McLENNAN COMMUNITY COLLEGE

WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

Veterinary Practicum

VTHT 1166.75

Sue Allen, LVT Instructor

NOTE: This is a Summer course.

Course Description:

Practical, general workplace training supported by an individualized learning plan developed by the employer, college and student.
The emphasis is on practical work experience for which the student
has already acquired the necessary theoretical knowledge and basic skills at this point in the program. .

Direct supervision is to be provided by the clinical professional, generally a clinical preceptor (DVM or LVT is required).

Prerequisites and/or Corequisites:

Prerequisites: No grade lower than a C in any previous semester VTHT or core curriculum courses. Approval of the program director is required to be registered for this course. Semester Hours 1 (10 clinical hours per week) or approximately 29 hours per week in a veterinary clinic or veterinary hospital, are required for the MCC Veterinary Technology Program, for a total of 144 clinical hours during the S2 course

Course Notes and Instructor Recommendations:

This course is designated for the first year veterinary technology student and involves completion of required practicum hours, all assignments, 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 to this point in the student's learning. 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 Email: suallen@mclennan.edu
Office Phone Number: (254) 299-8742
Office Location: MCC Veterinary Technology Program, Highlander Ranch, Veterinary Technology Program, Room 127

Office/Teacher Conference Hours: Tuesday-Thursday, 9:00 a.m.-4:00 p.m. by scheduled appointment please.
Other Instruction Information:
Summer office hours are Monday-Thursday, 7:30 a.m. to 5:30 p.m.

Required Text & Materials:
Title: **Case Studies in Veterinary Technology**
Author: Jody Rockett D.V.M., and Chani Christensen, M.S., C.V.T.
Edition: First
Publisher: Rockett House Publishing
ISBN-13: 9780615435053

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

Methods of Teaching and Learning:
This course is designed to incorporate the first of the two year curriculum of the veterinary technology student with practical application, in an on-site veterinary setting. Instructor and students will meet weekly at scheduled class times, beginning Tuesday July 11th, from 10:35 a.m to 11:25 a.m. During class we will review assigned material, discuss practicum work experience, continuation of assigned review material, such as the required Case Studies textbook, and submission of a Case Study presentation. Class will meet each Tuesday, through August 8th. Any changes to scheduled class times will be posted on Brightspace under "Announcements" in VTHT 1166 and notice will also be sent to the students MCC student email address. It is essential you check both frequently.

Course Objectives and/or Competencies:
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 LVT 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 the Case Studies in Veterinary Technology book or other assignments.

3) Completion of a Case Study based on a student's clinical experience.
4) A weekly journal of the student's experiences, observations, job duties/tasks, etc. while in the clinical site, is required to be completed and turned into the instructor each week during the practicum period. This will be found under "Assignments" in Brightspace for the course. A WORD document will be provided for the journal to be completed on. <u>The VCPR is to be maintained at all times.</u>
5) 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 between the instructor and site supervisor. A hard copy evaluation will be completed by the practicum site and graded by the course supervisor.
6) 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

A form for this information (#6) will be provided to the clinical site. It will need to be filled out and returned to Sue Allen, LVT, course instructor.

<u>Course Outline or Schedule:</u>
S2 semester begins Monday, July 10th and concludes on Wednesday, August 9th. Class will meet each Tuesday, from 10:35 a.m. to 11:25 a.m.. First class meets on Tuesday, July 11th. The last day the class meets is Tuesday, August 8th.

Week 1: Case Study Textbook Assignment/Clinical hours/Journal

Week 2: Case Study Textbook Assignment/Clinical Hours/Journal

Week 3: Case Study Textbook Assignment/Clinical Hours/Journal

Week 4: Case Study Textbook Assignment/Clinical Hours/Journal

Week 5: Case Study Textbook Assignment/Clinical Hours/Journal
 Submission of student Case Study Power Point Presentation via Brightspace

Note: Case Study Chapter assignments and journals are due every Sunday of each week in Brightspace, unless otherwise noted by your instructor. For example, Week 1 will be due on the Sunday at the end of Week 1/beginning of Week 2.
Any or all assignments for each week will post at 6:00 a.m. on Sunday, and are due by the following Sunday at 11:59 p.m.
For example:
Week 1 will open on Sunday July 9th (you will probably not be able to access it until Monday July 10th at 6:00 a.m.) Week 1 will close on Sunday July 16th at 11:59 p.m.

