

McLennan
C O M M U N I T Y
COLLEGE

WACO, TEXAS

COURSE SYLLABUS
AND
INSTRUCTOR PLAN

Introduction to Veterinary Technology VTHT 1301.75

Laurel Shrawder, LVT

NOTE: This is a 16-week course.

NOTE: This is a Blended/Hybrid course.

COVID 19 Notice:

McLennan Community College is committed to providing you with every resource you need to reach your academic goals. We are also concerned for your safety. We are working through COVID-19 guidelines to make sure we offer a safe environment for you and our faculty. This will include smaller class sizes to manage social distancing and proper cleaning techniques. You will have the advantage of a physical classroom experience but may also need to work part of the time online as we adjust to limited classroom capacity. This will also allow us the flexibility to move online if so directed by federal, state and/or local COVID 19 guidelines. Faculty and staff are preparing now to ensure that you have the best experience in the midst of these uncertain times.

Introduction to Veterinary Technology

VTHT 1301.75

Course Description:

Survey of the profession of veterinary technology with emphasis on basic techniques, handling and care of domestic animals, and ethical and professional requirements. Admissions/Acceptance into Veterinary Technology Associate Degree program, or, approval of Veterinary Technology Program Director for certificate students. Semester Hours: 3 (2 lec/4 lab)

Also included is identification of common breeds of canines, and felines and the diseases they are vaccinated for. The labs will provide observation and experience in appropriate animal restraint, animal behavior, bandaging techniques, grooming-including, but not limited to; toe nail trims, anal gland expression, , ear cleaning, brushing, bathing, etc., clinical lab work, and basic animal husbandry and nursing principles.

The student will also gain knowledge and experience in the care, husbandry and feeding of animals, and develop team building skills, by working with fellow students in a kennel management environment.

Prerequisites and/or Corequisites:

None

Course Notes and Instructor Recommendations:

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. Retention of information is the key to your success!**

****All notices and information related to this course will be posted on Brightspace and/or your MCC student email.**

Instructor Information:

Instructor Name: Laurel Shrawder, LVT

MCC E-mail: lshrawder@mclennan.edu

Office Phone Number: 254-299-8735

Cell Phone Number: 512-461-2600

Office Location: 126 Veterinary Technology Building

Office/Teacher Conference Hours: Wednesday 8:00AM to 12:00PM; Friday 8:00 to 5:00PM by appointment. Appointments are preferred and Friday by appointment only please. Appointments may be conducted via Zoom, phone or in person. In person will follow MCC's COVID-19 social distancing policies.

Other Instruction Information: 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. My cell phone number is provided and should only be used in important or emergent matters.

Required Text & Materials:

Title: McCurnin's Clinical Textbook for Veterinary Technicians

Author: Joanna M. Bassert/Oreta M. Samples/Angela D. Beal

Edition: 9th

Publisher: Elsevier

ISBN: 978-0-323-39461-1

McCurnin's Clinical Textbook for Veterinary Technicians Workbook

Author: Joanna M. Bassert/ Oreta M. Samples/Angela D. Beal

Edition: 9th

ISBN: 978-0-323-44274-9

Copyright Year: 2018

Publisher: Elsevier - Health Sciences Division

Essential Clinical Procedures for Veterinary Technicians,

Author: Loy.

Publisher: Bluedoor Publishing

ISBN-13: 978-1-68135-748-5

Veterinary Instruments & Equipment (w/Bind-In Access)

Author: Teresa Sonsthagen,

Edition: 3rd

ISBN: 9780323263139

Copyright Year: 2014

Publisher: Elsevier - Health Sciences Division

MCC Bookstore Website: <http://www.mclennan.edu/bookstore/>

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).

MCC Foundation Emergency Grant Fund:

Unanticipated expenses, such as car repairs, medical bills, housing, or job loss can affect us all. Should an unexpected expense arise, the MCC Foundation has an emergency grant fund that may be able to assist you. Please go to <https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html> to find out more about the emergency grant. The application can be found [here](https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf) (https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf).

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](https://www.mclennan.edu/center-for-teaching-and-learning/Faculty%20and%20Staff%20Commons/requirements.html) (<https://www.mclennan.edu/center-for-teaching-and-learning/Faculty%20and%20Staff%20Commons/requirements.html>)**

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.

Email Policy:

McLennan Community College would like to remind you of the policy (<http://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf>) regarding college email. All students, faculty, and staff are encouraged to use their McLennan email addresses when conducting college business.

A student's McLennan email address is the preferred email address that college employees should use for official college information or business. Students are expected to read and, if needed, respond in a timely manner to college emails.

Instructional Uses of Email:

Faculty members can determine classroom use of email or electronic communications. Faculty should expect and encourage students to check the college email on a regular basis. Faculty should inform students in the course syllabus if another communication method is to be used and of any special or unusual expectations for electronic communications.

If a faculty member prefers not to communicate by email with her/his students, it should be reflected in the course syllabus and information should be provided for the preferred form of communication.

Email on Mobile Devices:

The College recommends that you set up your mobile device to receive McLennan emails.

