

Updated 07/18/2023



WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

Veterinary Medical Terminology

VTHT 1105.075

Sue Allen, LVT

NOTE: This is a 16-week course.

NOTE: This is a Face-to-Face course.

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Course Description:

Introduction to word parts, directional terminology, and analysis of common veterinary terms.
Semester Hours 1 (1 lecture)

Prerequisites and/or Corequisites:

None. All students must have applied to, and been accepted into either the Certificate of Completion in Veterinary Assisting, or the Veterinary Technology program to be enrolled in this course.

Course Notes and Instructor Recommendations:

Veterinary Medical Terminology 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. 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. Please check your MCC email regularly.**

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Instructor Information:

Instructor Name: Sue Allen, LVT

MCC Email: suallen@mclennan.edu

Office Phone Number: (254) 299-8742

Office Location: MCC Highlander Ranch, Veterinary Technology Room 127

Office/Teacher Conference Hours: Wednesdays: 2:00 p.m.-4:00 p.m. Appointments are preferred, and Friday by appointment only please. Appointments may be conducted in person, via Zoom, or by office phone.

Other Instruction Information:

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

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I try to read my e-mails 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, nor answer 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.

I normally respond to emails within 2 Business Days.

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, in the subject line, be sure it states what it pertains to; such as VTHT 1105.75. **Please use complete sentences in your emails. I do not want to see: u, ur, b4, jw, etc.. In professional communications it's essential you do not communicate as you might when you text or message friends or family.** Spell out all words and use complete sentences. Be professional in your communications to your instructors.

For Example: Open the email with who it's address to:

Professor, Dr., etc.

Close the email professionally:

Use your first and last name. Example: Sue Allen

ALL email communication must be done through your MCC Student Email address. MCC Policy does not allow communication to personal email addresses, so please be sure you check your MCC Student email regularly.

*****Instructor Note Regarding the Submission of Documents/Assisgments*****

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.

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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't open these submissions and it will cause a delay in grading. You will be asked to resubmit the assignment as a Word document.

Required Text & Materials:

Title: An Illustrated Guide to Veterinary Medical Terminology

1. Author: Janet Amundson Romich
2. Edition: 4th
3. Publisher: Delmar Cengage Learning
4. ISBN- 13: 978-1-133-12576-1

Title: Saunders Comprehensive Veterinary Dictionary

Edition: 5th (an older edition is ok)

ISBN: 9780702074639

Author: Studdert

Publisher: W. B. Saunders

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

Methods of Teaching and Learning:

1. Lectures and class discussion on material.
2. Weekly Assignments: There are a total of (15) assignments, which may include multiple choice questions, matching, fill in the blank, T/F, Critical Thinking, or other questions taken from the end of each chapter that is covered for the course. I have to "hand grade" assignments, as they do not automatically grade in Brightspace. Please be aware that I don't always grade assignments as soon as they are submitted, but do my best to ensure they are graded as assigned.
3. Lecture exams (6) are objective in format, and may include multiple choice, true/false, matching, fill in the blank, labeling or short answer. Please know that I normally review each exam after the test, as Brightspace does not always identify correct "fill-in-the-blank" answers. As stated under the weekly assignments, please be aware that I don't always grade exams as soon as they are submitted, but do my best to ensure they are graded as assigned.

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4. 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.

5. Assignments and exams will be through Brightspace for this course.

Pay attention to important dates on Brightspace! Example: You will see the date the Week's Content open and closes.

Example:

Week 1, Chapter 1 ▾

 Due August 29 at 11:59 PM  Starts Aug 22, 2021 6:00 AM Ends Dec 9, 2021 11:59 PM

You can also see when an assignment or quiz/exam starts/becomes available and Ends/closes in Brightspace.

