

# McLennan

C O M M U N I T Y

# COLLEGE

WACO, TEXAS

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**COURSE SYLLABUS  
AND  
INSTRUCTOR PLAN**

**Veterinary Practicum  
VTHT 2166.01  
Sue Allen, LVT**

**NOTE: This is a 16-week 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:**

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

Semester Hours 1 (9.6 clinical/practicum hours per week for 15 weeks, or a required total to complete: 144 hours)

**Prerequisites and/or Corequisites:**

Prerequisites: Successful completion of all previous semesters of VTHT courses with a grade of a "C" or better.

No grade lower than a C in any VTHT or core curriculum course. Approval of the program director is required to be registered for this course.

**Course Notes and Instructor Recommendations:**

This course is designated for second year veterinary technology students and involves completion of required practicum hours, assignments, a case study presentation, and performance evaluations by both the course instructor and supervisor at the practicum site.

This externship/practicum is to allow the student to participate fully in a clinical situation and utilize the skills that have been acquired during the course of the veterinary technology program. This work-based instruction helps the student gain practical experience in the field of veterinary technology, enhance skills and integrate/apply knowledge gained while a student.

**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 and/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.

**DO NOT email, text, or leave class to contact another instructor. Any issues should be managed before or after scheduled class times.**

**\*\*\*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.

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.

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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.

**Technology in the Classroom:**

Students are allowed to utilize laptops in class if they are used for the class the student is attending. Please do not work on other classes or anything that may distract you from valuable information.

**Cellphones in the Classroom:**

Students will not be on their phone during class time hours. If you need to have your phone out, please discuss this with your instructor prior to class. Students will be asked in class to put their phone away.

**Required Text & Materials:**

Title: Mosby's Comprehensive Review for Veterinary Technicians  
Author: Monica M. Tighe, RVT, BA and Marg Brown, RVT, BEd Ad Ed  
Edition: 5th Edition  
Publisher: Elsevier  
ISBN: 9780323608848

**Computer Access to enroll and participate in Vet Tech Prep online VTNE review and prep course.** (This has been paid with a fee built into this course) Your instructor will submit your student information, and you will be contacted via your student email to activate your account).

Vet Tech Prep Website link: <https://www.vettechprep.com/>

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

**Methods of Teaching and Learning:**

This course is designed to incorporate the two-year curriculum of the veterinary technology student with practical application in an on-site veterinary setting. It includes preparation for the Veterinary Technician National Examination through the Vet Tech Prep Online course, completion of (144) hours in a veterinary clinical setting

**ALL CVTEA Required ESSENTIAL SKILLS must be completed by the end of this course as part of your eligibility to graduate.**

Student's Essential Skills may be viewed at [www.vettech.thesalthouse.com](http://www.vettech.thesalthouse.com)

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**Course Objectives and/or Competencies:**

This course is designed to incorporate the two-year curriculum of the veterinary technology student with practical application in an on-site veterinary setting. It includes preparation for the Veterinary Technician National Examination through the Vet Tech Prep Online course, completion of (144) hours in a veterinary clinical setting

**ALL CVTEA Required ESSENTIAL SKILLS must be completed by the end of this course as part of your eligibility to graduate.**

**Student's Essential Skills may be viewed at [www.vettech.thesalthouse.com](http://www.vettech.thesalthouse.com)**

- 1) Completion and documentation of the minimum required **144 hours** under the employment or volunteering with a veterinarian in a clinical setting. Supervision by a DVM or credentialed technician (LVT in Texas) is required. Practice managers may oversee the general duties, but they must work in conjunction with the DVM or credentialed technician during the summer practicum to ensure the student technician is performing duties/responsibilities. A form for the documentation of hours will be provided to the externship site/student.
- 2) Successful completion of assigned chapters from Mosby's Comprehensive Review for Veterinary Technicians, and the assigned number of questions and practice exams from the Vet Tech Prep online course.
- 3) A minimum of an 80% completion of the Vet Tech Prep online course. The course covers all 9 domains that are on the Veterinary Technician National Exam. They include:
  - Pharmacy and Pharmacology
  - Surgical Nursing
  - Dentistry
  - Laboratory Procedures
  - Animal Care and Nursing
  - Diagnostic Imaging
  - Anesthesia
  - Emergency Medicine/Critical Care
  - Pain Management/Analgesia

The Vet Tech Prep course contains 1,643 Practice Questions and 1543 Practice Exam questions.

