McLennan COMMUNITY COLLEGE

WACO, TEXAS

COURSE SYLLABUS
AND
INSTRUCTOR PLAN

Veterinary Anatomy and Physiology
VTHT 1413.75

Dennis A. Clark DVM

Fall 2019 Course Information for VTHT 1413
Veterinary Anatomy and Physiology

Contact Information

A. **Instructor:** Dennis A. Clark DVM
B. **Office**: Veterinary Technology, Room 125
Hours: Monday 1200hrs to 1600hrs; Tuesday 1130hrs to 1250hrs; by appointment on Fridays

Lecture- Monday 1030-1150hrs Tuesday 0830-950hrs
Lab- Thursday 1300-1650hrs
Instructor Contacts:

e-mail – **dclark@mclennan.edu**
Office – (254) 299-8771
Cell phone/text – (254) 715-3258

Email is the best way to contact me**. It is essential that you have a fully functioning MCC email account and that you check it often.** This is the primary way that I communicate. You need to use your student email address as this is where emails will be sent.

COURSE OBJECTIVE

The objective of this course is to provide the student with a working competency in anatomy and physiology that will be continually reinforced as the student advances in their clinical studies. Before a student can recognize an abnormal condition in an animal or perform a clinical procedure, he/she must be able to recognize where structures are within the body and what is considered to be normal in the animal.

LEARNING OBJECTIVES

Upon successful completion of this course the student will be able to:

1. Describe the physical and chemical factors that are responsible for the origin, development and progression of life.
2. Detail the anatomy and physiology of the cells, tissues, organs, and systems
3. Explain the interrelationships of body organs and systems
4. Compare the anatomy and physiology in our domestic animals
5. Compare the physiology and various pathophysiologic conditions of animals and relate this to similar conditions in humans
6. Identify various muscles, organs and structures within the body using anatomical models and specimens.
7. Recognize muscles, arteries, veins using a preserved specimen and comparing this in the live animal.

Veterinary Anatomy and Physiology
VTHT 1413.75

The study of Anatomy and Physiology is the foundation for the recognition of normal and abnormal clinical conditions of animals.

YOU MUST BE ABLE TO DETERMINE THE NORMAL ANATOMY AND PHYSIOLOGY BEFORE YOU CAN RECOGNIZE THE ABNORMAL.

TEXTBOOK AND SUPPLIES

A. Clinical Anatomy & Physiology for Veterinary Technicians 3rd Edition. Thomas Colville and Joanna M. Bassert
B. Clinical Anatomy & Physiology Laboratory Manual for Veterinary Technicians 3rd Edition. Thomas Colville and Joanna M. Bassert
C. Case Studies in Veterinary Technology. Jody Rockett and Chani Christensen

http://www.mclennan.edu/bookstore/

TECHNOLOGY REQUIREMENTS

You must have a computer or tablet with a working internet connection. You must be able to receive and send emails on a regular basis. You must be able to use Brightspace on your computer or tablet. If you **do not** have: 1. a working computer or tablet 2. working email away from campus 3. an internet connection, you may use the computers in the Vet Tech library while at school. This class will have assigns, quizzes, and vital information posted on Brightspace and communication will be done primarily through email.

Student Support/Resources:

MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at http://www.mclennan.edu/campus-resource-guide/

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources, we encourage you to contact a success coach by calling (254) 299-8226. Students can visit the Completion Center Monday-Friday from 8:00 a.m.-5:00 p.m. to meet with a success coach and receive additional resources and support to help reach academic and personal goals. Paulanne's Pantry (MCC's food pantry) is open 12:00 p.m.-1:00 p.m., Monday-Friday, without an appointment. The Completion Center and pantry are located on the Second Floor of the Student Services Center (SSC).

Minimum Technical Skills:

Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

Backup Plan for Technology:
In the event MCC's technology systems are down, you will be contacted/notified through your MCC student email address. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.

