McLennan COMMUNITY COLLEGE

WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

Introduction to Veterinary Technology

VTHTL 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 including your safety. We will continue to monitor the evolving situation with COVID 19 and adjust our safety guidelines to make sure we offer a safe environment for you and our faculty. Please make sure to consult your faculty and the MCC website on any changes to these guidelines.

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, 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 as a part of the program requirements.

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: 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 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.

*****INSTRUCTOR NOTE:*****

I read my e-mail at least twice a day during the week; however, if you send me an e-mail at 11 PM with a question you need answered before the class tomorrow, I likely will not read it before class. I do not always read e-mails on the weekends. Do not expect instantaneous responses from me via e-mail. Instructors are not 24/7 call centers. Please plan ahead. Remember, poor planning on your part does not constitute an emergency for anyone else.

When you send an e-mail, ALWAYS begin the subject line with VTHT and your course number. If you respond to my e-mail, hit reply, and make sure VTHT (1234.56) is present in the subject line**. Please use complete text in your emails. I do not want to see: u, ur, b4 etc.** Be professional in your communications to your instructors.

Required Text & Materials:

Title: McCurnin's Clinical Textbook for Veterinary Technicians
Author: Joanna M. Bassert, VMD and John Thomas, DVM
Edition: 10th
Publisher: Elsevier
ISBN: 9780323721806
ISBN E-Book: 9780323722025

McCurnin's Clinical Textbook for Veterinary Technicians Workbook
Author: Joanna M. Bassert, VMD and John Tomedi
Edition: 10th
ISBN: 9780323765107
ISBN E-Book: 9780323765121
Publisher: Elsevier

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) **(Recommended)**
Author: Teresa Sonsthagen,
Edition: 4rd
ISBN: 9780323511322
ISBN E-Book: 9780323511292
Copyright Year: 2020
Publisher: Elsevier - Health Sciences Division

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

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 demonstrating 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 8-10

Chapter 8: Preventative Health Programs
Chapter 31: Surgical Instruments and Aseptic Technique
Chapter 27: Wound Managment and Bandaging

EXAM #3

Week 11-12

Chapter 10: Animal Reproduction
Chapter 17: Diagnostic Sampling and Therapeutic Techniques

EXAM #4

Week 13

Chapter 1: Basic Necropsy Procedures
Pharmacology Drug Laws

EXAM #5

Week 14 – Thanksgiving

Week 15

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

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 much pass this course with a minimum of a "C" (70%) or better. Failure to achiece 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 2021 Semester. This will prohibit you from advancing to the Spring 2022 semster.*****

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:

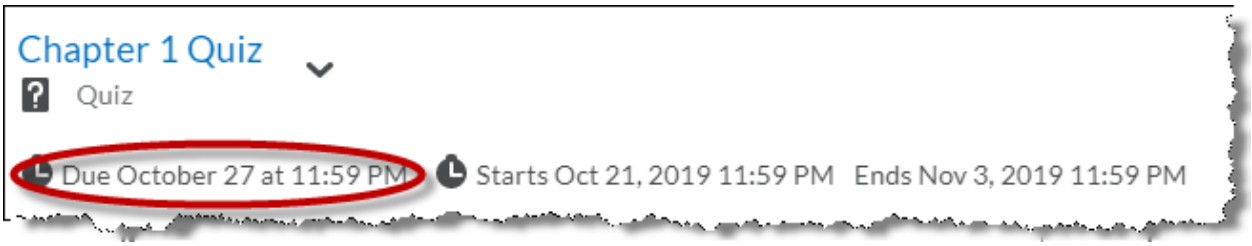
Successful completion of ALL the Essential Skills associated with this course is required by the AVMA/CVTEA for all program veterinary technician students, and as part of eligibility to graduate.

Late Work, Attendance, and Make Up Work Policies:

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 is 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.

Pay attention to important dates on Brightspace! Example: Circled is the Due date for a Quiz. You can also see when the Quiz starts/becomes available and Ends/closes in Brightspace.