In order to complete a minimum of 80% of this course, the student will be required to complete 1,234 Practice Questions, and 150 Practice Exam questions, or complete an

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average of 140 questions per week, during the 90-day enrollment period. This course should open by the end of January and will close 90 days AFTER you activate your account.

- 4) Evaluation of the student by both the course instructor and the practicum site. Hard copy evaluations are to be completed by the supervisor (DVM/LVT) for the student and signed off by the supervising DVM or LVT. These are to be submitted directly to the course instructor and will be kept on file as part of the student's record for the course. Evaluations can include phone visits, Zoom meetings, or face to face meetings, (as per COVID-19 restrictions may be in place), between the instructor and site supervisor, as well as hard copy evaluations.
- 5) Students are required to provide contact information of the site-name of the clinic, supervisor (and credentialing of supervisor-DVM/LVT), contact phone number, mailing address, email address, and, if applicable, the website of the clinic or hospital, as well as hours of operation. This information is to be sent by email to the course instructor, Sue Allen, LVT at [suallen@mclennan.edu](mailto:suallen@mclennan.edu)

A form for this information will also be provided by email to the clinical site, that is to be filled out and returned to Sue Allen, LVT and sent by email to:

[suallen@mclennan.edu](mailto:suallen@mclennan.edu)

**Course Outline or Schedule:**

Class will meet during Week 1, January 9. Time: TBA, to discuss requirements and expectations for course.

**Course Outline or Schedule:** Note: Mosby's Review Chapter assignments are due as indicated by the week.

**Week 1 Jan 9**

Mosby's Review, Part 1, Chapter 2

**Week 2 Jan. 16**

**No school Monday Jan. 16-MLK Day**

Mosby's Review, Part 1, Chapter 3

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**Week 3 Jan. 23**

Mosby's Review, Part 1, Chapter 4

***Vet Tech Prep Course tentatively up/ready to activate***

**Week 4 Jan. 30**

Mosby's Review, Part 1, Chapters 5 & 6

**Week 5 Feb. 6**

Mosby's Review, Part 1, Chapters 7&8

**Week 6 Feb. 13**

Mosby's Review, Part II, Chapter 9

**Week 7 Feb. 20**

Mosby's Review, Part II, Chapter 11

**Week 8 Feb. 27**

Mosby's Review, Part II, Chapter 12

***SPRING BREAK MARCH 6-10***

**Week 9 Mar. 13**

Mosby's Review, Part II, Chapter 13

**Week 10 Mar. 20**

Mosby's Review, Part II, Chapter 14

**Week 11 Mar. 27**

Mosby's Review, Part II, Chapter 16

**CDE Contest Wed. March 29 All Veterinary Technology students are expected to participate in helping with this event.**

**Week 12 Apr. 3**

Vet Tech Prep course readying completion

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**WEEK 13 Apr. 10**

Vet Tech Prep course readying completion

**Week 14 Apr. 17**

Ensure Vet Tech Prep assignments are complete

**Week 15 Apr. 24**

**Have all assignments completed, including Mosby's, the Vet Tech Prep Course, practicum evaluation submitted, and ALL Essential Skills completed.**

Note: Mosby's Review Chapter assignments are due as indicated by the week.

**Week 16 May 1**

There is no final exam for this course. All practicum hours, Mosby's Chapter assignments, journals, Practicum Evaluations, Documentation of Hours, and the assigned material in the Vet Tech Prep course must be complete.

**Course Grading Information:**

1. Completion of 14 chapters of the Mosby's VTNE review book that I assign as part of this course. Each chapter contains 20 review questions and will be assigned 20 points each. Grading will be based on accuracy and turning the assigned work in on time. Notice of assignments will be posted on Brightspace, so the student is responsible for monitoring their Brightspace course site.  
There are approximately 14 weeks to complete the 14 chapters and will be assigned weekly beginning in Week 2.
2. Evaluation of the student by both the practicum site and course instructor. This includes skills, work ethic, interpersonal communication, professional appearance/conduct, overall general knowledge in the field of veterinary technology, skill improvement, and completion of required hours.
3. Successful completion of assignments in the Vet Tech Prep course

Total Possible Points: 1130 points

- 1) Mosby's VTNE review material: 280 points (20 points per chapter/14 chapters)
  - 2) Completion of the Vet Tech Prep course as indicated in this syllabus: 500 points
  - 3) Practicum Evaluation: 350 points
- Points are assigned as follows:



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- A. Demonstration of skills (50 points)
- B. Improvement during course of externship (50 points)
- C. Work ethic (50 points)
- D. Interpersonal communication (50 points)
- E. Professionalism (50 points)
- F. General knowledge appropriate for a veterinary technician student (50 points)
- G. Completion of hours/signed off by DVM or LVT (50 points).