* **Click Here for the Minimum System Requirements to Utilize MCC's D2L|Brightspace**
(**www.mclennan.edu/center-for-teaching-and-learning/teaching-commons/requirements**)
Click on the link above for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

PERFORMANCE DETERMINATION

Academic Integrity Statement:

A. **Cheating will not be tolerated in this course**. This includes copying answers from another students paper, turning in work that is not your own or copying anything from another source without appropriate credit given to the original author**. If suspected, a grade of "0" will be given on the first occurrence and the second occurrence will lead to an "F" in the course and dismissal from the program.**

B. **Please turnoff or silence all cellular phones and place them inside the cell phone basket when entering the classroom or laboratory.** The devices are disturbing to your fellow classmates and instructor. If you are expecting an important call, then please inform the instructor ahead of time. **Any phones going off in class will result in a 0 (F) for the day**

C. This course is taught on the basis of mutual respect. I respect your desire to learn the material and will do my best to present it in a way to facilitate learning. You need to respect the classroom environment, your fellow students and the instructor

ATTENDANCE: Attendance at all class lectures and labs is **required and is essential** to your success in this course. Attendance may be taken by, but not limited to, any of the following measures: roll call, quiz, vocabulary word, and/or survey. You must wear closed-toe, non-slip shoes in lab. Scrubs and lab coat are required during lab. **THERE IS A NO FOOD OR DRINK POLICY AT ALL TIMES IN THE LAB.**

You must wear closed-toe non-slip shoes at all times for lecture and lab.
Students may wear the following to class:

Jeans (clean with no holes, no rips and no tears) Scrub pants (must be worn in all labs) Dress slacks Scrub top (must be worn in all labs) MCC Vet Tech Polo shirt

The following is **prohibited** and will result in being dismissed from class for the day, being marked as absence, and a grade of 0 (F) for the day:

Open toed shoes Shorts Capri Pants Short skirt or kilt T- Shirt Sleeveless shirt Facial Piercings (one 1 earring allow in each ear) Any distractive/suggestive clothing, piercing, or body art.

Visible tattoos and body jewelry (other than earrings confined to the lobes – 1 per ear) are required to be covered up or removed, respectively, when in lecture or laboratory sessions at the Veterinary Technology facility, field trips, class trips to shelters or veterinary facilities, and at all times during your practicum. Disruptive hair styles are discouraged. Acceptable hair colors fall under the normal range of natural color.

MCC Attendance Policy:

* **Click Here for the MCC Attendance/Absences Policy**
(www.mclennan.edu/highlander-guide/policies)
Click on the link above for the college policies on attendance and absences. Your instructor may have guidelines specific to this course.

MCC Academic Integrity Statement:

* **Click Here for the MCC Academic Integrity Statement**
(www.mclennan.edu/academic-integrity)
The link above will provide you with information about academic integrity, dishonesty, and cheating.

MCC Official E-mail Policy

This policy applies to all students enrolled at McLennan Community College (MCC) and to all MCC employees. All students, staff, and faculty will use their official college e-mail addresses when conducting college business.

It is MCC's policy to assign all students, upon registration, an official e-mail address, which may remain in effect up to twelve months after students are no longer enrolled at MCC. MCC student e-mail addresses will be the only e-mail authorized to communicate official college information or business. Students are expected to read and, if needed, respond in a timely manner to college e-mails. It is suggested that students check college e-mail daily to avoid missing time-sensitive or important college messages. Students may forward college e-mails to alternate e-mail addresses; however, MCC will not be held responsible for e-mails forwarded to alternate addresses. A student's failure to receive or read official communications sent to the student's assigned e-mail address in a timely manner does not absolve the student from knowing and complying with the content of the official communication.

Privacy and Confidentiality
Official college communications sent by e-mail are subject to public information, privacy, and records-retention requirements and to other policies and procedures.

Instructional Uses of E-mail
Faculty members will determine classroom use of e-mail or electronic communications. Faculty will expect students to check college e-mail on a regular basis unless another communication method is indicated in the course syllabus. Faculty should inform students in the course syllabus of any special or unusual expectations for electronic communications. If a faculty member prefers not to communicate by e-mail with her/his students, it should be reflected in the course syllabus and information should be provided for the preferred form of communication.

Appropriate Use of Electronic Communication
The official college e-mail address assigned to students can be revoked if it is determined the student is utilizing it inappropriately. College e-mail must not be used to send offensive or disruptive messages nor to display messages that violate state or federal law. Use of College e-mail must comply with the following policies:

(a) "Responsible Use of College Computing Resources" (E-XXXI); and

(b) "General Conduct Policy" (E-VIII).

