

**STABLE MANAGEMENT**  
**EQSC 441 & EQSC 441 Lab**  
**SUMMER I 2014**

**COURSE INFORMATION**

- 3 Credit Hours: 2 Lecture/2 Lab
- Lecture is Web Based
- Lab meets at Equine Center on HWY 50 from 8:00am-5:00pm on June 6 & June 20
- Alternative assignments may be completed if lab dates cannot be made

**Professor / Instructor Contact Information**

- Lindsey Walton, Lecturer of Equine Sciences
- Office location: Equine Center
- Office phone: 903-886-5901
- Fax number: 903-886-5990
- Office hours (face to face): 2:00 – 3:00 M,T,W,R and 10:00 – 12:00 M,T at Equine Center
- Online hours: At least once daily Monday through Friday to answer student questions and comments. I also check email daily during the week.
- Email address: [Lindsey.Walton@tamuc.edu](mailto:Lindsey.Walton@tamuc.edu)

**Materials – Text, Readings, Supplementary Readings**

- There are no required textbooks for this course. I will be providing 2 weekly lectures for you to read. The webliography on ecollege will have many helpful websites and videos for your viewing. These will be recommended, but not required unless stated in that week's tab.
- For those who would like to purchase helpful readings for themselves, I would suggest:

Horse Business Management, Managing a Successful Yard by Jeremy Houghton Brown  
Modern Stable Management by Susan McBane

**Course Description**

- Principles of stable management to include stable design, records and reports, equine law, labor management, customer relations, marketing and equine care in confinement
- The listed pre-requisites for this course are AEC 219, AMC 315 or 425, EQSC 241
- Goals / Rationale of the course:

*This class is designed to teach students the ins and outs of stable management. The objectives of this class involve learning about many different aspects of horses and management as an extension of what has already been learned in EQSC 240 including horse care, horse's needs, stabling, management methods, behavior, buying and selling, nutrition, aspects of management, laws, contracts, the American horse industry, how to manage staff and horses, different types of stables and equine businesses, and etc. Learning all of the necessary information about the equine species is the first step to stable management because a proper manager cannot manage a stable without knowledge of the horse. Further, students will learn how these aspects tie into managing a stable and how stables should be designed for proper care of the horses and ease of the people using the facilities. Lastly, a good working knowledge of the laws of the U.S. and Texas are necessary to operate successfully.*

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*This information will benefit the student by teaching them how to be a successful stable manager and equine business owner. It will teach them that knowledge of the horse is important as well as management and business knowledge.*

*The lab portion of this course should help teach the student how different set ups of stables can all work functionally and well. They can all be efficient and of different costs while still serving customers to their best.*

*The weekly modules will be set up in an order that will best work for the student. It begins with the horse information and moves into the management and business side.*

### **Course Outcomes/Objectives**

- This course shall teach the basics of stable management. The students shall be able to demonstrate learned knowledge of these skills through online discussions and quizzes as well as assignments, participation/attendance in labs and through the final exam.
- The student learning outcomes are for the student to learn basics in caring for horses, different management methods, business laws, and other essentials for being a stable manager
- The student will demonstrate what they have learned by taking quizzes and completing discussions online as well as with the final exam. The student will also have three assignments that will demonstrate what they have learned about stable management, facility design, and management methods.
- The student will also be an active and engaged participant in discussion forums within his/her learning community by analyzing, constructing/creating, and evaluating information presented within the lectures, webliography, and in lab.
- The student will demonstrate what they have learned through lab by incorporating this information into their assignments and being active, engaged participants during lab days.

### **TECHNOLOGY REQUIREMENTS**

*The following information has been provided to assist you in preparing to use technology in your online courses. The following technology is recommended to be successful in this online course.*

*Internet connection – high speed recommended (not dial-up)*

*Word Processor*

*Power Point*

*Additionally, the following hardware and software are necessary to use eCollege: Our campus is optimized to work in a Microsoft Windows environment. This means our courses work best if you are using a Windows operating system (XP or newer) and a recent version of Microsoft Internet Explorer (6.0, 7.0, or 8.0).*

*Your courses will also work with Macintosh OS X along with a recent version of Safari 2.0 or better. Along with Internet Explorer and Safari, eCollege also supports the Firefox browser (3.0) on both Windows and Mac operating systems.*

*It is strongly recommended that you perform a "Browser Test" prior to the start of your course. To launch a browser test, login in to eCollege, click on the 'myCourses' tab, and then select the "Browser Test" link under Support Services.*

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## COURSE REQUIREMENTS

### Activities / Assessments

*“This course is made up of a series of assignments and assessments to assist you in achieving the course and module learning objectives/outcomes. Each week you will work on various combinations of discussions, readings, quizzes, lab attendance, assignments, exams, etc. which will be made available to you by each Monday and close on the following Sunday.”*

Week 1: June 2-8

Week 2: June 9-15

Week 3: June 16-22

Week 4: June 23-29

Week 5: June 30-July 3

All work for each week will open on the first date stated above which is a Monday and will all be due by midnight of the end date stated above which is on a Sunday except for week 5 which is a short week and ends on Thursday. Two modules are to be completed each week. There are ten modules total. Each module will contain a lecture, discussion, and quiz which should all be completed online by the end of the week. Modules 4, 6, and 8 will have an assignment that will also be due by the end of the week. Module 10 will have a final exam that will be due by July 3 at 11:50 PM. There will also be a lab participation/attendance grade given for June 6 and June 20. These will be field trips to various stables. Any student who cannot make one of the lab dates shall do the alternative assignment.