Forwarding Emails:

You may forward the emails that come to your McLennan address to alternate email addresses; however, the College will not be held responsible for emails forwarded to an alternate address that may become lost or placed in junk or spam filters.

Methods of Teaching and Learning:

1. Lectures and discussion on material.
2. Homework/Worksheet Assignments. These will be pulled from the McCurnin Clinical Textbook for Veterinary Technician Workbook. They will be relevant to the material currently being covered in that week(s) in class.
4. Lecture exams (6) are objective in format, i.e., multiple choice, true/false, matching, fill in the blank, labeling or short answer.
5. Final exam is worth 200 points and is comprehensive over the entire semester. The final exam will be in similar format as the lecture exams.

Course Objectives and/or Competencies:

1. Demonstrate and know the proper restraining techniques for small and large animals.
2. Perform a complete physical examination on both large and small animals.
3. Know the facts about wound healing and management along with the appropriate bandaging techniques.
4. Identify the common diseases and the vaccine protocol in small and large animals.
5. Be knowledgeable of the basic surgical procedures: be able to demonstrate the techniques for surgical preparation of both the surgical team and patient. Identify and be familiar with the methods of sterilization and disinfection as it pertains to the surgical team, patient and equipment. Be able to identify surgical instruments and understand the cleaning and care of.
6. Demonstrate the basic laboratory procedures used in veterinary medicine.
7. Be knowledgeable of the basic radiology safety standards and patient positioning when imaging.
8. Have basic knowledge of the use of the computer in a veterinary clinic.
9. Be able to identify the basic breeds of domestic animals.

Course Outline or Schedule:

Lecture Outline:

Week 1-4

Chapter 1: Introduction to Veterinary Technology: It's Laws and Ethics

Chapter 4: Occupational Health and Safety in Veterinary Hospitals

Chapter 2: Veterinary Practice Management

Chapter 3: Veterinary Medical Records

EXAM #1

Week 5-7

Chapter 7: History and Physical Examination

Chapter 5: Animal Behavior

Chapter 6: Restraint and Handling of Animals

EXAM #2

Week 8-11

Chapter 8: Preventative Health Programs

Chapter 32: Surgical Instruments and Aseptic Technique

Chapter 28 Wound Management and Bandaging

EXAM #3

Week 11-13

Chapter 11: Animal Reproduction

Chapter 18 Diagnostic Sampling and Therapeutic Techniques

EXAM #4

Week 14

Chapter 17 Basic Necropsy Procedures

Pharmacology Drug Laws

EXAM #5

Week 15

Review

Review

Week 16

Final Exam

LAB OUTLINE

Labs will coordinate with lectures, while including Breeds, Instruments, restraint and completing the required skills in the students Essential skills textbook.

***** The schedule is subjected to change. All notifications of change will be announced in lecture, lab, and by McLennan Student email/Brightspace. If you are absent from class, it is your responsibility to notify the Instructor and obtain information, handouts, and material missed. *****

Course Grading Information:

Worksheets (8) total: 25 points each.....	200 points
Exams (5) total 100 points each	500 points
Kennel Duty 200 points.....	200 points
Final Lab Exam	100 points
Final Lecture Exam	200 points
Total Possible Points.....	1200 points

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A= 1200-1080

B= 1079-960

C= 959-840

D= 839-720

F= 719 or below

The point system is only for illustration purposes in calculating your grade in this course.

*****You must pass this course with a minimum of a “C” (70%) or better. Failure to achieve a minimum of a “C” average in this course will result in you being dropped from the Veterinary Technology or Veterinary Assistant program at the end of the Fall 2020 Semester. This will prohibit you from advancing to the Spring 2021 semester.*****

Lecture exams may be comprised of multiple choice, true/false and fill in the blank.

A hands on lab final with your instructor will be given at the end of the semester. A task list of the skills and procedures to perform will be provided. This exam will involve scheduling a time to test one-on-one with the instructor.

Each student will be assigned kennel duty throughout the semester, and/or duration the student is in the program. Each day, Monday-Friday includes three shifts: morning,, noon, & p.m..

Holidays and weekends includes 2 shifts: a.m. & p.m. Each student will make arrangements to attend each day he or she is assigned kennel duty. If for some reason the student cannot attend their scheduled kennel duty, he or she is responsible to find another class mate to switch days with. **YOU MUST INFORM YOUR SECOND YEAR SUPERVISOR AND YOUR INSTRUCTORS OF THE SWITCH.** Kennel duty is NOT an excuse to be tardy to class. Arrive on time and complete your duties on time. **All changes in the schedule must be cleared with Sue Allen, LVT, Program Director and Kennel Supervisor, in advance.**

NOTE ABOUT Essential Skills for Syllabi:

Successful completion of ALL the Essential Skills associated with this course is required by the AVMA/CVTEA for all program veterinary technician students, and as part of eligibility to graduate.

Late Work, Attendance, and Make Up Work Policies:

Make-up exams are given only with excused absences.

