



Professional Skills in Vet Bioscience II 2013
Business & Animal Husbandry Assignment Instructions and Marking
Criteria

Due: **9am on 29th April 2013.**

Aim for the Student Veterinarian:

This assignment will contribute to development of your awareness of the economic environment the veterinarian operates in. You will demonstrate this through the application of the basic management accounting skill, "partial budgeting". In addition to creating a "partial budget", the student will show consideration of related key issues, risks and benefits for an animal husbandry recommendation.

Introduction:

Management of an animal facility, when deciding whether or not it should implement a change in animal husbandry practice, will weigh up the costs and gains, the associated key issues, risks and benefits associated with the change in practice (i.e. the "pros" and "cons").

So if the veterinarian is able to present a fully supported recommendation, for a change in an animal husbandry practice, then it is more likely to have traction with decision makers. The veterinarian's first concern is animal welfare. Good welfare is essential to good production, so a positive "economic" argument for a worthwhile change in animal husbandry practice will create a win:win for the animal as well as the business entity.

Learning objectives and Outcomes:

Upon completion of this assignment, you will have:

1. Demonstrated basic knowledge and skills in business acumen applicable by the veterinarian to the business entity level.
2. Performed an elementary level partial budget for a simple change in animal husbandry.
3. Communicated a recommendation to owners of an (animal) enterprise via a prepared item for consideration by the stakeholders e.g at a board meeting.



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The Task – Formulate a proposal for a recommendation of a “simple” change in animal husbandry practice for an enterprise (word count guide 1500 words, 1 page cover letter, 1 page meeting item, 1or 2 pages of supporting appendices)

- A. Determine which scenario to use for your assignment (see allocations posted on MyUni).
- B. Use this scenario and your own research and enquiry to fill out the template provided below for an item for a meeting of the owners/directors of the animal facility. This meeting “item” is normally prepared by a company secretary from a document which you would send in. However in this case, you are to supply the basics so that the company secretary can create their own item with little extra effort.
- C. Include a cover letter to introduce the item to the company owners and the company secretary asking that it be included on the agenda of their next meeting. Make sure you include your qualifications (note you may not have any as yet, so in this case, put student Veterinary Bioscience II, and address etc – please make this “de-identified”

E.g. Mary Bloggs, Student in Veterinary Bioscience II, xx Make up Lane,
Roseworthy, 5371

- D. Include within your assignment self critique/evaluation on your work. Do this by “self-assessing” your assignment against the Research Skill Development Framework based marking criteria matrix. Do this while you are creating your assignment to help you address the criteria to the level you wish to work to.



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**SUBJECT: Proposed Plan for for "Name of Business Entity"
which has financial and management responsibility for the animals.**

RECOMMENDATION:

To

BACKGROUND/EXECUTIVE SUMMARY:

.....(all pertinent information including the partial budget)

Partial Budget for	\$ Loss due to the change	\$ Gain due to the change
<u>Added costs</u> Extra costs which will be incurred		
<u>Costs saved</u> (Costs not incurred)		
<u>Added income</u> (Extra Income to be obtained)		
<u>Income lost</u> (Income not obtained due to the change)		
TOTALS Net Gain		

KEY ISSUES:

- 1.
- 2.
- 3.

RISKS & BENEFITS

Benefits:

-

Risks:



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Steps:

1. Complete, if you have not previously, the following specific modules within the Writing & Speaking at Uni (AU LTDU 0004) course which is on your My Uni Site (lower right hand corner).

Cohesive Writing Module pages 1 – 14

Communication Skills Module 2 Grammar Issues

Communication Skills Module 3 Punctuation and Word Choice

Communication Skills Module 4 Paragraphs for practice

Communications Skills Module 1 Sentence Structure

2. Individually undertake the required pre-reading prior to the Workshop – review the lecture notes and the meeting procedure outline.
3. Participate actively with your team in the workshop which precedes this assignment.
4. Address the task (see above).
5. Please check your work for text matching and adequacy of referencing prior to final submission. Do this by passing a word document of your assignment through Turnitin prior to lodgement (the Turnitin lodgement site is also in the Assignment folder for this assignment). This is required as part of the assessment. Assignments not lodged into Turnitin as well as into the normal submission site will not be marked and will receive a O grade.
6. Please indicate your self assessment prior to lodgement. To do this, for each criterion, consider the levels to which you met each criterion, and highlight these areas in the rubric (do not score). This is a required part of the assignment.
8. Please submit electronically into **both** Turnitin and MyUni, and drop a hard copy, together with your cover sheet and self assessed marking matrix into the Professional Skills II collection box in the Williams building.