### **Discussions: 100 points (10% of total course grade)**

**Course Objective/Learning Outcome #1:** The student will be an active and engaged participant in the discussion topic for the module using critical thinking and knowledge that has been gained through the assigned lectures and readings. The discussions should demonstrate the ability to use critical thinking and seek out an answer that may not be concrete. Your contributions to the discussion forums will be graded for quality not quantity, timeliness of your contributions, and a detailed analysis of linking together theory (readings) to application (activities).

**Assessment Method:** The discussions will be graded by the instructor and should answer the question and show effort, deep thought, and opinion depending on the discussion topic. They will be graded using the discussion forum rubric.

### **Quizzes: 200 points (20% of total course grade)**

**Course Objective/Learning Outcome #2:** Module quizzes will be given online relating to the material in the lectures. Complete the quizzes online by accessing the eCollege quiz tool. The quizzes will be timed and grades made available to students following submission of the quiz. If you lose Internet connectivity during the quiz, log back in immediately and continue on with the quiz. Save your answers often (every 5-10 minutes). If you experience any issues while taking the quiz, you must contact the eCollege Helpdesk immediately so that your issue is documented with a helpdesk ticket number. Considerations regarding quiz issues will be made by the instructor on an individual basis based on the documentation.

**Assessment Method:** Multiple Choice, True/False, Fill in the Blank, Matching, and Essay Quiz

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**Final Exam: 150 points (15% of total course grade)**

**Course Objective/Learning Outcome #2:** Final exam will be given online relating to the material in all of the lectures. Complete the exam online by accessing the eCollege exam tool. The exam will be timed and grade made available to students following submission of the exam. If you lose Internet connectivity during the exam, log back in immediately and continue on with the exam. Save your answers often (every 5-10 minutes). If you experience any issues while taking the exam, you must contact the eCollege Helpdesk immediately so that your issue is documented with a helpdesk ticket number. Considerations regarding exam issues will be made by the instructor on an individual basis based on the documentation.

**Assessment Method:** Multiple Choice, True/False, Fill in the Blank, Matching, and Essay Exam

**Assignments: 300 points (30% of total course grade)**

**Course Objective/Learning Outcome #2:** Three assignments will be given throughout this course. These assignments will be due in module 4, module 6, and module 8. These assignments will be based upon the information learned in the lectures and on the field trips in labs. The assignments should demonstrate critical thinking, time spent, logic, efficient management, cost efficiency, employee time efficiency, and working knowledge of horses and stables.

**Assessment Method:** Instructor will grade each assignment according to the knowledge that should have been gained in the course. Application of learned material should be evident in assignment.

**Lab Attendance/Participation: 250 points (25% of total course grade)**

**Course Objective/Learning Outcome #4:** It is imperative that the student be present for lab and actively engage in the task of the day. This will help the entire learning process from the class come together. The material learned in each lab will relate to the online lectures. Students should email the instructor if they are not going to be able to make it to lab.

**Assessment Method:** Each lab is worth 125 points. Each student will receive credit for showing up for lab, and they will receive full credit for actively participating in the daily activities. Should the student not be able to make it to lab, they are responsible for completing the alternative assignment.

Alternative lab assignment: Complete a 5 page research paper about 5 different stables. This paper should be double spaced, 12 point Arial font with 1 inch margins. It should have information about five different stables located anywhere in the United States. This information can be obtained from web sites, visits, or articles about those facilities. Roughly, the summary of each stable should be about a page which totals 5 pages. A works cited should be included and does not count as part of the five pages. Email this document to the instructor or upload to the lab dropbox. Should the student miss two labs, they should complete two of these papers.

**Grading**

Every item is worth a particular amount of points. Check the online grade book to see how many points each individual discussion, quiz, assignment, final exam, and lab participation grade is worth. This is a point grading system, and the table below shows the points needed to receive the different letter grades.

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Each individual discussion is worth 10 points. Each quiz is worth 20 points. Each lab attendance/participation grade is worth 125 points, each assignment is worth 100 points, and the final exam is worth 150 points.

*Letter grades by points:*

<b>Total Points Possible for Semester = 1000</b>
900-1000 = A
800-899 = B
700-799 = C
600-699 = D
0-599 = F

## **ACCESS AND NAVIGATION**

### **Access and Log in Information**

This course was developed and will be facilitated utilizing eCollege, the Learning Management System used by Texas A&M University-Commerce. To get started with the course, go to: <https://leo.tamu-commerce.edu/login.aspx>.