Worksheet 1, Chapter 1 ▾

 Assignment

 Due August 29 at 11:59 PM  Starts Aug 22, 2021 6:00 AM Ends Aug 29, 2021 11:59 PM

Course Objectives and/or Competencies:

The objective of this course is to provide the student with a working competency in veterinary medical terminology that will be continually reinforced as the student advances in their clinical studies both in this course and the program. Veterinary medical terminology is equivalent to learning a foreign language. Understanding and using correct veterinary medical terminology, and the importance of proper spelling, will allow the veterinary paraprofessional the ability to communicate with other veterinary professionals, paraprofessionals, and members of the human medical field with confidence, clarity and precision.

Upon successful completion of this course the student will:

- 1) Know the basic directional terminology as it pertains to the animal's body.

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- 2) Know the basic terminology as it pertains to the anatomy and physiology of the animal body.
- 3) Know the basic terminology as it pertains to the systems of the body, diseases of the body and confirmation of the body.
- 4) Correctly spell, use, and understand veterinary medical terminology when communicating, both verbally and in the written form in the veterinary practice.

Course Attendance/Participation Guidelines:

If a student is not in attendance in accordance with the policies/guidelines of the class as outlined in the course syllabus as of the course census date, faculty are required to drop students from their class roster prior to certifying the respective class roster. A student's financial aid will be re-evaluated accordingly and the student will only receive funding for those courses attended as of the course census date.

McLennan Community College Veterinary Technology and Assistant Attendance Policy

Regular and punctual attendance is expected of all students, and each professor should maintain a complete record of attendance for the entire length of each course. Students will be counted absent from class meetings missed, beginning with the first official day of classes. Students, whether present or absent, are responsible for all material presented or assigned for a course and will be held accountable for such materials in the determination of course grades. In the case of online and hybrid courses, attendance will be determined in terms of participation, as described in the course syllabus.

Absence from a maximum of **15 percent (15%)** of scheduled lecture and/or laboratory meetings during any semester, will be taken as evidence that a student does not intend to complete the course.

Unless a professor has reason to believe the student will complete the course, the student will be withdrawn from the course with a grade of W. The professor may reinstate the student if satisfied that the student will resume regular attendance and will complete the course.

If the student's 15 percent absences are reached in any semester, the professor may assign a W if the student is passing and requests to be withdrawn. However, if a student who is not passing

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reaches the 15 percent point, the student will receive an F. In extenuating circumstances, the professor may assign a W to a student who is not passing.

Each absence will count toward attendance requirements in each course.

Students will be permitted to make up class work and assignments missed as outlined in the course syllabus 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, (4) Pregnant or Parenting Protections under Title IX and/or Texas State Education Code Chapter 51, Subchapter Z, Section 51.982 or (5) any excused absences as outlined in Section III of this policy. In all other cases, the instructor has the prerogative of determining whether a student may make up work missed.

The student is expressly responsible for any work missed regardless of the cause of the absence. The student must discuss such work with the instructor and should do so in a timely fashion. Communication between the student and instructor is important, and it is the student's responsibility to initiate such communication.

Students, whether present or absent, are responsible for all material presented or assigned for a course and will be held accountable for such materials in the determination of course grades.

You can understand the importance of being present. We understand, at times you may have legitimate reasons for being absent. You are on your honor to limit your absenteeism from class. If we suspect that an individual is abusing the system, and is absent more than a few times, at the discretion of the instructor, points can be deducted from your grade. Each instructor will have their own policy concerning class attendance. See the course syllabus for each class for specific policies. **Absences from kennel duty are normally not excused. You will need to review the policy with your instructors regarding this.**

Individual departments and programs may also have specific attendance requirements. (See appropriate departmental policies and/or refer to the course syllabi for details.)

Due to the complex nature of the program content, it is mandatory that all students attend all scheduled classes and laboratory sessions. Students who attend classes regularly and punctually will do themselves a service as well as show instructors and other class members a courtesy and respect. Students are NOT entitled to a certain number of "cuts". Information presented in the program is critical to the learning process. If the student is unable to attend classes on any day, they are required to email or telephone the department (254-299-8735, or 254-299-8742) to inform the instructor, just as an employee would "call in" to alert employers of absenteeism. A student should not intrude on the instructor's privacy by phoning them on their personal cell phone. This is a privilege reserved for emergencies only.