Note, for Turnitin, DO NOT include your cover sheet, task sheet or self assessed marking rubric.

Note, for MyUni, DO submit your cover sheet & self assessed marking rubric into the MyUni electronic lodgement location. Please attach these IN THE SAME LODGEMENT as your actual assignment answers (i.e. attach both documents together).

Assignments that are late without an approved extension will NOT be marked.



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Assignments that are late with an approved extension, must be also submitted in hard copy, as well as electronically.

Extensions can only be granted for health or compassionate reasons (same rules as for approved absences).

This Assignment is an indicator of the following:

Royal College of Veterinary Surgeons Day I skills:

A1.1 Communicate effectively with clients, the lay public, professional colleagues and responsible authorities; listen effectively and respond sympathetically to clients and others, using language in a form appropriate to the audience and the context

A1.5 Be aware of the economic and emotional climate in which the veterinary surgeon operates, and respond appropriately to the influence of such pressures

A1.6 Be willing to use one's professional capabilities to contribute as far as possible to the advancement of veterinary knowledge in order to benefit veterinary practice and further improve the quality of animal care and public health

Graduate Attributes of the University of Adelaide:

- **Research Skills:** The ability to locate, analyse, evaluate and synthesise information from a wide variety of sources in a planned and timely manner.
- **Knowledge & Understanding** of the content and techniques of a chosen discipline at advanced levels that are internationally recognized. ie. demonstrates knowledge of written communication importance within the discipline context and utilises this.
- Skills of a high order in interpersonal understanding, teamwork and **communication**.
- A commitment to **the highest standards of professional endeavour** and the ability to take a leadership role in the community.
- An awareness of **ethical, social and cultural issues** within a global context and their importance in the exercise of professional skills and responsibilities



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Your Name:

Your Group:

CRITERIA <i>The student has demonstrates the following facets of inquiry...</i>	0 - 1 points Fails to satisfy the minimum requirements	2 – 4 points Prescribed Level of Attempt (Just fails to satisfy the minimum requirement)	5 – 7 points Bounded Level of Work (Satisfies minimum requirements & Demonstrates sound understanding)
a. Embark & Clarify Determines what knowledge is required and the purpose of the report	Misses the point. No attempt to introduce	Includes a cover letter.	Includes a cover letter clarifying the purpose of the document. Undertakes a appropriate depth of consideration of the clients situation, shows own curiosity.
b. Find & Generate needed information/data using appropriate methodology	Does not collect required information or data	Some logic and shows some evidence of use of methods	Utilizes the data provided in the scenario and follows methodology supplied, shows own determination.
c. Evaluate & Reflect Determine and critique the information and data generated and reflect on the processes used.	Insufficient, and scant evaluation evident	Evaluates and reflects on the calculations and does this in the appropriate location.	Evaluates information/data calculated. Reflects insightfully to improve own processes used. Relates to own skills, knowledge or prior experience; shows discernment
d. Organise & Manage Organise information/data to reveal patterns and themes, and manage teams and research processes.	None Blurred logic to organisation .	Organises the information and data and manages the process clearly and effectively using the provided guidelines.	Organises the information and data and manages the process by adapting provided guidelines.
e. Analyse & Synthesise, Analyse information/data critically and synthesis new knowledge to produce coherent understandings	Does not produce in prescribed structure Insufficient.	Documents are produced in prescribed and sufficient structure.	PLUS: constructs emergent level knowledge exhibiting gain of new relevant understanding; shows creativity
f. Communicate & Apply Ethically Write, present and perform the processes, understandings and applications, and respond to feedback, accounting for ethical, social and cultural (ESC) issues	Uses mainly lay language to demonstrate understating for lecturer/teacher as audience. Poor layout, grammar, spelling, clarity, flow.	Uses some business language to demonstrate understanding. Directed to lecturer/teacher as audience. Many errors in spelling & grammar, Scant OR too wordy or verbose. Scant referencing or appendices	Uses entity relevant and business relevant language which demonstrates understanding to stakeholders. Minor errors in spelling & grammar. Some referencing, but highly pertinent. A very constructive document.