Course Grading Information:
  1) Journal points: 100 points (4 weeks @ 25 points each). Completeness, spelling and proper grammar count.
  2) Case Studies or other assigned material: 250 points (5 total case study assignments at 50 points per ssignment for 5 weeks) Using correct spelling, medical terms, etc. will be part of the grading.
  3) Submission of a Case Studies Power Point (from a patient in the clinical site) (150 possible points). Grading rubric will be posted under "Content" for the course in Brightspace.
  4) Practicum Evaluation: Points are based on the following areas on the evaluation. These include:
     a) General Hospital Duties 50 possible points
     b) Clinical Pathology/Parasitology: 50 possible points
     c) General Nursing Care: 50 possible points
     d) Pharmacology: 50 possible points
   NOTE: (E) and (F) are not included in the point scheme as some students may or may not perform these duties since they have not yet been taught in the program.
     g) Interpersonal Skills and Professional Conduct: 100 possible points
     h) Improvement over the course of the practicum: 50 possible points
  5) Completion of required 144 hours: 150 points
     Total possible points: 1000 points

NOTE: Points are not deducted if you did not perform a task in a given area. Points may be deducted from poor performance of a task, inability to perform a task when required to do so, or conduct or issues related to professional conduct and interpersonal skills.
 (*) Evaluation points pertain to skills you should have learned at this point in the program and should be able to perform, as well as interpersonal skills and professional conduct.
The evaluation points are a combination of the instructor's assessment/evaluation(s) and the practicum site evaluation(s).

6) FAILURE TO COMPLETE HOURS and **all** course requirements, and/or with a grade of less than a "C"=75% **will** result in ineligibility to advance into the sophomore year (second year) of the program.

VTHT 1166 Grading Scale

1000-900=A
899-800=B
799-750= C (75% or higher is required to pass this course)
749-700=70%
699-600=D
599 and below=F

There is NO Final Exam for this course
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 or will, depending on the situation, 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-not related to any of the above, written notice will be made at least 7 days in advance to the course instructor to ensure the student can complete all the assigned course objectives by the end of the S2 semester.

FAILING THIS COURSE WILL PROHIBIT YOU FROM ELIGIBILITY TO ADVANCE IN THE PROGRAM.

Late Work, Attendance, and Make Up Work Policies:
1. Weekly journal reports. Accuracy, neatness, content and turning them in to the course instructor on time will all count.
2. Completion of assigned Case Study
3. Completion of all assigned Case Studies in Veterinary Technology textbook
4. Completion and documentation of the required 144 total hours
5. Evaluation of the student by both the practicum site and course instructor. This includes skills, skill improvement, work ethic, interpersonal communication, professional appearance/conduct, overall general knowledge in the field of veterinary technology, and documented completion of required hours

All assignments will be submitted in Brightspace for the course, unless otherwise instructed.

Student Behavioral Expectations or Conduct Policy:
"Students are expected to maintain classroom decorum that includes respect for other students and the instructor, prompt and regular attendance, and an attitude that seeks to take full advantage of the education opportunity." **STUDENTS ARE EXPECTED TO ARRIVE ON TIME TO CLASS (when scheduled), and stay for the entire period. If a student needs to leave early, it is expected that arrangements with class instructor will be made in advance. Arriving late or leaving early will result in an absence for that class day.**

- Students will arrive promptly to the clinical site when scheduled to work, and adhere to practicum work hours while there. Tardiness, failure to show up when scheduled, or leaving early without permission, will minimally result in professional conduct point deduction.
- No cell phones will be out and/or used during designated work hours while in the practicum/clinical site.
- Students are expected to adhere to the dress code for the program while attending class or whenever in the practicum site.
- Dress Code for Practicum: MCC Scrub top and pant uniform is recommended. However, clinics may allow other scrub sets to be worn. Some sites may require that the MCC

scrub uniform be worn. The practicum sites may determine appropriate dress for the student.