In order to ensure that students arrive on time for class, the classroom instructor will be locking the classroom door **10 minutes** after the start of class. If a student arrives late and the

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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 may not be allowed to return to the classroom, unless prior arrangements with the classroom instructor has been made. 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 instructor's 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.

Course Outline or Schedule: See next page, Pages 9-10

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Week	Reading	Assignment
Week 1	Chapter 1, Ready, Set, Go	<ul style="list-style-type: none"> Worksheet 1, Chapter 1
Week 2	Chapter 2, Where, Why and What?	<ul style="list-style-type: none"> Worksheet 2, Chapter 3
Week 3	Chapter 3, Meat and Bones	<ul style="list-style-type: none"> Worksheet 3, Chapter
Week 4	Chapter 4, Head to Toe	<ul style="list-style-type: none"> Worksheet 4, Chapter 4 Exam 1, Chapters 1-3
Exam 1 Chapters 1-3		
Week 5	Chapter 5, What's In A Name?	<ul style="list-style-type: none"> Worksheet 5, Chapter 5
Week 6	Chapter 6, Gut Instincts	<ul style="list-style-type: none"> Worksheet 6, Chapter 6 Exam 3, Chapters 4 & Chapter 5 Watch assigned videos (2) in Week 6 Brightspace
Exam 2 Chapters 4 & 5		
Week 7	Chapter 7, Null and Void	<ul style="list-style-type: none"> Chapter 7, Worksheet 7
Week 8	Chapter 8, Have a Heart	<ul style="list-style-type: none"> Chapter 8, Worksheet 8 Exam 3, Chapters 6 & 7 Watch assigned video (1) in Week 8 Brightspace
Exam 3 Chapters 6 & 7		
Week 9	Chapter 9, A Breath of Fresh Air	<ul style="list-style-type: none"> Worksheet 9, Chapter 9
Week 10	Chapter 10, Skin Deep	<ul style="list-style-type: none"> Worksheet 10, Chapter 10 Exam 4, Chapters 8 & 9
Exam 4 Chapters 8 & 9		
Week 11	Chapter 11, The Great Communicator	<ul style="list-style-type: none"> Worksheet 11, Chapter 11
Week 12	Chapter 12, 1+1=3 (Or More)	<ul style="list-style-type: none"> Worksheet 12, Chapter 12 Exam 5, Chapters 10 & 11

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Exam 5 Chapters 10 & 11		
Week 13	Chapter 13, Nerves of Steel	<ul style="list-style-type: none">• Worksheet 13, Chapter 13
Week 14	Chapter 14, Seeing and Hearing	<ul style="list-style-type: none">• Worksheet 14, Chapter 14
Week 15	Chapter 15, Feed and Protect Me	<ul style="list-style-type: none">• Worksheet 15, Chapter 15• Exam 6, Chapters 12-14
Exam 6 Chapters 12-14		
Week 16	Final Exam	<ul style="list-style-type: none">• Comprehensive, Chapters 1-15

Course Grading Information:

Homework Assignments: There is a total of (15) Chapter assignments.

Each assignment is worth (20) points.

15 Assignments=300 points

Exams: A total of 6 exams will be given during this course.

Each exam is worth 100 points.

6 exams=600 points

Final Exam: 200 points. The final exam will be comprehensive over the entire semester.

Total Points possible: 1100 points

A= 1100-990

B= 989-880

C= 879-770

D= 769-660

F= 659 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**

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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 2023 semester.

This will prohibit you from advancing to the Spring 2024 semester.

Late Work and Make Up Work Policies:

As per MCC Absence Policy:

Students will be permitted to make up class work and assignments missed as outlined in the course syllabus 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, (4) Pregnant or Parenting Protections under Title IX and/or Texas State Education Code Chapter 51, Subchapter Z, Section 51.982 or (5) any excused absences as outlined in Section III of this policy. In all other cases, the instructor has the prerogative of determining whether a student may make up work missed. The student is expressly responsible for any work missed regardless of the cause of the absence. The student must discuss such work with the instructor and should do so in a timely fashion. Communication between the student and instructor is important, and it is the student's responsibility to initiate such communication.

