

EATM M34: PRACTICAL RÉSUMÉS FOR ANIMAL PROFESSIONALS

Originator

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Co-Contributor(s)
Name(s)

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College

Moorpark College

Discipline (CB01A)

EATM - Exotic Animal Training Mgmt

Course Number (CB01B)

M34

Course Title (CB02)

Practical Résumés for Animal Professionals

Banner/Short Title

Practical Résumés Animal Prof

Credit Type

Credit

Start Term

Fall 2022

Catalog Course Description

Provides résumé and cover letter writing information and practice for specific animal-related careers. Focuses on the various styles as well as résumés in electronic format. Develops written personal résumés and cover letters using different formats.

Taxonomy of Programs (TOP) Code (CB03)

0102.00 - *Animal Science

Course Credit Status (CB04)

D (Credit - Degree Applicable)

Course Transfer Status (CB05) (select one only)

C (Not transferable)

Course Basic Skills Status (CB08)

N - The Course is Not a Basic Skills Course

SAM Priority Code (CB09)

C - Clearly Occupational

Course Cooperative Work Experience Education Status (CB10)

N - Is Not Part of a Cooperative Work Experience Education Program

Course Classification Status (CB11)

Y - Credit Course

Educational Assistance Class Instruction (Approved Special Class) (CB13)

N - The Course is Not an Approved Special Class

Course Prior to Transfer Level (CB21)

Y - Not Applicable

Course Noncredit Category (CB22)

Y - Credit Course

Funding Agency Category (CB23)

Y - Not Applicable (Funding Not Used)

Course Program Status (CB24)

1 - Program Applicable

General Education Status (CB25)

Y - Not Applicable

Support Course Status (CB26)

N - Course is not a support course

Field trips

Will not be required

Grading method

(L) Letter Graded

Does this course require an instructional materials fee?

No

Repeatable for Credit

No

Is this course part of a family?

No

Units and Hours

Carnegie Unit Override

No

In-Class

Lecture

Minimum Contact/In-Class Lecture Hours

8.75

Maximum Contact/In-Class Lecture Hours

8.75

Activity

Laboratory

Total in-Class

Total in-Class

Total Minimum Contact/In-Class Hours

8.75

Total Maximum Contact/In-Class Hours

8.75

Outside-of-Class**Internship/Cooperative Work Experience**

Paid

Unpaid

Total Outside-of-Class**Total Outside-of-Class****Minimum Outside-of-Class Hours**

17.5

Maximum Outside-of-Class Hours

17.5

Total Student Learning**Total Student Learning****Total Minimum Student Learning Hours**

26.25

Total Maximum Student Learning Hours

26.25

Minimum Units (CB07)

.5

Maximum Units (CB06)

.5

Prerequisites

EATM M02D

Entrance Skills**Entrance Skills**

EATM M02D

Prerequisite Course Objectives

EATM M02D-participate as a team member and as a team leader in zoo operations.

EATM M02D-conduct and interpret training demonstrations with assigned animals.

EATM M02D-demonstrate intermediate animal care, feeding and cleaning.

EATM M02D-demonstrate time management by determining measurable goals and completing tasks within time limits.

Requisite Justification**Requisite Type**

Prerequisite

Requisite

EATM M02D

Requisite Description

Course not in a sequence

Level of Scrutiny/Justification

Content review

Student Learning Outcomes (CSLOs)

Upon satisfactory completion of the course, students will be able to:

- | | |
|---|--|
| 1 | produce a resume suitable for a position in the animal-care industry. |
| 2 | produce a cover letter suitable for the animal-care industry position. |

Course Objectives

Upon satisfactory completion of the course, students will be able to:

- | | |
|---|---|
| 1 | evaluate and assess personal experience and skills and format them to maximize personal appeal for a job in the animal-care industry. |
| 2 | develop an effective cover letter that emphasizes personal strengths for a position in the animal-care industry. |
| 3 | format the résumé to send electronically. |

Course Content**Lecture/Course Content**

15.00%

Types of résumés;

•Chronological, functional, combination

•Electronic

10.00%

Purpose and format of an effective cover letter

10.00%

Current trends in résumés, cover letters, and hiring for animal-care jobs

25.00%

Assess individual experience, education, skills, and strengths and translate that information into compelling résumé points for desired

10.00%

Professional résumé presentation, including spelling, spacing, stationary, and general formatting

20.00%

Personal résumé writing

10.00%

Effective cover letter writing

Laboratory or Activity Content

n/a

Methods of Evaluation

Which of these methods will students use to demonstrate proficiency in the subject matter of this course? (Check all that apply):

Written expression

Methods of Evaluation may include, but are not limited to, the following typical classroom assessment techniques/required assignments (check as many as are deemed appropriate):

Individual projects

Objective exams

Research papers

Written analyses

Classroom Discussion

Participation

Instructional Methodology

Specify the methods of instruction that may be employed in this course

Audio-visual presentations

Case studies

Class discussions

Computer-aided presentations

Distance Education

Group discussions

Instructor-guided interpretation and analysis

Internet research
Lecture
One-on-one conference

Describe specific examples of the methods the instructor will use:

Presentation of examples of resumes for the animal industry and discussion of value of information.

Representative Course Assignments

Writing Assignments

list personal experience, education, skills, and abilities relevant to a position in the animal-care industry.
develop an appropriate cover letter highlighting skills and experience.
write a cover letter and résumé.

