Course Information

Careers in Animal Science (3 credits)

11:067:101, Spring 2024
Lectures: Tuesday, Thursday 2:00 PM – 3:20 PM
In-person sessions in CDL 102

Contact Information

Instructor: Aparna Zama, Ph.D.
Office Location: Bartlett Hall, 209A
Phone: 848-932-8495
Email: zama@sebs.rutgers.edu, please email me directly at this address rather than Canvas email
Office Hours: By appointment, *https://aparnazama.youcanbook.me*

Course Website, Resources and Materials

- All lectures and related resources will be added to canvas.rutgers.edu
  - It is the responsibility of the student to access their email and the Canvas site regularly and keep up with the content and the assignments.

Technology Requirements

- Computer (Macintosh – OS X or newer, or PC – Windows 8 or newer) with high-speed internet connection
- Speakers, built-in or external, webcam, and microphone

Prerequisites/Corequisites

None

Course Description

Students will gain a broad understanding of the variety of careers available to Animal Science majors and minors. The course will also provide students with lectures on professional development including electronic portfolio, resume, and cover letter development as well as interviewing and networking skills.

Course Learning Goals (see https://animalsciences.rutgers.edu/undergraduate/mission.htm for the list of Animal Science program learning goals (PLGs))

The students will

1. Identify one or more career fields of interest. (PLG 1)
   Assessment: (a) Participation and engagement in-person, with invited speakers. (b) Written responses in reflection papers.
2. Know the components for and learn to critique electronic portfolios, resumes, and cover letters (PLG 6)
   Assessment: Graded assignments before and after instructor recommended revisions.
3. Develop and practice interview and networking skills. (PLG 6)
   Assessment: Evaluation of elevator speeches and peer-review of interview skills.

Absence Policy

Students are expected to attend all classes. If you expect to miss a class, please use the University absence reporting website https://sims.rutgers.edu/ssra/ to indicate the date and reason for your absence and Dr. Zama via phone or email. Students are responsible for all course material.

Academic Integrity

The university's policy on Academic Integrity is available at http://academicintegrity.rutgers.edu/academic-integrity-policy. The principles of academic integrity require that a student:

- properly acknowledge and cite all use of the ideas, results, or words of others.
- properly acknowledge all contributors to a given piece of work.
- make sure that all work submitted as his or her own in a course or other academic activity is produced without the aid of impermissible materials or impermissible collaboration.
- obtain all data or results by ethical means and report them accurately without suppressing any results inconsistent with his or her interpretation or conclusions.
- treat all other students in an ethical manner, respecting their integrity and right to pursue their educational goals without interference. This requires that a student neither facilitate academic dishonesty by others nor obstruct their academic progress.
- uphold the canons of the ethical or professional code of the profession for which he or she is preparing.

Adherence to these principles is necessary in order to ensure that

- everyone is given proper credit for his or her ideas, words, results, and other scholarly accomplishments.
- all student work is fairly evaluated and no student has an inappropriate advantage over others.
- the academic and ethical development of all students is fostered.
- the reputation of the University for integrity in its teaching, research, and scholarship is maintained and enhanced.

Failure to uphold these principles of academic integrity threatens both the reputation of the University and the value of the degrees awarded to its students. Every member of the University community therefore bears a responsibility for ensuring that the highest standards of academic integrity are upheld.

STUDENT WELLNESS SERVICES

Counseling, ADAP & Psychiatric Services (CAPS)
(848) 932-7884 / 17 Senior Street, New Brunswick, NJ 08901/ www.rhscaps.rutgers.edu/
CAPS is a University mental health support service that includes counseling, alcohol and other drug assistance, and psychiatric services staffed by a team of professional within Rutgers Health services to support students' efforts to succeed at Rutgers University. CAPS offers a variety of services that include individual therapy, group therapy and workshops, crisis intervention, referral to specialists in the community and consultation and collaboration with campus partners.

Violence Prevention & Victim Assistance (VPVA)
(848) 932-1181 / 3 Bartlett Street, New Brunswick, NJ 08901 / www.vpva.rutgers.edu/
The Office for Violence Prevention and Victim Assistance provides confidential crisis intervention, counseling and advocacy for victims of sexual and relationship violence and stalking to students, staff and faculty. To reach staff during office hours when the university is open or to reach an advocate after hours, call 848-932-1181.

