Moberly Area Community College  
Common Syllabus  

VTT100 Introduction to Veterinary Technology  

Current Term

Instructor:  
Office number:  
Office hours:  
Response time: I typically respond to student emails within 24 hours, Monday through Friday.  
Contact information:  
Classroom number:  
Class days and time:  

Catalog Description  VTT100 Introduction to Veterinary Technology (2-0-2)  
History of profession, scope of practice, professional organizations, medical terminology, ethics and legal issues, mental health as it pertains to veterinary medicine, communication and small animal breed identification.

Text(s):  Bassert,JM, Beal,AD, Samples,OM. McCurnin’s Clinical Textbook for Veterinary Technicians, 10th ed. Elsevier.


Other Required Materials:  
Bassert,JM, Beal,AD, Samples,OM. McCurnin’s Clinical Textbook for Veterinary Technicians Workbook, 10th ed. Elsevier.

Purpose of Course:  
This course will introduce the student to the profession of veterinary technology and to veterinary medical terminology.

Course Delivery:  
This course will be hybrid, with 1 lecture per week delivered online via Canvas, and 1 in-person lecture per week.
Course Objectives:
Upon successful completion of this course, students will:

- Describe the current issues that affect the veterinary industry and the ethical and legal framework of the registered veterinary technician as outlined in the Missouri Veterinary Medical Practice Act.
- Implement health and safety protocols to real life scenarios within a veterinary clinic setting.
- Develop communication skills to interact professionally with clients and other members of the veterinary medical team.
- Identify common domestic animal species and breeds.
- Recognize and implement the use of veterinary medical terminology.

Course Content: Topics covered include:
I. The profession of veterinary technology/Laws and ethics
II. Health and safety/small animal breed identification
III. Anatomical/skeletal and digestive system terminology
IV. Urinary, cardiovascular, respiratory and integumentary system terminology
V. Endocrine, reproductive and nervous system terminology
VI. Ocular, auditory and hematologic system terminology
VII. Pharmacology, equine, ruminant, swine and avian terminology
VIII. Review/make-up/final exam

Connection with Career and Technical Education (CTE) Outcome Statement:
In compliance with MACC’s CTE outcomes, the student who successfully completes this course will be able to:

- Demonstrate effective written and oral communication skills.
- Apply principles of professionalism and safety standards when entering the workforce.
- Demonstrate skill mastery and will pursue lifelong learning in their field while adapting to changing industry standards and following evidence-based practices.

ASSESSMENT OF STUDENT LEARNING

Grade Scale:

A = 90-100%
B = 80-89.9%
C = 70-79.9%
D = 60-69.9%
F = 59.9 and below

Course Assignments:
Weekly discussion posts at 10 points each: 120 points (22% of final grade)
Weekly homework/quizzes at 10 points each: 130 points (24% of final grade)  
3 exams at 100 points each: 300 points (54% of final grade)  
TOTAL possible points for semester= 550 points

INSTRUCTOR POLICIES

Instructor Email Policy:
E-mails to the instructor are checked daily and responses to e-mails sent Mondays through noon on Fridays (Central Time) can be expected within 24 hours, barring national holidays. E-mails sent between noon on Fridays to 8 am on Mondays may not be responded to until Mondays.

Tardiness:
You may be removed from the program if you have 8 tardies per semester. A tardy is counted as a half day absence.

Make-up and late work:
Not offered.

Extra-credit work:
Not offered.

Netiquette guidelines:
According to “The Core Rules of Netiquette” by Virginia Shea, Netiquette (known as "Internet etiquette") is a catch-all term for the conventions of politeness and respect recognized in live chats, discussions, and emails. In online learning, Netiquette includes a set of guidelines that everyone should follow to promote appropriate online communication. Here are a few guidelines to follow when posting in online chats, discussions, and emails:

• Maintain a positive tone: When communicating online, we often forget that we are communicating with other human beings because we only see a computer screen. You do not see facial expressions, body language, or hear the tone of voice when you read messages. It's easy to misinterpret your correspondent's meaning, so always stop and think about your response before hitting submit. Always ask yourself, "Would I say that to a person’s face?"

• Use appropriate grammar and structure: In other words, avoid using "R U" instead of "are you." There are some students in class that may not understand this type of communication and it does not enhance anyone’s writing or vocabulary skills. Emoticons are fine if they are appropriate. A smile :) is welcome, anything offensive is not.

• Never use all CAPS: In online communication, caps are known as shouting, so refrain from using them.
• Avoid personal attacks and flames: Do not respond to personal attacks or flames when responding online. If you believe that you are being attacked, please email your instructor.

• Avoid Offensive language: Cursing, racial slurs, and other types of language that would not be appropriate in a face-to-face class are also inappropriate online.

• Be respectful: Always be polite and respectful in your discussions. Discussions are constructed so that they will allow you to think critically and offer theory plus opinion. There will be differences in opinions. There will be many viewpoints. Our differences allow us to appreciate different perspectives.