You will need your CWID and password to log in to the course. If you do not know your CWID or have forgotten your password, contact Technology Services at 903.468.6000 or [helpdesk@tamuc.edu](mailto:helpdesk@tamuc.edu)

### **How is the Course Organized?**

The course is organized by modules which directly coincide with the weeks in the semester. The dates each module will open and close were stated above. Two modules will be covered per week in the summer semester.

### **What Should Students Do First?**

*Students should browse through the home page, syllabus, webliography, student lounge, and virtual office to get an idea of each of these. Then, the students should begin on module 1. Any questions should be emailed to the instructor or posted in the virtual office.*

### **How Should Students Proceed Each Week for Class Activities?**

1. The student will access and follow all course instructions found in the module/unit content area of the eCollege course. The module/unit content area of our course is found on the left navigation bar.
2. Each module will contain a lecture for the students to read.
3. After the student is familiar with the lecture, they should click on the quiz tab to take the online quiz.
4. The student should also participate in the discussion forum for the module by clicking on the discussion tab.
5. Lab attendance/participation will be done during lab time.
6. Assignments should be completed by uploading them to the dropbox after reading the information in the assignment tab on the appropriate weeks.

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7. The final exam will be in module 10 and should be completed after all information from the semester has been reviewed.

## **COMMUNICATION AND SUPPORT**

*The following are the tools the instructor will be using for communication throughout the semester:*

- *Email will be checked daily during the week and will be sent out as reminders*
- *Virtual Office will be checked daily during the week*
- *Announcements will be made when necessary and students should view*
- *Lab time will also be a great time for communication between instructor and student*

### **Interaction with Instructor Statement**

*The primary tool used for communication will be email and announcements. Students should send personal concerns or questions to email.*

*Students should expect a response to emails within 48 hours during the week. Questions sent over the weekend should not expect a response until Monday. The instructor will email students at their myLeo email address. Proper netiquette should be used for this course. This means that comments put in discussion forums, office, and lounge should all be of a nature that will not be offensive to others.*

### **Student Support**

Texas A&M University-Commerce provides students technical support in the use of eCollege. The student help desk may be reached by the following means 24 hours a day, seven days a week.

**Chat Support:** Click on '*Live Support*' on the tool bar within your course to chat with an eCollege Representative.

**Phone:** 1-866-656-5511 (Toll Free) to speak with eCollege Technical Support Representative.

**Email:** [helpdesk@tamuc.edu](mailto:helpdesk@tamuc.edu) to initiate a support request with eCollege Technical Support Representative.

**Help:** Click on the '*Help*' button on the toolbar for information regarding working with eCollege (i.e. How to submit to dropbox, How to post to discussions etc...)

## **COURSE AND UNIVERSITY POLICIES**

### **Course Policies**

#### *Academic Honesty Policy*

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. (See *current 'Code of Student Conduct'* from *online Student Guide Handbook*)

Texas A&M University-Commerce does not tolerate **plagiarism** and other forms of academic **dishonesty**. Conduct that violates generally accepted standards of academic honesty is defined as academic dishonesty. "Academic dishonesty" includes, but is not limited to, plagiarism (the appropriation or stealing of the ideas or words of another and passing them off as one's own), cheating on exams or other course assignments, collusion (the unauthorized collaboration with others in preparing course assignments), and abuse (destruction, defacing, or removal) of resource material.

<http://www.plagiarism.org/>

#### *Examination & Quiz Policy*

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*Quizzes are open book. This means that you may print out the lectures to use during the quizzes. Although, the student should be familiar with the information because there will not be enough time allotted to look up every answer. The student shall also be familiar with the information because not all questions will have a direct answer. They will require critical thinking and understanding of the material in the lecture. The final exam shall not be open book and will cover all material from the semester. If a student loses internet connection during a quiz, the instructor will look at the technical report and decide whether the quiz may be retaken.*

#### **Late Work**

*Late work will be accepted up to one week late with a 25% deduction.*

#### **Drop a Course**

*"A student may drop a course by logging into their myLEO account and clicking on the hyperlink labeled 'Drop a class' from among the choices found under the myLEO section of the Web page."*

#### **Instructor Policies**

*The instructor reserves the right to change the syllabus, points allotted, or other information as needed throughout the semester.*

#### **University Policies**

#### **ADA Statement**

##### **Students with Disabilities:**

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

**Office of Student Disability Resources and Services**

**Texas A&M University-Commerce**

**Gege Library 132**

**Phone (903) 886-5150 or (903) 886-5835**

**Fax (903) 468-8148**

[StudentDisabilityServices@tamuc.edu](mailto:StudentDisabilityServices@tamuc.edu)

[Student Disability Resources & Services](#)

#### **BIBLIOGRAPHY**

Look online under webliography for helpful sites.

#### **COURSE OUTLINE**

The calendar above shows all the weekly dates for the course. All assignments should be submitted by the last date of the week for that particular module. Each module will have a discussion and quiz, and some modules will have assignments. Module 10 will have a final exam. There will also be two lab grades.

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