Disability Services
(848) 445-6800 / Lucy Stone Hall, Suite A145, Livingston Campus, 54 Joyce Kilmer Avenue, Piscataway, NJ 08854 / https://ods.rutgers.edu/
Rutgers University welcomes students with disabilities into all of the University's educational programs. In order to receive consideration for reasonable accommodations, a student with a disability must contact the appropriate disability services office at the campus where you are officially enrolled, participate in an intake interview, and provide documentation: https://ods.rutgers.edu/students/documentation-guidelines. If the documentation supports your request for reasonable accommodations, your campus's disability services office will provide you with a Letter of Accommodations. Please share this letter with your instructors and discuss the

accommodations with them as early in your courses as possible. To begin this process, please complete the Registration form on the ODS web site at: https://webapps.rutgers.edu/student-ods/forms/registration.

DoSomething button through Rutgers Dean of Students office:
http://health.rutgers.edu/do-something-to-help/

Wellness Coaching through Rutgers HOPE:
http://health.rutgers.edu/education/hope/wellness-coaching/

Self-Help Apps found on the Rutgers Student Health website:
http://health.rutgers.edu/education/self-help/self-help-apps/

NJ Hopeline - (1-855-654-6735) | **National Suicide Hotline** - (1-800-273-8255)

BASIC NEEDS RESOURCES Any student who has difficulty affording groceries or accessing sufficient food, or who lacks a safe and stable place to live, is urged to contact the Rutgers Student Food Pantry and/or the Dean of Students (details below). Furthermore, please notify the professor if you are comfortable doing so, as they may be able to provide additional support.

Rutgers Student Food Pantry
848-932-5500 / College Ave Student Center, Room 115 (126 College Ave) /
http://ruoffcampus.rutgers.edu/food/
Check their website for hours and additional locations. The Rutgers Student Food Pantry is dedicated to helping all Rutgers students in need of food, no questions asked. Students will be provided with groceries that typically last about one week.

Dean of Students Office
848-932-2300 / 88 College Avenue, New Brunswick, NJ 08901 / https://deanofstudents.rutgers.edu/
Mon-Fri, 8:30am-5:00pm
The Dean of Students Office at Rutgers University-New Brunswick provides solutions, services, and support to help students navigate Rutgers University. The Office serves as a student support network by providing advocacy, problem resolution, and critical incident intervention for those times when additional assistance is needed. Please call to schedule an appointment to meet with a representative from the Dean's office.

SEBS DEI STATEMENT
It is our intention that students of all backgrounds will be well served by this course. We will work to create an environment of inclusion which respects and affirms the inherent dignity, value, and uniqueness of all individuals, communities, and perspectives. We are lucky to have a diverse university. Diverse voices and life experiences enhance the learning process, and we welcome students to share their personal experiences. We will not tolerate disrespectful language or behavior against any individual or group. If you feel as though you have been disrespected or treated unfairly by the instructors or any other individual, please let us know. You may speak with the instructors in person, over email or report anonymously via the Office of Academic Programs. In addition, you may also report bias to the Rutgers Diversity and Inclusion initiative using this link: http://inclusion.rutgers.edu/report-bias-incident/.

Spring 2024 Course Assignments

1. **Reflection papers (participation and attendance- ~10 points each, total of ~180 points):**
   Reflection papers are due the same day as the featured guest lecture from an Animal Science- or related career. These assignments are for your attendance and participation. You will submit your reflection paper on Canvas immediately after class, latest by **11:59 PM on the day of the presentation**.
   a. Participation (7 points): Some speakers will present in-person and others will present on Zoom. Look for the **on Zoom** note on the course schedule. When in doubt, double check Canvas notifications. Webcams will need to be activated, as appropriate, and not doing so for participation will result in loss of points. Ask questions and enhance your knowledge!
   b. Attendance (3 points): Arrive for in-person class or log into Canvas-Zoom on time. Arriving more than 10 minutes late in-person or on Zoom will result in no points awarded for attendance, beginning with the second event of tardiness. If you are going to be absent on a given day, please enter it into the RU Absence Reporting System (https://sims.rutgers.edu/ssra/) **AND** inform Dr. Zama.

2. **Involvement in Grow@SEBS Program**
   a. The Grow@SEBS program is a great tool for you to engage with SEBS opportunities and develop career readiness. You must complete 100 points in the Grow Points app and earn the Careers in Animal Science badge to receive 20% of the class grade.
   b. There are Academic Success and Career Readiness competencies in the badge. You must accomplish **a total of 100 points** to earn the Careers in Animal Science badge.