COLLEGE POLICIES

Attendance:
The veterinary technology program follows a different attendance policy than other MACC classes. Attendance and being in class on time is vital to your success in the program and in the veterinary technician profession. If you are going to be absent, please notify your instructors in advance to make arrangements.

You may be removed from the program if you are absent for more than 4 days per semester or have 8 tardies per semester. A tardy is counted as a half day absence.

Student attendance must be defined in a different manner for online, hybrid, and virtual courses. Student attendance in these courses is defined as active participation in the course. Online, hybrid, and virtual courses will, at a minimum, have weekly mechanisms for student participation, such as any or all of the following methods:

a. Completion of quizzes or exams
b. Submission of assignments
c. Participation in threaded discussions
d. Communication with the instructor

A student who does not participate in an online, hybrid, or virtual course for two consecutive weeks will be dropped by the instructor unless acceptable justification is supplied. As with ground courses, a student’s attendance rate in online courses will also be calculated based upon the first day of the semester. If a student does not demonstrate active participation in the online course within the first two weeks (or the equivalent proportion of class time during a short session), the student will be dropped as “never attended.” Simply logging into an online class does not constitute active participation.
Students should be aware that their dropping a course and their last date of attendance in the course may impact their financial aid.

**Definition of Course Attendance**

<table>
<thead>
<tr>
<th>Course Type</th>
<th>Definition</th>
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<tbody>
<tr>
<td>In Seat</td>
<td>Physically attending scheduled, face-to-face, class meetings</td>
</tr>
<tr>
<td>Virtual</td>
<td>Being present, via appropriate platform, for scheduled class meetings/activities</td>
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| Hybrid      | Physically attending scheduled, face-to-face, class meetings and active participation in the online portion of the course which may include any or all of the following:  
  • Completion of quizzes or exams during class meetings and online  
  • Submission of assignments during class meetings and online  
  • Participation in discussions during class meetings and online |
| Online      | Active participation in an online course includes the following:  
  • Completion of quizzes or exams  
  • Submission of assignments  
  • Participation in threaded discussions |

Simply logging into the Learning Management System (Canvas) and/or accessing the course and course related material does not constitute active participation for the online component of hybrid courses or for online courses. (*Policy Handbook*, G.040)

**Academic Dishonesty:**
MACC board policy is as follows: “Academic dishonesty by students’ damages institutional credibility and unfairly jeopardizes honest students; therefore, it will not be tolerated in any form.” Forms of academic dishonesty include but are not limited to the following: violations of copyright law, plagiarism, fabrication, cheating, collusion, and other academic misconduct. Incidents of dishonesty regarding assignments, examinations, classroom/laboratory activities, and/or the submission of misleading or false information to the College will be treated seriously. The procedure for handling academic dishonesty is outlined in the Student Handbook (*Policy Handbook G.020*). In cases of alleged academic dishonesty, the burden of proof is on the student, not on the instructor.

**Recording Class Sessions Using Zoom:**
The privacy of students is a priority in live or virtual meetings. Recordings of lectures or class meetings that share student information constitute an educational record and are protected under FERPA. Instructors may share recordings within the course section where they were originally recorded and only with the students enrolled in the section. Documented consent from each
student identified in the recording is required to distribute outside of the course where it was originally recorded, or student identity must be redacted.

**Student Email:**
MACC Mail is the official student email system at MACC. Official college communication is sent via this email system. Students are responsible for checking their MACC Mail account regularly. Students may also receive notifications and reminders from MACC through the online learning platform. However, students should remain aware that the online learning platform messaging system and MACC Mail (student email) system are two separate systems.

**ADA Statement:**
Students who have disabilities that qualify under the Americans with Disabilities Act may register for assistance through the Office of Access and ADA Services. Students are invited to contact the Access Office to confidentially discuss disability information, academic accommodations, appropriate documentation and procedures. For more information, please call either the Moberly office at (660) 263-4100 x 11240 or the Columbia office at (573) 234-1067 x 12120, or visit our web page at [http://www.macc.edu/index.php/services/access-office](http://www.macc.edu/index.php/services/access-office).

**Title IX Statement:**
MACC maintains a strict policy prohibiting sexual misconduct in any form, including sexual harassment, sexual discrimination, and sexual violence. All MACC employees, including faculty members, are considered mandated reporters of sexual misconduct and as such are expected to contact the Title IX Coordinator when they become aware, in conversation or in writing, of an incident of sexual misconduct. For more information on this policy or to learn about support resources, please see [http://www.macc.edu/sexual-misconduct-policy](http://www.macc.edu/sexual-misconduct-policy) or contact Cheryl Lybarger, MACC’s Title IX Coordinator, at 660-263-4100, ext. 11369 or cherylybarger@macc.edu.