PHOTOGRAPH & SOCIAL MEDIA POLICY

No pictures maybe taken during this class of other people including instructors and students, patients, exams, tests, homework, or instructional models without the express written consent of the instructor(s) of this class. **Any sharing of photographs of this class on ANY social media sites is strictly forbidden.** No statements that would be considered inflammatory or derogatory towards another student, instructor, or client will not be allowed on social media. **VIOLATION OF THIS POLICY WILL RESULT IN AUTOMATIC FAILURE OF THIS CLASS.**

LECTURE EXAMS. Lecture exams are objective in format, i.e., multiple choice, true/false, matching, fill-in-the-blank and short answer. The exams will be worth 100 points each. There will be 4 exams in this class. The exams may contain questions from the class assignments, quizzes or word-of-the-day. Any grading errors must be reported to the instructor no later than the end of the week following the exam. The final exam will be worth 200 points and will be **comprehensive over the entire course**.

FINAL EXAM. A comprehensive exam, covering information from the entire course, will be given. This exam will be worth 200 points and administered during finals week. This exam will be objective in format (MC, T/F, etc).

LABORATORY EXAMS– All laboratory exams will be fill-in-the blank and involve identification of structures within the body or functions of certain structures within the body. There will be a mid-term and final lab exam. Both exams will be worth 100 points. **The final lab exam will be comprehensive over the entire course. Word banks will not be provided for lab exams- Don't ask, the answer will be "no".**

MISSED EXAM: As stated in the Student attendance policy: Students will be permitted to make up class work and assignments missed due to absences caused by (1) authorized participation in official College functions, (2) personal illness, (3) an illness or a death in the immediate family or (4) the observance of a religious holy day. Also, the instructor has the prerogative of determining whether a student may make up work missed due to absences for other reasons. It is the student's responsibility to inform the instructor of the reason for an absence and to do so in a timely fashion. If the student misses an exam he/she will be allowed to make up the missed exam ONLY IF the absence is caused by one of the 4 causes listed above. Personal illnesses will require a doctor's note before you can make up any missed exams or work. Make up exams and assignments may be Essay in nature and may be taken at the MCC Testing Center. **LABORATORY EXAMS CANNOT BE MADE UP UNDER ANY CIRCUMSTANCES.**

WEEKLY QUIZZES: Quizzes will cover the reading for that week and will be on Brightspace. The quizzes will be available from the Monday at 0700hrs until Sunday at 2359hrs. You will have two attempts to take the quiz. There is no make up for missed quizzes. Each quiz is worth 10 points. There will be 15 quizzes in this class. The instructor may use pop-quizzes at any time as a way to measure learning and to take attendance. All pop-quizzes will be worth 10 points.

LABORATORY PARTICIPATION: Attendance and active participation is essential to being successful in this course. These will be graded weekly for a maximum of 10 points per week for a total of 150 points. Additional, your completion of Kennel Duty will be monitored during this class. Kennel duty will be worth 50 points.

CLASS ASSIGNMENT – ESSAY: A paper is required to be completed and turned in by Tuesday **November 12th**. This paper should compare and contrast the rear limb of the

horse, the dog and the cow. The paper should give the similarities and the differences of the anatomy of the rear limb of each animal. A discussion of the "Stay Apparatus" of the horse should be included in the paper. This paper is worth 150 points of your total grade. This paper must be typed spaced and turned in electronically. **Handwritten papers will not be accepted**. Computers are available for use in the Vet Tech Library room and in the Main Campus Library. Include a Works Cited page in your paper that includes at least three (3) sources. Only one (1) source can be in a digital format (website, email, television, video, etc). The other two (2) sources needs to come from a journal, book or other printed material. For more information on how to document your sources in MLA style, go to this website: **http://www.english.uiuc.edu/cws/wworkshop/writer_resources/citation_styles/mla/mla.htm#authors.** APA style is also accepted. Papers will not be accepted after November 13th under any circumstances.

LAB SPECIMENS AND CADAVERS: The items are to be studied in the lab and not to be removed from the lab room. The lab can be opened for study at anytime during the school week as long as I am in the building. It is asked that the lab specimens and cadavers be respected at all times. Causing damage to such specimens can lead to disciplinary measures.