3. **Field of interest document (20 points):** *Please submit a PDF document.*
   Identify one Animal Science field of strong interest as well as the minimum credentials common to jobs in that field. One page, double-spaced, Times New Roman (12 pt) font with 1-inch margins. Post to Canvas by **1/23/24**.

4. **Resumes (first draft and revised draft - 40 points):** *Please submit a PDF document.*
   a. First draft resume (20 points): You will compose the first draft of an entry-level resume for your indicated field of interest. This first draft will be uploaded onto Canvas by **1/30/24**.
   b. Revised draft resume (20 points): Dr. Zama will review and edit your uploaded first draft. Along with those edits **and** the in-class resume critique, you will make changes to your resume and post the revised draft on Canvas by **2/20/24**. Please *highlight all changes in yellow* before uploading to Canvas.

5. **Cover letters (first draft and revised draft- 40 points):** *Please submit a PDF document.*
   a. First draft cover letter (20 points): You will compose the first draft of the cover letter for an entry-level position for your indicated field of interest. This first draft will be uploaded onto Canvas by **2/6/24**.
   b. Revised draft cover letter (20 points): Dr. Zama will review and edit your uploaded first draft. Along with those edits **and** the in-class cover letter critique, you will make changes to your cover letter and post the revised draft on Canvas by **2/22/24**. Please *highlight all changes in yellow* before uploading to Canvas.

6. **Online electronic portfolio (first draft and revised draft - 40 points)** *Please use Weebly*
   a. First draft (20 points): You will compose the first draft of your electronic portfolio. The link to your site will be uploaded onto Canvas by **3/7/24**.

b. Revised draft (20 points): Dr. Zama will review and you will then make the recommended changes and post the link to your site onto Canvas by **4/16/24**.

7. **Elevator speech (rough draft, final copy- 40 points)** *Please submit a PDF document.*
   a. Rough draft (20 points): You will compose the first draft of your elevator speech (no more than 1-2 paragraphs). The document will be uploaded onto Canvas by **3/28/24**.
   b. Final draft (20 points): Dr. Zama will review and edit your uploaded elevator speech. You will then make the recommended changes (highlight all changes in yellow) and post the final copy of your speech on Canvas by **4/23/24**.

8. **Interview preparation and evaluation (40 points)** *Please submit a PDF document.*
   a. Preparation (20 points): You will identify one employer within your indicated field of interest and prepare background material for interview regarding an entry-level position. Use Big Interview- Mock Interview and make a video. Follow instructions from lecture on **4/2/24**. Post this video on Grow@SEBS app by **4/18/24**.
   b. Evaluation (20 points): You will utilize an interview checklist for your peer-interview on **4/25/24** and summarize the experience both as the "employer" and "candidate" and discuss what you learned. Please write one page for each experience for a total of 2 pages. Post your document on Canvas by **4/30/24**.

Rules for assignment submission: *All assignments should be submitted as PDFs after conversion from (Word documents (.doc or .docx) or Google docs or Pages etc.,). All documents should be in Times New Roman **12 pt font** with **standard 1 - inch margins**. The resume and cover letters should be **single spaced** while the interview and elevator speech documents should be **double-spaced**. Write in full, complete sentences (bullet points are not allowed!). Label your document as **Last name_First name_Assignment Name**. Please highlight all revisions in yellow. Points will be deducted if you do not follow these rules. Assignments names have abbreviations, see schedule below.*

*** **Reflection papers are due the same day as guest speaker lectures (latest by 11:59 PM), and assignments are due by 11:59 PM on the due dates mentioned.** ***

****There are no make-ups or bonus assignments.****

Grading:

Reflections:	180 points
Field of interest:	20 points
Resume:	40 points
Cover Letter:	40 points
Portfolio:	40 points
Elevator Speech:	40 points
Interview:	40 points
Grow Points:	100 points
Total:	**500 points**

A = 90-100%; **B+** = 85-89.9; **B**= 80-84.9; **C+** = 75-79.9; **C** = 70-74.9; **D** = 60-69.9; **F** = Below 59.9%