Students, whether present or absent, are responsible for all material presented or assigned for a course and will be held accountable for such materials in the determination of course grades.

LABORATORY EXAMS CANNOT BE MADE UP UNDER ANY CIRCUMSTANCES.

Late Assignments: will have a (5) point deduction taken per late assignment, unless it is for one of the permitted absences noted above.

There will be NO retakes for missed or failed exams.

NOTE: Labs involving live animals will NOT be allowed to be made up. Other labs and any makeup work allowed is at the discretion of the course instructor.

Student Behavioral Expectations or Conduct Policy:

Students are to conduct themselves while attending classes according to the conduct policies set forth in the MCC Veterinary Technology Student Handbook that has been provided to you, as well as those set forth in the General Conduct Policy in the Highlander Guide.

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“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.

CODE OF STUDENT CONDUCT FOR VETERINARY TECHNOLOGY:

To ensure the greatest possible learning experience and to respect the student’s desire to learn as well as the instructor’s goal to instruct, we have adopted a code of conduct to direct the Veterinary Technology program at McLennan Community College. This code of conduct is not intended to supersede the general conduct policies of the college but rather to augment the general conduct policy and apply it as it pertains to the Veterinary Technology program.

1. **All cell phones and pagers WILL be turned off or silenced during class, labs and field trips.** If you leave the room to answer a cell phone for any reason other than an emergency you will not be allowed to reenter the classroom.
2. It is expected that the students will be on time to all lectures, labs and field trips and if the student arrives late he or she will enter the room as quietly and unobtrusively as possible.
3. It is expected that the student attend every class, lab and/or field trip.
4. The program encourages students to work together and to discuss academic material. Talking among yourselves during lecture or labs or otherwise disturbing the class will not be tolerated.
5. It is expected that the student will dress in a professional manner when in class and labs, on field trips or other functions while representing the Veterinary Technology program and MCC. The professional dress code is addressed in the section below entitled, “Student Uniforms”.
6. **Cheating will not be tolerated in this program.** This includes copying answers from another student’s paper, storing/sharing information on cell phones, PDA’s, or calculators, turning in work that is not your own, or copying material from another source without appropriate credit given to the original author. If suspected, a grade of “0” will be given on the first occurrence. The second occurrence will lead to an “F” for the course in which the cheating occurred, resulting in immediate dismissal from the program. If cheating is proven, an “F” will be given for the course, and the student will be immediately dismissed from the program.

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7. Needles, syringes, and other veterinary drugs or supplies will be used in the instruction of veterinary procedures while at Highlander Ranch and are not for personal use or to be removed from the premises.
8. MCC is a smoke-free, tobacco-free, and vape-free environment effective January 1, 2020. The policy can be located at <http://www.mclennan.edu/employees/policy-manual/docs/E-XXIII.pdf>. For the purpose of this policy, the term "tobacco and vaping products" includes cigarettes, chew, vape pens, e-cigarettes, cigars, and any other form of tobacco or vaping.
9. All animals will be handled in a humane and caring manner and the amount of restraint used to control the animal will only be used to the extent necessary to perform the procedure or to protect the student or animal.

MCC Veterinary Technology Dress Code Policy:

STUDENT UNIFORMS/DRESS CODE while attending face to face class, labs or MCC related events:

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 may be required in labs that involved handling blood, fecal material or urine. Lab coats that have the MCC Vet Tech logo are available at the program for use-they are to remain in the building and laundered here. 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 lectures, labs and field trips. It is strongly advisable to wear boots when handling large animals to minimize foot injuries. Mud boots are beneficial to have during inclement/wet weather.

1. Visible tattoos and body jewelry (other than earrings confined to the ear lobes), **may** be required to be covered up or removed, respectively, when in lecture or laboratory sessions

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while at the veterinary technology facility, during your practicum, or while participating in program or college related activities. Gauged ears will require a plug in each while in any/all program classes, field trips or public events.