As stated in the Student Attendance Policy: Students will be permitted to make up tests missed due to absences caused by 1) authorized participation in official College functions, 2) personal illness, 3) an illness or death in the immediate family or 4) the observance of a religious holy day. It is the student's responsibility to inform the instructor of the reason for an absence and to do so in a timely fashion (within 24 hours of the absence or sooner). 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 illness may require a doctor's note before you are allowed to make up any missed exams/work. Make up exams may be in essay form, fill in the blank, listing, or short discussion.

There will be NO retakes for failed exams.

Student Behavioral Expectations or Conduct Policy:

STUDENT UNIFORMS/DRESS CODE:

The type of scrubs and lab coats worn by veterinary technicians in veterinary clinics is required in laboratory classes starting with the first semester in the first year of training. Student's dress and appearance at all times will be expected to reflect the dress worn when the student becomes employed as a veterinary technician. Scrub tops and jeans are acceptable in some courses. If jeans are worn, they must NOT have any holes/tears/rips in them, and be clean. You are required to have at least one set of MCC Veterinary Technology scrubs to wear as directed by your instructors for labs, field trips and special occasions. These are available at the MCC Bookstore. Otherwise, scrubs of various prints and colors may be worn to lecture and laboratory sessions as long as the scrubs are in good condition, fit well, and are clean not wrinkled, and in good taste. Full scrubs, close toed shoes, and full surgical attire must be worn during all surgery laboratories. Coveralls may be worn when working around large animals or appropriate clothing as determined by instructor's class syllabi. Lab coats are required in labs that involved handling blood, fecal material or urine. Lab coats that have the MCC Vet Tech logo are available in the MCC Bookstore. Coveralls are available at most retail clothing stores and are similar to the Dickies brand coveralls. Closed-toe, non-slip shoes, such as boots or tennis shoes, must be worn at all times during all labs and field trips. It is strongly advisable to wear boots when handling large animals to minimize foot injuries.

1. Visible tattoos and body jewelry (other than earrings confined to the ear lobes-1 per ear) are required to be covered up or removed, respectively, when in lecture or laboratory sessions while at the veterinary technology facility, and AT ALL TIMES during your practicum. Gauged ears require a plug in each while in any/all program classes, field trips or public events.

2. No loose jewelry or loose fitting clothing (such as bracelets, scarves) are typically allowed in any lab due to safety concerns.
3. Disruptive hair styles are discouraged. Acceptable hair colors fall under the normal range of natural color.

Instructors may have specific requirements, as outlined in the syllabus for the course.

Personal Grooming Guidelines:

1. Professional appearance when in clinical settings.
2. Good personal hygiene is required.
3. All clothing should be clean and free from wrinkles, stains, ragged hems. Hems and pants should be at least ½” from the floor.
4. Hair should be well groomed and pulled out of face and off shoulders in the laboratory courses.
5. Male students should be freshly shaven or have well-groomed beards, mustaches, and sideburns.
6. Fingernails are to be kept at a length and shape consistent with patient and personal safety. NO artificial nails are allowed.
7. The use of safety goggles or other eye protection may be required in the laboratory classes, and the wearing of exam gloves when handling laboratory specimens, including anatomical specimens, blood, urine and feces, is required.

You must wear closed-toe non-slip shoes at all times for lecture and lab.

No sandals, flip-flops, Crocs, etc.

Students may wear the following to class:

Jeans (clean with no holes, no rips and no tears)

Scrub pants

Dress slacks

Scrub top

MCC Vet Tech Polo shirt or polo shirt, or other shirts deemed appropriate. NO spaghetti strap or Cami-style tops, are allowed.

Preferred dress for all vet tech classes:

Scrub top

Scrub pants or jeans

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

Leggings

Short skirt or kilt

T- Shirt (MCC shirts may be considered)

Tank tops

Sleeveless shirt

No spaghetti strap or cami-style tops

Facial Piercings (one 1 earring allowed in each ear-no lip/nose/tongue or other piercings with jewelry)

Any distracting/suggestive clothing, piercing, or body art.

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."

Student Behavioral Expectations or Conduct Policy:

Students are expected to maintain classroom behavior that includes respect for other students and the instructor, regular attendance, being on time for class, and an attitude that seeks to take full advantage of the educational opportunity." 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 are expected to respect the classroom environment, your fellow students and instructor. Behavior and attire are to be professional at all times.

Cheating will not be tolerated in this course. This includes copying answers from another student, turning in work that is not your own, copying anything from another source without

appropriate credit given to the original author, or other forms of cheating such as notes, etc. 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 immediate dismissal from the program.

Please refer to the General Conduct Policy in the Highlander Guide for more information

[* 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.

[* Click Here for the MCC Attendance/Absences Policy](#)

(<https://www.mclennan.edu/highlander-guide/policies.html>)

Click on the link above for the college policies on attendance and absences. Your instructor may have guidelines specific to this course.

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

[* 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

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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. Any student or employee may report sexual harassment anonymously by visiting the following website: <http://www.lighthouse-services.com/mclennan/>.

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.*