The evaluation points are a combination of the instructor's assessment and the practicum site evaluation.

***FAILURE TO SUCCESSFULLY COMPLETE THE PRACTIUM and COMPLETE THE REQUIRED HOURS*** by the end SP 2022 **WILL** result in ineligibility to graduate in May 2022.

**There is NO Final Exam**

A= 1130-1017

B= 1016-904

C= 903-847.5 (75% or above is required for veterinary technology students to pass this course)

D= 846.5-791

F=790 and below

**NOTE:** The student **MAY** be failed in this course based only on poor practicum evaluations, poor performance, lack of professional conduct, or other issues as determined by the practicum supervisor and/or course instructor. In the event of a violation of the MCC student conduct policies, MCC Veterinary Student Handbook policies, or practicum policies, the student may be immediately removed from the site and assigned a failing grade for the course whether or not all the other course grading requirements have been fulfilled.

If a student finds they need to locate an alternate practicum site (prior to the above noted issue), notice will be made in advance to the course instructor to ensure the student can complete all the assigned course objectives in a timely fashion.

**FAILING THIS COURSE WILL PROHIBIT YOU FROM ELIGIBILITY TO GRADUATE**

**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:**

Late work-whether assigned review material, journals, complete the Vet Tech Prep Course by the due date, or failure to complete any other requirements of this course, may be given a grade of a zero (0). All material is due when assigned. Failure to turn in or complete assignments when due will result in a (0) or zero for that specific item. As stated in the Student Attendance policy: Students will be permitted to make up class work and assignments missed due to absences caused by (1) authorized participation in official College functions, (2) personal illness, (3) an illness or a death in the immediate family or (4) the observance of a religious holy day. Also, the instructor has the prerogative of determining whether a student may make up work missed due to absences for other reasons. It is the student's responsibility to inform the instructor of the reason for an absence and to do so in a timely fashion. If the student misses an exam or assignment, he/she will be allowed to make up the missed exam ONLY IF the absence is caused by one of the 4 causes listed above. Personal illnesses will require a doctor's note before you can make up any missed exams or work.

**There will be a 5-point deduction for any Mosby's VTNE worksheets submitted late.**

**Student Behavioral Expectations or Conduct Policy:**

- You will conduct yourselves in the workplace professionally at all times, adhering to the VCPR, levels of veterinary supervision as mandated by the TBVME, and those policies of the veterinary facility you are completing your practicum in.
- Cell Phones: **You are not to use your cell phone during your time in the clinical practicum/practice.**
- Complete assignments by due date
- Students will adhere to the dress code for the program while in the clinical site or in attendance for any class or program school function
- DRESS CODE FOR PRACTICUM: Scrub top, scrub pants, closed toed shoes. You may be required to wear your MCC Scrub set, or appropriate wear as mandated by the practice.
- All visible tattoos must be covered while at school or school related functions or clinical sites.

- Piercings-one per ear only. ALL OTHER PIERCINGS-ears or facial piercings MUST be removed while at school or when attending any school related function.

### **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 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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Updated 11/04/2022

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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 acting Title IX Coordinator at [titleix@mclennan.edu](mailto:titleix@mclennan.edu) or by calling, Dr. Claudette Jackson, (Diversity, Equity & Inclusion/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/](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/>

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 from 7:30 am - 6:00 pm Monday through Thursday and 7:30 am - 5:00 pm on Friday. You can contact the Academic Support and Tutoring team via Zoom (<https://mclennan.zoom.us/j/2542998500>) or email ([ast@mclennan.edu](mailto:ast@mclennan.edu)) during the above mentioned times.

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](mailto:crew@mclennan.edu) or a Success Coach by calling (254) 299-8226 or emailing [SuccessCoach@mclennan.edu](mailto: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](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](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-andStaffCommons/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](http://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](mailto: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](mailto: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.