Course Information

**Careers in Animal Science (3 credits)**
11:067:101, Spring 2022
Lectures: Mon, Thurs, 12:10 PM – 1:30 PM
**Live Meetings** via Canvas Zoom (US Eastern Standard Time) till 1/31, Synchronous Remote Mode
**In-Person sessions after 1/31 in CDL 110 (check Canvas Notifications regularly)**

Contact Information
Instructor: Aparna Zama, Ph.D.
Office Location: Bartlett Hall, 209A
Phone: 848-932-8495
Email: zama@sebs.rutgers.edu
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
- More information on https://coronavirus.rutgers.edu/technology-resources-for-students/

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.
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 me and discuss the accommodations as early in this course as possible. To begin this process, please complete the Registration form on the ODS web site at: https://ods.rutgers.edu/students/registration-form.

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
Just In Case Web App  http://codu.co/cee05e
Access helpful mental health information and resources for yourself or a friend in a mental health crisis on your smartphone or tablet and easily contact CAPS or RUPD.

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)
Scarlet Listeners  
Free and confidential peer counseling and referral hotline, providing a comforting and supportive safe space.

**Spring 2022 Course Assignments**

1. **Reflection papers (participation and attendance- ~10 points each, total of ~160 points):**  
   Reflection papers are due the same day as the featured guest lecture from an Animal Science- or related career. These assignments are to monitor your attendance and participation. You will submit your reflection paper on Canvas immediately after class, latest by **11:59 PM**.  
   a. **Participation (7 points):** 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):** Log into Canvas-Zoom on time. Arriving more than 10 minutes late 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/](https://sims.rutgers.edu/ssra/)) AND inform Dr. Zama.

2. **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 **1/24/22**.

3. **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 **1/31/22**.  
   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 **2/17/22**. Please highlight all changes in yellow before uploading to Canvas.

4. **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 **2/7/22**.  
   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 **2/28/22**. Please highlight all changes in yellow before uploading to Canvas.

5. **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 3/10/22.

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 4/4/22.

6. **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 3/21/22.
   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 4/11/22.

7. **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. Post this document (1 page) on Canvas by 4/18/22.
   b. **Evaluation (20 points):** You will utilize an interview checklist for your peer-interview on 4/25/22 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 5/2/22.

**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:**

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
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<tbody>
<tr>
<td>Reflections</td>
<td>160-180</td>
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<tr>
<td>Field of interest</td>
<td>20</td>
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<tr>
<td>Resume</td>
<td>40</td>
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<td>Cover Letter</td>
<td>40</td>
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<td>Portfolio</td>
<td>40</td>
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<td>Elevator Speech</td>
<td>40</td>
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<tr>
<td>Interview</td>
<td>40</td>
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<tr>
<td>Total</td>
<td>370-400</td>
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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%

PLEASE SEE NEXT PAGE
# Careers in Animal Science Course Schedule

<table>
<thead>
<tr>
<th>Week</th>
<th>Mondays</th>
<th>Thursdays</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>1/20/22: Course Overview and Requirements (Dr. Zama) 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 1/24/22.</td>
<td>1/24/22: Professional resumes &amp; The CV Assignment 2 (FDR): Draft a resume for an entry-level professional position of your indicated field of interest. Post on Canvas by 1/31/22.</td>
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<tr>
<td>3</td>
<td>2/3/22: Dean Francis and Dr. Brian Schilling and Dr. John Reinfelder Multiple opportunities at SEBS Reflection 2: Complete reflection sheet by end of the day (11:59 PM).</td>
<td>2/10/22: Mr. Michael Stern Curator of Primates, Philadelphia Zoo Reflection 3: Complete reflection sheet by end of the day (11:59 PM).</td>
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<td>7</td>
<td>2/28/22: ePortfolio development &amp; Social Media Assignment 6 (DEP): Develop a professional portfolio using Weebly. Provide online site address to Dr. Zama via Canvas by 3/10/22.</td>
<td>3/3/22: Mr. Larry Jacobs Rutgers/SEBS Career Services Reflection 7: Complete reflection sheet by end of the day (11:59 PM).</td>
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<td>8</td>
<td>3/7/22: The elevator speech Assignment 7 (DES): Write your own elevator speech based on your indicated field of interest. Submit on Canvas by 3/21/22.</td>
<td>3/10/22: Ms. Shulder and Dr. Saboya BMS, Lab Animal Science/Biomedical Research Reflection 8: Complete reflection sheet by end of the day (11:59 PM).</td>
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<tr>
<td>Date</td>
<td>Event Description</td>
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| 3/28/22 | **Careers in Equine Industry**  
Dr. Karyn Malinowski  
Reflection 10: Complete reflection sheet by end of the day (11:59 PM). |
| 3/31/22 | **USDA Careers Panel**  
FSIS, APHIS, NJDA, DEP, NOAA, CBP  
Reflection 11: Complete reflection sheet by end of the day (11:59 PM). |
| 4/4/22  | **In-class exercise-critiquing rough draft elevator speeches submitted on 3/21/22**  
Assignment 9 (FES): Post final version of elevator speech on Canvas by 4/11/22. |
| 4/7/22  | **Rick Albrecht and Meghan Carlucci**  
NorthStar Emergency Vets  
Reflection 12: Complete reflection sheet by end of the day (11:59 PM). |
| 4/11/22 | **Networking/Interview skills**  
Assignment 10 (IP): Prepare interview preparation document and submit on Canvas by 4/18/22. |
| 4/14/22 | **Dr. Emilie Christensen**  
Banfield Veterinary Hospitals  
Reflection 13: Complete reflection sheet by end of the day (11:59 PM). |
| 4/18/22 | **Creature Comfort Pet Therapy**  
Reflection 14: Complete reflection sheet by end of the day (11:59 PM). |
| 4/21/22 | **Alfred Blake**  
Rutgers Business School- Entrepreneurship  
Reflection 15: Complete reflection sheet by end of the day (11:59 PM). |
| 4/25/22 | **Practice interview skills**  
Assignment 11: Use “interview checklist” and practice you’re your peer. Summarize the in-class interview experience, both as the “employer” and the “candidate” and discuss what was learned. Post on Canvas by 5/2/22. |
| 4/28/22 | **IDEXX Laboratories**  
Reflection 16: Complete reflection sheet by end of the day (11:59 PM). |
| 5/2/22  | **Final Review**                                                                  |