2. No loose jewelry, such as bracelets, long necklaces or scarves, or loose fitting clothing, are allowed in any lab or during kennel duty 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, approximately 1/4 inch in length. Artificial nails may not be allowed in some labs. See your instructor's course syllabi for requirements.
 7. The use of safety goggles or other eye protection may be required in the laboratory classes, as well as lab coats. The wearing of exam gloves when handling laboratory specimens, including anatomical specimens, blood, urine and feces, is required at all times.
- ** You must wear closed-toe non-slip shoes at all times for lecture, lab and kennel duty. No sandals, flip-flops, Crocs, etc. are to be worn.**

Students may wear the following to lecture class:

Preferred dress for all vet tech classes:

Scrub top
Scrub pants or jeans

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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.

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 (only MCC or MCC Vet Tech shirts may be allowed)

Tank tops

Sleeveless shirt

Spaghetti strap or cami-style tops

Ear and/or Facial Piercings: More than 1 earring per ear, lip/nose/tongue or other piercings with jewelry is discouraged and may be required to be removed while at the program or participating in program or college related activities.

Any distractive/suggestive clothing, piercing, or body art is prohibited.

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

PHOTOGRAPH & SOCIAL MEDIA POLICY

No pictures may be 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.**

Professional Expectations

1. All students will dress per Veterinary Technology Professional Dress Code. This is in both the Veterinary Technology Handbook and your syllabus.

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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 – Dr.Smith

All LVT's will be addressed as Mr., Ms., or Mrs.-or their preference in how to address them.

Example – Professor Allen, Professor Shrawder. Mr., Ms., Mrs., or by their first name
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."

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[Click Here for the MCC Attendance/Absences Policy](https://www.mclennan.edu/highlander-guide/policies.html)

(<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.

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ACADEMIC RESOURCES/POLICIES

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 2542998122 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 acting Title IX Coordinator at titleix@mclennan.edu or by calling, Dr. Claudette Jackson, (Accommodations/Title IX) at (254) 299-8465. MCC employees are mandatory reporters and must report incidents immediately to the Title IX Coordinator. Individuals may also contact the MCC Police Department at (254) 299-8911 or the MCC Student Counseling Center 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.

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/>

Academic Support and Tutoring is here to help students with all their course-related needs. Specializing in one-on-one tutoring, developing study skills, and effectively writing essays. Academic Support and Tutoring can be found in the Library and main floor of the Learning Commons. This service is available to students in person or through Zoom. You can contact the Academic Support and Tutoring team via Zoom or email (ast@mclennan.edu) by going to our website (<https://www.mclennan.edu/academic-support-and-tutoring/>).

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 either MCC CREW – Campus Resources Education Web by calling (254) 299-8561 or by emailing crew@mclennan.edu or a Success Coach by calling (254) 299-8226 or emailing SuccessCoach@mclennan.edu. Both are located in the Completion Center located on the second floor of the Student Services Center (SSC) which is open Monday-Friday from 8 a.m.-5 p.m.

Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff. To schedule an appointment, go to https://mclennan.co1.qualtrics.com/jfe/form/SV_07byXd7eB8iTqJg. Both the Completion Center and Paulanne's 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.

MCC Academic Integrity Statement:

Go to www.mclennan.edu/academic-integrity for information about academic integrity, dishonesty, and cheating. The unauthorized use of artificial intelligence (AI) for classwork can be a violation of the College's General Conduct Policy. Whether AI is authorized in a course and the parameters in which AI can be used in a course will be outlined by each instructor.

Minimum System Requirements to Utilize MCC's D2L|Brightspace:

Go to <https://www.mclennan.edu/center-for-teachingandlearning/FacultyandStaffCommons/requirements.html> for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

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.

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. For more information about your student email account, go to www.mclennan.edu/studentemail.

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.

You can find help on the McLennan website about connecting your McLennan email account to your mobile device:

- [Email Setup for iPhones and iPads](#)
- [Email Setup for Androids](#)

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.

For more helpful information about technology at MCC, go to [MCC's Tech Support Cheat Sheet](#) or email helpdesk@mclennan.edu.

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.