*****INSTRUCTOR NOTE:*****

Do not submit *.pages, *.numbers, or *.key files. These are Apple iWorks files and cannot be opened. If you submit Apple iWorks files and your work cannot be opened by the instructor, you will receive a zero for the assignment.

Do not submit *.odp, *.odt, or *.ods files. These are OpenOffice files and, when opened in Microsoft Office, will lose formatting and document properties. If you submit OpenOffice files and your document loses formatting when opened, you will lose any points associated with the formatting of the document for the assignment.

If you submit *.pdf files, your professor will be limited to how they can markup the document or assist with modifications to the document. PDF files are an acceptable submission format, but may limit the assistance that you can receive if corrections or revisions must be made.

Do not submit assignments in Google Docs, your instructors can always open these submissions and will cause a delay in grading. You will be asked to resubmit the assignment as a Word document.

ATTENDANCE IS MANDITORY FOR LECTURE AND LAB. If you are going to be tardy or miss class completely, please contact me via email. Excessive tardiness (3) will equal an absence. Please be aware of MCC's attendance policy as well.

NEW TARDY POLICY EFFECTIVE SP 2020

In order to ensure students arrive on time for class, please note that effective as of Spring 2020, the classroom instructor will be locking the classroom door 5 minutes after class begins. If a student arrives late and the door is locked, please know that the student will NOT be allowed in the classroom and will be counted absent for that class period. If a student leaves the classroom during the class (for anything other than an emergency)-such as becoming ill, or specific phone calls-for example a sick child, doctor's office, etc.-they will NOT be allowed to return to the classroom. Personal needs need to be taken care of between classes..

For classes (either lecture or labs), that last more than the approximate 50 minute period, a tardy student may be allowed into that class when the class takes a scheduled break or at the instructors discretion if scheduled breaks are not practical.

This policy is to help diminish disruption of the class, and to help ensure student safety while in the classroom.

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.

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.

MCC Veterinary Technology Dress Code Policy:

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.

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), Spaghetti strap/Cami-style/Tank tops (Allowed under Scrub top), Sleeveless shirt (such as shirt/t-shirt with the arms cut off), Facial Piercings (one 1 earring allowed in each ear-no lip/nose/tongue or other piercings with jewelry), and Any distractive/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."

*** 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 additional guidelines specific to this course.

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

McLennan COMMUNITY COLLEGE

ACADEMIC RESOURCES/POLICIES

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 or want to explore strategies for balancing life and school, we encourage you to contact a Success Coach by calling (254) 299-8226 or emailing SuccessCoach@mclennan.edu. Students may visit the Completion Center Monday-Friday from 8 a.m.-5 p.m. to schedule a meeting with a Success Coach and receive additional resources and support to help reach academic and personal goals. Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff based on household size. Text (254) 870-7573 to schedule a pantry 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 at 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 notified via 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.

Minimum System Rquirements to Utilize MCC's D2L|Brightspace:
Go to https://www.mclennan.edu/center-for-teaching-and-learning/Faculty%20and%20Staff%20Commons/requirements.html 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 their 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. If you need assistance with set-up, you may email Helpdesk@mclennan.edu for help.

Forwarding Emails:
You may forward 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 be lost or placed in junk or spam filters.

MCC Academic Integrity Statement:
Go to www.mclennan.edu/academic-integrity for information about academic integrity, dishonesty, and cheating.

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. For additional information, please visit www.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:

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 (Chief of Staff for Diversity, Equity & Inclusion/Title IX) at (254) 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC at (254) 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting http://www.lighthouse-services.com/mclennan/.

Go to McLennan's Title IX webpage at www.mclennan.edu/titleix/. It 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.

Disclaimer:

The resources and policies listed above are merely for informational purposes and are subject to change without notice or obligation. The College reserves the right to change policies and other requirements in compliance with State and Federal laws. The provisions of this document do not constitute a contract.