Critical Thinking Assignments

analyze individual skills and accomplishments and complete new/updated résumé for a job in the animal-care industry.
evaluate successful and unsuccessful résumés and cover letters.

Reading Assignments

journal articles from AAZK on Resume' and Cover Letter writing.
assigned textbook chapters.

Outside Assignments

Representative Outside Assignments

research mission statements of specific animal-care facilities in order to better target a résumé.
develop a chronological or skill-based résumé using bulleted statements.
complete worksheets to assist in organization of résumés.

Articulation

Equivalent Courses at other CCCs

College	Course ID	Course Title	Units
no comparable course available			

District General Education

A. Natural Sciences

B. Social and Behavioral Sciences

C. Humanities

D. Language and Rationality

E. Health and Physical Education/Kinesiology

F. Ethnic Studies/Gender Studies

CSU GE-Breadth

Area A: English Language Communication and Critical Thinking

Area B: Scientific Inquiry and Quantitative Reasoning

Area C: Arts and Humanities

Area D: Social Sciences

Area E: Lifelong Learning and Self-Development

Area F: Ethnic Studies

CSU Graduation Requirement in U.S. History, Constitution and American Ideals:

IGETC

Area 1: English Communication

Area 2A: Mathematical Concepts & Quantitative Reasoning

Area 3: Arts and Humanities

Area 4: Social and Behavioral Sciences

Area 5: Physical and Biological Sciences

Area 6: Languages Other than English (LOTE)

Textbooks and Lab Manuals

Resource Type

Textbook

Classic Textbook

Yes

Description

Samansky, Terry S. *Starting Your Career as a Marine Mammal Trainer*. 2nd ed., DolphinTrainer.com, 2012.

Resource Type

Textbook

Description

Mostyn, Steven. *Resume 101: How to Write an Effective Resume, LinkedIn Profile, and Cover Letter*. Mostyn, 2020.

Resource Type

Textbook

Classic Textbook

Yes

Description

Baker, Mark. *Stand Out Cover Letters: How to Write Winning Cover Letters that Get You Hired*. Independently published, 2016.

Library Resources

Assignments requiring library resources

Research, using the Library's print and online resources, specifics and missions of animal-care organizations and businesses in order to create better targeted resumes.

Sufficient Library Resources exist

Yes

Example of Assignments Requiring Library Resources

Research Mission Statements of different facilities of interest.

Distance Education Addendum

Definitions

Distance Education Modalities

- Hybrid (1%–50% online)
- Hybrid (51%–99% online)
- 100% online

Faculty Certifications

Faculty assigned to teach Hybrid or Fully Online sections of this course will receive training in how to satisfy the Federal and state regulations governing regular effective/substantive contact for distance education. The training will include common elements in the district-supported learning management system (LMS), online teaching methods, regular effective/substantive contact, and best practices.

Yes

Faculty assigned to teach Hybrid or Fully Online sections of this course will meet with the EAC Alternate Media Specialist to ensure that the course content meets the required Federal and state accessibility standards for access by students with disabilities. Common areas for discussion include accessibility of PDF files, images, captioning of videos, Power Point presentations, math and scientific notation, and ensuring the use of style mark-up in Word documents.

Yes

Regular Effective/Substantive Contact

Hybrid (1%–50% online) Modality:

Method of Instruction	Document typical activities or assignments for each method of instruction
Asynchronous Dialog (e.g., discussion board)	Students may be required to post their ideas or solutions for class-related material on the course discussion boards. Students may also be required to comment on the posts of other students, including constructive criticism.
E-mail	The instructor may email students with announcements about the course or other college events and opportunities and answer student questions. Students may email questions and possibly assignments or projects, depending on the nature of the class, directly to the instructor.
Face to Face (by student request; cannot be required)	Students may have the option to visit the instructor in their office on campus for office hours or to discuss other class-related items.

Other DE (e.g., recorded lectures)	The instructor may use other instruction methods appropriate to the subject matter. For example, pre-recorded lectures may be posted perhaps leading to a class discussion on the discussion boards.
Synchronous Dialog (e.g., online chat)	The instructor may hold class in a regular schedule but in an online format using a program such as ConferZoom. Office hours may also be held in this manner or with an online chat tool.
Telephone	Students may have the option to call the instructor and/or the instructor may call students to facilitate office hours or to discuss other class-related items.
Video Conferencing	Instructor may hold class in a regular schedule but in an online format using a program such as ConferZoom. Office hours may also be held in this manner.
Hybrid (51%–99% online) Modality:	
Method of Instruction	Document typical activities or assignments for each method of instruction
Asynchronous Dialog (e.g., discussion board)	Students may be required to post their ideas or solutions for class-related material on the course discussion boards. Students may also be required to comment on the posts of other students, including constructive criticism.
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100% online Modality:	
Method of Instruction	Document typical activities or assignments for each method of instruction
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Examinations

Hybrid (1%–50% online) Modality

On campus
Online

Hybrid (51%–99% online) Modality

On campus
Online

Primary Minimum Qualification

ANIMAL TRAINING & MANAGEMENT

Review and Approval Dates

Department Chair

03/11/2022

Dean

03/11/2022

Technical Review

04/28/2022

Curriculum Committee

5/3/2022

DTRW-I

MM/DD/YYYY

Curriculum Committee

MM/DD/YYYY

Board

MM/DD/YYYY

CCCCO

MM/DD/YYYY

Control Number

CCC000599281

DOE/accreditation approval date

MM/DD/YYYY