

COURSE NAME; NUMBER; SEMESTER; MEETING DAYS, TIMES, AND PLACE.

Careers in Animal Science (3 credits)
11:067:101, Spring 2020
Lectures: Mon, 2:15 PM – 3:35 PM
Cook Douglass Lecture Hall 102

CONTACT INFORMATION

Instructor: Aparna Zama, Ph.D
Office Location: Bartlett Hall, 209A
Phone: 848-932-8495
Email: zama@rutgers.edu
Office Hours: By appointment, <https://aparnazama.youcanbook.me>

COURSE WEBSITE: <https://canvas.rutgers.edu>

Login to the site using your NetID and password. If you are enrolled in the course there should be a tab identified by the course name (Careers in Animal Science S20). All course materials including the syllabus, readings, and guest presentations (if any) can be found on Canvas. Additionally, you will upload all course assignments to Canvas for grading.

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

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 comment sheets.
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. 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)

(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.

Scarlet Listeners

(732) 247-5555 / <http://www.scarletlisteners.com/>

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

Spring 2020 Course Assignments:

1. Comment Sheets (participation and attendance- ~180 points):

- a. Participation (5 points): Comment sheets will be passed out each class featuring a guest lecturer from an Animal Science- or related career. These sheets will be used to monitor your attendance and participation. You will receive a blank sheet to sign your name and answer one of two questions during the speaker's presentation. These completed sheets will then be collected at the end of class and graded.
- b. Attendance (5 points): Arrive on time to avoid being rude to our guest speakers. Arriving more than 15 minutes late will result in no points awarded for attendance, beginning with the second offense. If you are going to be absent, please enter it into the RU Absence Reporting System (<https://sims.rutgers.edu/ssra/>).

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 **1/27/20**.

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 **2/3/20**.
- 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 **2/17/20**. 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 **2/10/20**.
- 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 **3/2/20**. 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 **3/11/20**.
- 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 **4/6/20**.

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 **3/25/20**.

- 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 **4/13/20**.

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 **4/27/20**.
- b. Evaluation (20 points): You will summarize the in-class interview 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 **5/4/20**.

Rules for assignment submission: All assignments should be submitted as PDFs after conversion from (Word Documents (.doc or .docx) 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.

*****Each assignment is due to be uploaded on Canvas by 11:55pm on the listed due date.*****

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

Grading:

Comment Sheets:	160-180 points
Field of interest:	20 points
Resume:	40 points
Cover Letter:	40 points
Portfolio:	40 points
Elevator Speech:	40 points
<u>Interview:</u>	<u>40 points</u>
Total:	380-400 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		
<u>Week</u>	<u>Mondays</u>	<u>Wednesdays</u>
1		1/22/20: Course Overview and Requirements (Dr. Zama) <u>Assignment:</u> Identify one Animal Science field of strong interest as well as the minimum credentials common to jobs in that field. Post to Canvas by 1/27/20 .
2	1/27/20: Professional resumes & The CV <u>Assignment:</u> Draft a resume for an entry-level professional position of your indicated field of interest. Post on Canvas by 2/3/20 . <i>Bring two copies to the next lecture-focused class.</i>	1/29/20: Ms. Jennifer Robertson Big Cat Keeper, Philadelphia Zoo

3	<p>2/3/20: Cover Letters <u>Assignment:</u> Draft a cover letter for an entry-level professional position for your indicated field of interest. Post on Canvas by 2/10/20. <i>Bring two copies to the next lecture-focused class.</i></p>	<p>2/5/20: Ms. Stephanie Adams and Emily Fugate Covance (CRO), Somerset, NJ</p>
4	<p>2/10/20: In-class exercise: critiquing resumes <u>Assignment:</u> Prepare a revised resume based on in-class critiques. Post on Canvas by 2/17/20.</p>	<p>2/12/20: Dean Thomas Leustek Graduate degrees in education</p>
5	<p>2/17/20: Ms. Laura Shulder Bristol Myers Squibb, Lab Animal Services Revised resume due on 2/17/20 submitted?</p>	<p>2/19/20: Mr. Larry Jacobs Rutgers Careers Services</p>
6	<p>2/24/20: In-class exercise: critiquing cover letters <u>Assignment:</u> Prepare a revised cover letter based on in-class critiques. Post on Canvas by 3/2/20.</p>	<p>2/26/20: Dr. AC Welsch and others USDA</p>
7	<p>3/2/20: ePortfolio development & Social Media <u>Assignment:</u> Develop a professional portfolio using Weebly. Provide online site address to Dr. Zama via Canvas by 3/11/20.</p>	<p>3/4/20: Mr. Hank Bignell Extension Agent, Rutgers University</p>
8	<p>3/9/20: Mr. Ray Harris AO Working dogs, Mooretown, NJ</p>	<p>3/11/20: The elevator speech <u>Assignment:</u> Write your own elevator speech based on your indicated field of interest. Submit on Canvas by 3/25/20.</p>
	<p>3/16/20: SPRING BREAK</p>	<p>3/18/20: SPRING BREAK</p>
10	<p>3/23/20: Dr. Joseph Martins Belle Mead Animal Hospital</p>	<p>3/25/20: In-class exercise- critiquing rough draft electronic portfolios submitted on 3/11/20 <i>Bring computer to class!!</i> <u>Assignment:</u> Revise and submit electronic portfolio by 4/6/20.</p>
11	<p>3/30/20: Ms. Laurie Fasinski and Dr. Caitlin Reich Jersey Shore Animal Rescue, Tinton Falls</p>	<p>4/1/20: In-class exercise- critiquing rough draft elevator speeches submitted on 3/25/20 <u>Assignment:</u> Post final version of elevator speech on Canvas by 4/13/20.</p>
12	<p>4/6/20: Dr. Kathy Ohleth Precise Medical Publications, Bridgewater, NJ</p>	<p>4/8/20: Dr. Laney Baris Popcorn Park Zoo, Forked River Animal Hospital</p>
13	<p>4/13/20: School of Health Professions RU-Newark, NJ</p>	<p>4/15/20: Creature Comfort Pet Therapy Morris Plains, NJ</p>
14	<p>4/20/20: Dr. Paul Meers RU-M.B.S Program</p>	<p>4/22/20: Networking/Interview skills <u>Assignment:</u> Prepare interview preparation document and submit on Canvas by 4/27/20.</p>

15	4/27/20: Mr. Alfred Blake Rutgers Business School	4/29/20 Practice interview skills <u>Assignment:</u> Summarize the in-class interview experience, both as the “employer” and the “candidate” and discuss what was learned. Post on Canvas by 5/4/20 .
	5/4/20 Final Review	