

**McLennan**  
C O M M U N I T Y  
**C O L L E G E**

WACO, TEXAS

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**COURSE SYLLABUS**  
**AND**  
**INSTRUCTOR PLAN**

**Special Skills for the Veterinary Assistant**

**VTHT 1291.25**

**Includes VTHTL 1291**

**Sue Allen, 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 at <https://www.mclennan.edu/crisis-management/coronavirus-updates/index.html> on any changes to these guidelines.

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**Course Description:**

This course is designed to cover practical skills and knowledge needed by the veterinary assistant in the areas of laboratory, pharmacy, radiology, and surgical prep and assisting.

Semester Hour 2 (2 lecture/1 lab)

**Prerequisites and/or Corequisites:**

None

**Course Notes and Instructor Recommendations:**

- Be on time for class-and be prepared for class, having reviewed the assigned reading for the class or other information given
- Two tardies equal one absence
- This course utilizes a combination learning based on lecture and lab
- Successful completion of this course will be based on knowledge of the assigned reading materials, online and discussion materials, laboratory practice, homework assignments, and instructor-generated examinations.
- Check Brightspace regularly during the semester. Be sure to complete weekly assignments by the due dates. Online material will reinforce assigned reading materials and add new information.
- Laboratory is designed to reinforce online and lecture material and is to provide practice for individual techniques.
- Students are expected to arrive to class (lecture or lab), prepared regarding assigned material, whether it be lecture or lab that is scheduled for that day. Students need potentially plan on spending 2-3 hours of study time for every hour spent in lecture

**Instructor Information:**

Instructor Name: Sue Allen LVT

MCC E-mail: suallen@mclennan.edu

Office Phone Number: (254) 299-8742

Office Location: Highlander Ranch, Veterinary Technology Program, Room 127

Office/Teacher Conference Hours: Due to the course load I instruct or co-instruct this semester, office/conference hours are limited. Monday: 2:00-3:30 p.m., or by appointment. Friday is by appointment only. I can also schedule Zoom appointments if or as needed. All ZOOM appointments will be recorded.

Other Instruction Information: Cell phone: (254) 495-2673. I will respond to voicemails or text messages as I am able. PLEASE remember to identify yourself when contacting

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me (first and last name please). I ask that you reserve contacting me before 9:00 p.m., unless there is an emergency, or after 7:00 a.m. **. My cell phone contact is for urgent matters only please.** For non-urgent needs, please contact me via your MCC email or my office phone.

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.

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:

Mrs. Allen, Ms. Shrawder, or Dr. Clark

Close the email professionally:

Use your first and last name. Example: Sue Allen

**\*\*\*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: McCurnin's Clinical Textbook for Veterinary Technicians  
Author: Joanna Bassert VMD, Oreta M. Samples, Angela D. Beal  
Edition: 10<sup>th</sup>  
Publisher: Elsevier  
ISBN: 978-0-323-72200-1

Title: McCurnin's Clinical Workbook for Veterinary Technicians  
Author: Joanna Bassert VMD, Oreta M. Samples, Angela D. Beal  
Edition: 10<sup>th</sup>  
Publisher: Elsevier  
**ISBN-13:** 978-0323765107

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

**Methods of Teaching and Learning:**

This course is a combination of lecture and lab, hands on learning/demonstration, and educational videos/tutorials as applicable to the veterinary assistant.

**Course Objectives and/or Competencies:**

1. An overview of the veterinary profession, continuation of applying veterinary medical terminology, as applicable to the veterinary assistant.
2. Obtaining patient history information/Review of the Physical Examination
3. Laboratory skills, including, but not limited to:
  - Proper collection of various samples and equipment needed for: urine, feces, blood, skin
  - Proper preparation of samples for evaluation
  - Blood smears
  - Identifying various diagnostic tests

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- Collection/preparation of lab samples for submission to outside labs
  - Proper labeling of lab samples
  - PPE in the lab setting
  - Biohazardous materials/disposal
  - Maintenance of the lab and lab equipment
4. Restraint and Handling of companion animals
  5. Radiology, including safety, patient positioning, handling x-ray film and cassettes, developing digital images, PPE
  6. Proper handling and storage of various pharmaceutical products including:
    - Labeling and dispensing of medications
    - How to read medication orders
    - Basic pharmacology calculations
    - Units of measurements in pharmacology
    - Reading and creating correct prescription labels
    - Federal/State law regulations/Controlled substance requirements
    - Dispensing regulations
  7. Anesthesia and surgical assisting; included but not limited to:
    - Instrument identification, use and care
    - Principles of surgical prep/assisting
    - Application/rationale of aseptic technique
    - Anesthetic machines-components, usage/function, safety
    - Sterile technique/asepsis in the surgery room
    - Patient positioning for surgical procedures
    - Preparation of surgical items-instruments, gowns, etc.