- ALL scrubs will be neat, clean with no wrinkles or stains. Scrubs are to fit correctly, neither to too tightly nor too loose, and pants must not be too long/drag the ground. (See Personal Grooming Guidelines below).
- Clean, closed toed shoes-tennis shoes are generally recommended and/or are required in most clinical settings, unless working with large animals. Military style/lace up boots generally will be not allowed, nor soft, slip on type shoes, CROCS, sandals, or similar foot is not to be worn while in the clinical site.
- Students should have their stethoscope while in the clinical site.
- A watch should be worn while in the clinical site.
- **ALL** visible tattoos must be covered while in the clinical practicum, if required by the clinical site.
- Piercings-one per ear lobe only. ALL OTHER PIERCINGS-ears or facial piercings MUST be removed while in the clinical site, at school or when attending any school related function. Students with gauged ears must wear a gauge plug while in the clinical site, at school or any school-related function.
- NO loose jewelry-large earrings, bracelets, long necklaces, are to be worn while at the clinical site.

MCC Veterinary Technology Dress Code:

No open toed shoes, shorts, capris, leggings, short skirts, kilts, T-shirts (other than MCC logo T-shirts), sleeveless shirts, distractive or suggestive clothing is allowed. All other dress code policies are as previously noted.

- Disruptive hair styles are discouraged. Acceptable hair colors fall under the normal range of natural color.

Personal Grooming Guidelines:

1. Professional appearance when in clinical settings and while at the program.

2. Good personal hygiene is required.

3. All clothing should be clean and free from wrinkles, stains, ragged hems. Hems and pants should be at least ½" from the floor.

4. Hair should be well groomed and pulled out of face and off shoulders in the laboratory courses.

5. Male students should be freshly shaven or have well-groomed beards, mustaches, and sideburns.

6. Fingernails are to be kept at a length and shape consistent with patient and personal safety. NO artificial nails are allowed when participating in Veterinary Technology courses while at the veterinary technology facility. This requirement may vary in clinical sites.

MCC Veterinary Technology Program Policy on Academic Integrity

(Also refer to MCC's Academic Integrity Policy/Statement)

PLAGIARISM: The unauthorized use of materials not written or created by the person claiming ownership. Plagiarism includes but is not limited to the following:

1. Turning in work that is produced or copied from someone else.

2. Collaborating on an assignment without the specific approval of the instructor.

3. Borrowing materials from any source—professional or amateur – and turning them in as original.

4. Failure to acknowledge through appropriate citations any words, ideas, research, graphics, etc. produced by someone other than the person claiming authorship.

CHEATING: Dishonest acts committed while being tested or evaluated. Cheating includes, but is not limited to, the following:

1. Copying from another person's test or out-of-class assignments.

2. Using unauthorized test aids such as notes, drawings, books, cell phones and calculators during an examination.

3. Submitting a paper, which was turned in to another instructor in another class to fulfill part of that course's required work unless agreed upon ahead of time by the instructor of the second course.

4. Aiding another student in dishonestly such as copying written work or sharing information during a test period.

5. Fabricating research or source materials.

6. Stealing, buying, or otherwise obtaining a test from an instructor's work area, computer files, or students who have previously taken the test.

7. Sharing test questions or answers between sections.

8. Lying, misrepresentation of facts, withholding of the truth.

9. Storing or sharing information on cell phones, calculators and PDA's while involved in classroom or field testing.

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, a meeting with the Program Director will be required, and a letter of the occurrence will be placed in the student's file and on record with MCC's Conduct Officer. The second occurrence will lead to an "F" in the course and dismissal from the program.

Click Here for the MCC Attendance/Absences Policy
(https://www.mclennan.edu/highlander-guide/policies.html)
Click on the link above for the college policies on attendance and absences. Your instructor may have additional guidelines specific to this course.

FAILURE TO COMPLETE THE EXTERNSHIP HOURS (and all course requirement)s, and/or with a grade of less than a "C"=75% **will** result in ineligibility to advance into the sophomore year (second year) of the program.

The Committee on Veterinary Technician Education and Activities requires that students complete 144 hours for each externship or practicum while in the program. Practicum or externship hours may only be accrued during the specific semester courses, VTHT 1166 and VTHT 2166. It is critical that students do not miss scheduled days in the veterinary clinic or hospital, or they may be at risk for failure to complete the required hours for the course.

<u>The Veterinary Technician's Oath</u>

"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."

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 254-2998122
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, (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/. 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) 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 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.

Minimum System Requirements to Utilize MCC's D2L|Brightspace:
Go to https://www.mclennan.edu/center-for-teaching-and-learning/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.