GRADE DETERMINATION

A. Taking the total points earned in lecture and lab will determine your final grade.
For example:
Lecture Exam Grades: 74, 68, 81, 80 = 303.
Final Exam: 180=180
Lab Exam Grades: 78, 95= 173.
Quiz Grades: 10,8,9,7,10,8,9,10,7,9,6,10,8,9,10=130
Laboratory Participation: 140, 50=190
Class Assignment grades: 135= 135
Course Grade = 303 + 180 + 173 + 130 + 190 + 135 = 1111/1300 (Total points possible from all seven categories) which is a B in the course.

B. Final grades are based on:
1300 to 1170 points = A
1169.9 to 1040 points = B
1039.9 to 910 points = C
909.9 to 845 points = D
844.9 points and below = F

C. You must pass this course with a minimum of 910 points (70 average). Failure to achieve a minimum of 910 points (70 average) will result in dismissal from the Veterinary Technology Program.

INFORMATION

A. **Anatomy and Physiology can only be learned through repetition**. In order to fully understand and remember the material it is important for you to read the chapters before class and then to spend a certain amount of time reviewing the information each day. The more you review something the easier it is to learn and remember. You should plan on spending at the **minimum,** 2 hours of study for every hour of class/lab. **Do not wait until the day before the exam to try to learn everything.**

B. Please turnoff or silence all cellular phones and place them inside the cell phone basket when entering the classroom or laboratory. The devices are disturbing to your fellow classmates and instructor. If you are expecting an important call, then please inform the instructor ahead of time.

C. This course is taught on the basis of mutual respect. I respect your desire to learn the material and will do my best to present it in a way to facilitate learning. You need to respect the classroom environment, your fellow students and the instructor.

D. **Cheating will not be tolerated in this course**. This includes copying answers from another students paper, turning in work that is not your own or copying anything from another source without appropriate credit given to the original author. If suspected, a grade of "0" will be given on the first occurrence and the second occurrence will lead to an "F" in the course and dismissal from the program.

Professional Expectations

1. All students will dress per Veterinary Technology Professional Dress Code. This is in both the Veterinary Technology Handbook and your syllabus.
2. There will be no profane or vulgar language used at MCC Veterinary Technology. This includes outside of the classroom, during kennel duty, or on field trips.
3. Students will be on time. Tardiness is unacceptable. This includes class, field trips, and kennel duty.
4. Students will be polite and courteous to the public, other students, MCC staff, and MCC faculty.
5. The social media policy for MCC Veterinary Technology will be **strictly** adhered to by all students.

6. There will be no abusive behavior (physical or verbal) towards people, animals, cadavers, supplies, or equipment.
7. All veterinarians will be addressed as Doctor with their last name used:

   Example – I am Dr. Clark

   All technicians will be addressed as Mr., Ms., or Mrs.

   Example – Mrs. Allen
8. Students will clean all laboratory areas at the end of class and will not leave until all lab space, surfaces, equipment, and supplies are properly cleaned, disposed of, or put back in proper working order.
9. Any cheating, stealing, or dishonesty can and will result in dismissal from the program.
10. Students will have all kennel duties, assignments, and other assigned tasks completed on time.

The Veterinary Technician's Oath

"I solemnly dedicate myself to aiding animals and society by providing excellent care and services for animals, by alleviating animal suffering, and promoting public health. I accept my obligations to practice my profession conscientiously and with sensitivity, adhering to the profession's Code of Ethics, and furthering my knowledge and competence through a commitment to lifelong learning."

Accommodations/ADA Statement

Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact the Accommodations Coordinator as soon as possible to provide documentation and make necessary arrangements. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. Instructors should not provide accommodations unless approved by the Accommodations Coordinator. For additional information, please visit mclennan.edu/disability.

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

disabilities@mclennan.edu
254-299-8122
Room 319, Student Services Center

TITLE IX

* **Click Here for more information about Title IX**
(**www.mclennan.edu/titleix**)

We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the Title IX Coordinator at titleix@mclennan.edu or by calling Dr. Drew Canham (Vice President for Student Success) at 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC by calling 299-8210. The MCC Student Counseling Center is a confidential resource for students.

McLennan's Title IX webpage (http://www.mclennan.edu/titleix/) contains more information about definitions, reporting, confidentiality, resources, and what to do if you or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence or domestic violence.

* *You will need to access each link separately through your Web browser (for example: Internet Explorer, Mozilla, Chrome, or Safari) to print each link's information.*