**Course Outline or Schedule:**

**NOTE: Some lecture may occur during LAB time**

**Class Meets:**

**Lecture: Monday 8:00-8:50 a.m.**

**Tuesday 8:00-8:50 a.m.**

**Lab: Tuesdays 9:00-9:55 a.m. (Lab time may be combined with lecture time on Tuesdays, depending on subject matter)**

**Week 1, Jan. 10**

**Chapter 7, History and Physical Examination Review**

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**Week 2, Jan. 17**

**NOTE: NO school on Monday, January 17th, in observance of MLK Day**

Finish Chapter 7

Chapter 5, Animal Behavior

**Week 3, Jan. 24**

Finish Chapter 5

**Exam #1, Chapter 7**

**Week 4, Jan. 31**

Chapter 6, Restraint and Handling of Animals

**Week 5, Feb. 7**

Finish Chapter 6

**Week 6, Feb. 14**

Chapter 11, Hematology and Cytology

Chapter 12, Clinical Chemistry, Serology and Urinalysis

**Exam #2, Chapters 5 & 6**

**Week 7, Feb. 21**

Chapter 13, Parasitology

Chapter 17, Diagnostic Sampling and Therapeutic Techniques

**Week 8, Feb. 28**

Chapter 15, Diagnostic Imaging

**Exam #3, Chapters 11-13**

**SPRING BREAK, March 7-11**

**Week 9, Mar. 14**

Chapter 28, Pharmacology and Pharmacy

**Week 10, Mar. 21**

Finish Chapter 27

**Exam #4, Chapter 15 & 17**

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**Week 11, Mar. 28**

Chapter 30, Veterinary Anesthesia

**\*\*\*CDE Contest this week-Wednesday March 30th (TENATIVE)\*\*\* Participation is mandatory in the event this is held.**

**Week 12, Apr. 4**

Chapter 31, Surgical Instruments and Aseptic Technique

**Exam # 5, Chapter 28**

**Week 13, Apr. 11**

Finish Chapter 31,

Begin Chapter 32, Surgical Assistance and Suture Material

**Week 14, Apr. 18**

Finish Chapter 32

**Exam #6, Chapters 28-32**

**Week 15, Apr. 25 (Finals Prep Week)**

FINALs PREP WEEK

**Week 16, May 2**

FINAL EXAM-comprehensive over the entire semester

\*\* Any changes to subject matter, due dates, etc., will be under "Announcements" in Brightspace, and/or your MCC Student email address for this course. Students will be notified as much in advance as possible. It is strongly advised to check both Brightspace and your MCC Email **regularly**.

**Lab Class: Lab topics will generally follow the lecture syllabus as closely as possible for each lab. This may include lectures, videos, or hands-on learning.**

**Course Grading Information:**

Exams-6 @ 100 points each=600 points

Worksheets-12 @ 20 points each= 240

Lecture Final-200 points

Lab Final-100 points

\*You must pass both the lecture and lab final to pass the course.

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Total points=1140

A= 1140-1026

B= 1025-911

C= 910-796

D= 795-681

F= 680 and below

You MUST make a "C" or higher in this course to progress toward completion of the Veterinary Assistant Certificate of Completion program.

**Cheating will not be tolerated in this course.** This includes copying answers from another student's 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 permanent dismissal from the program.**

**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 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.

**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 failed exams.**

**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.

**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 are to 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.

Exam gloves must be worn at all times when handling feces, urine and potentially blood samples.

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.

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Student's lack of preparedness in dress for weather will not excuse one from required outside lab activities.

1. Visible tattoos and body jewelry (other than earrings confined to the ear lobes-1 per ear) **may** be required to be covered up or removed, respectively, when in lecture or laboratory sessions 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 or loose- fitting clothing (such as bracelets, scarves) 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. NO artificial nails are allowed.
7. The use of safety goggles or other eye protection may be required in the laboratory classes. 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. Steel toed boots are strongly discouraged.

Students may wear the following to lecture class:

**Preferred dress for all vet tech classes:**

Scrub top

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Scrub pants or jeans

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 (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. 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.

### **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."

### **NEW TARDY POLICY EFFECTIVE SP 2020**

In order to ensure students arrive on time for class, please note that effective for Spring 2020, the classroom instructor will be locking the classroom door 10 minutes after class begins. If a student arrives late and the door is locked, please know that the student will

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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.

\* [Click Here for the MCC Academic Integrity Statement](http://www.mclennan.edu/academic-integrity)  
([www.mclennan.edu/academic-integrity](http://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)  
(<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

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# COLLEGE

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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](http://www.mclennan.edu/disability).

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

[disabilities@mclennan.edu](mailto: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](mailto: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/](http://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/>

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](mailto: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](https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf).

**MCC Academic Integrity Statement:**

Go to [www.mclennan.edu/academic-integrity](http://www.mclennan.edu/academic-integrity) for information about academic integrity, dishonesty, and cheating.

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

Go to <https://www.mclennan.edu/center-for-teaching-and-learning/Faculty-and-Staff-Commons/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.

**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](mailto: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.

**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.