Careers in Animal Science Course Schedule		
Week	**Tuesdays**	**Thursdays**
1	**01/16/24: *SNOW DAY***	**1/18/24: Course Overview and Requirements** Assignment 1 (FOI): Identify one Animal Science field of strong interest as well as the minimum credentials common to jobs in that field. Post to Canvas by **1/23/24**. **IN PERSON**
2	**1/23/24: Professional resumes & *CVs*** Assignment 2 (FDR): Draft a resume for an entry-level professional position of your indicated field of interest. Post on Canvas Assignments by **1/30/24**. **IN PERSON**	**1/25/24: Invited Speaker: Opportunities at Rutgers and Abroad, Ms. Megan Francis and others** Reflection: Complete reflection sheet by end of the day (EOD, 11:59 PM). **IN PERSON**
3	**1/30/24: Cover Letters** Assignment 3 (FDCL): Draft a cover letter for an entry-level professional position for your indicated field of interest. Post on Canvas by **2/6/24** **IN PERSON**	**2/1/24: Winter Mega Fair 11 AM-3:30 PM** Preregister on Handshake and attend the event during class time. Submit selfie on Grow Points app for credit. **IN PERSON**
4	**2/6/24: Invited Speaker: Meghan Carlucci NorthStar Vets** Reflection: Complete reflection sheet by end of the day (EOD, 11:59 PM). **IN PERSON**	**2/8/24: Invited Speaker: Michael Stern Primate Curator and Conservationist** Reflection: Complete reflection sheet by end of the day (EOD, 11:59 PM). **ON ZOOM**
5	**2/13/24: Invited Speakers: CMR- Lab Animal Science** Reflection: Complete reflection sheet by end of the day (EOD, 11:59 PM). **IN PERSON**	**2/15/24: In-class exercise: critiquing draft resumes and cover letters. Bring two copies of each document. IN PERSON** Assignment 4 (RDR): Prepare a revised resume based on in-class critiques. Post on Canvas by **2/20/24** Assignment 5 (RDCL): Revise the cover letters based on in-class critiques. Post on Canvas by **2/22/24**.
6	**2/20/24: Invited Speakers: Ag and Biology Education** Reflection: Complete reflection sheet by end of the day (EOD, 11:59 PM). **IN PERSON**	**2/22/24: ePortfolio development & Social Media** Assignment 6 (DEP): Develop a professional portfolio using Weebly. Provide online site address to Dr. Zama via Canvas by **3/7/24**.
7	**2/27/24: Invited Speaker: Bristol Myers Squibb** Reflection: Complete reflection sheet by end of the day (EOD, 11:59 PM). **IN PERSON**	**2/29/24: USDA APHIS Veterinary Services Panel**
8	**3/5/24: Invited Speaker Jennifer Robertson Big Cat Zoo Keeper, Philadelphia Zoo** Reflection: Complete reflection sheet by end of the day (EOD, 11:59 PM). **ON ZOOM**	**3/7/24: USAJobs.gov Primer**
9	**3/12/24: SPRING BREAK**	**3/14/24: SPRING BREAK**
10	**3/19/24: Dr. Stout, USDA, IN PERSON** Reflection: Complete reflection sheet by end of the day (EOD, 11:59 PM).	**3/21/24: Elevator speeches IN PERSON** Assignment (DES): Post draft version of elevator speech on Canvas by **3/28/24.**

11	**3/26/24: Mr. Larry Jacobs, CES IN PERSON** Reflection: Complete reflection sheet by end of the day (EOD, 11:59 PM).	**3/28/24: Merck IN-PERSON** Reflection: Complete reflection sheet by end of the day (EOD, 11:59 PM).
12	**4/2/24: Networking/Interview skills IN PERSON** Assignment: Prepare BIG interview preparation video and submit on Canvas by **4/18/24.**	**4/4/24: Graduate School, is it for me? IN PERSON** **Reflection:** Complete reflection sheet by end of the day (EOD, 11:59 PM).
13	**4/9/24: USDA CBP and NJ Dept of Ag IN PERSON** Reflection: Complete reflection sheet by end of the day (EOD, 11:59 PM).	**4/11/24: Melissa Anahory IN PERSON** **Wildlife Rehabilitation** Reflection: Complete reflection sheet by end of the day (EOD, 11:59 PM).
14	**4/16/24: IDEXX Labs ON ZOOM** Reflection: Complete reflection sheet by end of the day (EOD, 11:59 PM) **(Revised ePortfolio due on 4/16)**	**4/18/24: Jersey Shore Animal CC IN PERSON** Reflection: Complete reflection sheet by end of the day (EOD, 11:59 PM).
15	**4/23/24: Karen Froberg-Lefko, Bioserv** Reflection: Complete reflection sheet by end of the day (EOD, 11:59 PM). **(Revised elevator speech due on 4/23)**	**4/25/24: Practice interview skills** Assignment: Use "interview checklist" and practice with your peers. Summarize the in-class interview experience, both as the "employer" and the "candidate" and discuss what was learned. Post on Canvas by **4/30/24.**