grade. The final project will be 20% of their second semester grade.

*Tentative: There will be a required showcase/open house of their project. Times will be determined at a later date, which may include time outside of normal class hours.

Professional Development

Each student will be required to document evidence of professional development as they strive to determine a career interest. This will be included in part of your classroom work. This may include outside class time. Examples are attending a veterinary lecture, volunteer opportunities at Wayside Waifs, etc. Instructor will provide opportunities on the classroom calendar. However, students may find their own according to their interests. Instructor approval is required in these cases.

Although individual components of professionalism may not make up a significant portion of your overall professionalism grade, we reserve the right to reassign values for these components in the circumstance of extreme disrespect for individual professional skills, attributes, or products. Just as an employer may fire an employee for consistent tardiness even though the employee is always dressed appropriately, performs their job well, etc. We reserve the right to drop your professionalism grade as deemed necessary in the event that you blatantly disregard particular aspects of professionalism. If such action is warranted, a meeting between all interested parties will be made. In addition, in the case that a business partner has asked a student not to return to their facility, CAPS reserves the right to remove the student from the program entirely.

I have read and understood the syllabus. Any questions I might have are listed in the space below.

Student signature: _____

Parent signature: _____

Date: _____